



Meeting Minutes

Facilities Directorate Zero Accident Council January 5, 2012

Opening Remarks – Ken Fletcher

- Attendance is better

Items of Interest

- \$25 Safety Spot Award Program to start this month
- Interpretation of safety signs

Expectations: Zero Injuries

- We have a total of 4 **recordable** injuries over the last three months
- Custodians and Material Handlers 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.

Carbon Monoxide – Danger at Home and Work

- See Presentation and Carbon Monoxide handout

Safety Issues Discussion

- Should the Custodians be using a cart to help carry trash to the dumpster? Are carts available in the buildings?
- Stop Sign in front of B26 upcoming traffic. Suggestion a larger mirror and a sign that reads no stop sign for upcoming traffic.
- Near Building 15 and 17 left turn blind spot
- All were reminded to take the training back to their groups and to forward the sign-in sheets to Janice Sexson/Lisa Sangmaster

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, February 2, 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

