



Meeting Minutes

Facilities Directorate Zero Accident Council February 2, 2012

Opening Remarks – Ken Fletcher

- LBNL won two prestigious international awards for Process Excellence from the IQPC (International Quality & Productivity Centre) also known as the PEX (Process Excellence) awards during PEX Week.
- These awards validate all the hard work that YOU have been doing in LEAN, High Performance Culture Change (Change Agent Program) and Business Process Re-engineering.

The awards won were:

Winner-Best Start-Up Business Excellence Program (Under 2Years)

Special Award - Deployment Leader of the Year-Transformational Leader in a Government Deployment

Welcome New Members

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

Items of Interest

- Two Safety Spot Awards Issued:
 - Paul D. Williams – Observation/Report of Hazard

Paul was driving his delivery truck and he wanted to make a left hand turn to go down the hill. There is a mirror that is used to view the traffic coming down the hill which was obscured by a temporary traffic sign creating an unsafe condition for merging. Paul reported this as a safety concern.

- Don Decuir - Observation/Report of Hazard

Don noticed and reported several deficiencies in the assembly of workstations that he believed could have created problems.

Expectations: Zero Injuries

- We have a total of 6 **recordable** injuries over the last four months. There are 13 first aid cases so far this fiscal year.
- Custodians are leading with the most recordable injuries
- Strains and Sprains for the last two (and for most years, second to ergonomics) lead the types of injuries. It is important to warm up your muscles before you start work with light stretches, and watch your overall health.
- Issues and near-misses must be reported **immediately** to your supervisor who must report it to Ken Fletcher or Gene Tucker. They will decide if it is serious enough to elevate.
- There was one ORPS for January where a subcontractor mislabeled the depth of a live electrical conduit on a potholing log from 4 inches to 4 feet. The conduit was subsequently severed.

Winter Safety

- Although our winters are not nearly as severe as those found in most of the nation, working in cold, wet and windy conditions present special hazards that must be taken seriously.
- See Winter Weather Safety Handout

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, March 1, 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

