



Meeting Minutes

Facilities Directorate Zero Accident Council August 2, 2012

Opening Remarks –

- Reminder Safety First. Plan and prepare for your work. Do not rush to get the job done quickly an accident can delay a project.

Items of Interest

Review of Purpose and Expectations

- Bring safety suggestions, complaints or concerns from your workgroup directly to Senior Management
- Communicate status or resolution of concerns back to your workgroup
- Present the DZAC training subjects to your workgroup
- Sign-in sheets are returned to Lisa, Janice, Gene

Safety Spot Awards Issued In July:

- Tru Huynh - Hazard Identification
- Donald Mayorga - Identified and removed contraband chemicals from work area
- Gerard Duncan - Assisted during traffic collision

Expectation: Zero Injuries

- 12 **recordable** injuries for the fiscal year. Trend will end year the same as last year.

Review of ISM – See handout

- ISM is an effective method to integrate safety into all work practices

Safety Issue Discussion:

- LBNL maps with all active construction jobs highlighted to handout to Contractors
- Train Contractors how to escort trucks
- Remove circle by B51 to make it easier for large trucks to come up and down hill
- Mountain Lion Training – Steps to take if you see one
- B17 top of hill falling rocks have damaged fence and earth is eroding away with large cracks

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, **September 6, 2012.**

Reminder to Everyone

- You have the right to work in a safe environment
- You have the right to tell anyone at any level that they are not working in a safe manner
- You have the right to stop a job if it's not being done safely

Safety Meeting Attendance Form

Date:	Location:
Trainer:	Subject:

Safety Meeting Description

Instructions: Include a detailed description of the topics presented. This may include an outline, copies of power points and/or materials distributed. Continue on separate sheet if necessary. List relevant questions asked by attendees or any additional discussion.

Print Name	Signature	Employee ID

This form is used to document safety meetings, training and attendance. Once completed, forward to Facilities Safety.

