



Meeting Minutes

Facilities Directorate Zero Accident Council May 3, 2012

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 (April - May):

- Floyd Colton – Preventative Action
- Tien Hunh – Preventative Action

Facilities Incident Notification Process

Reminder:

- ALL Facilities Employees Required to *Immediately* Notify WRC of *Significant* Incidents
 - Work Request Center is x6274
- An Incident is any failure of a service, system and/or utility, or any occurrence (possible ORPS) that has the potential to *significantly* impact safety (major injuries), science and/or business

Expectation: Zero injuries

- 9 **recordable** injuries for the fiscal year.
- Custodians are leading with the most recordable injuries, Laborers and Carpenters with First Aids. Back and Neck are the most injured.
- Strains and Sprains for the last two years continue to lead the types of injuries with a downward trend so far this year. It is important to warm up your muscles before you start work with light stretches, and watch your overall health. Contusions are serious bruises.
- 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. There were also two category 4 ORPS in February, one for a sewage leak into the creek and the other for a LOTO procedural violation. The most recent was for the miss-labeling of a radioactive shipment by a subcontractor.

Facilities ISM Plan Updated

- ISM is an effective injury and incident prevention methodology
 - Define Work
 - Analyze Hazards
 - Develop Controls
 - Perform Work (within controls)
 - Provide Feedback
- Stop Work if scope, hazards, conditions change
- Facilities ISM defines Division Safety Plan and Requirements
- Revised (2012) contents include:
 - Roles and responsibilities
 - Includes Construction Safety
 - Work Planning and Control / Work Authorization
 - Inclusion of Penetration Permit TAP in Self-Assessment
 - Safety Inspection schedule and process
 - Metrics and Reporting
 - Hierarchy of Controls
 - Work Alone Policy
 - Safety Meetings and Documentation
 - BET participation
 - Incident Notification Process
 - Lessons Learned Communication Process
 - Institutional Reporting of Incidents (Sub-ORPS process)
- Plan found on G: drive and FA Safety Web
 - G:\Facilities_Safety\FA ISM\
 - A – Z; Facilities Division; Safety; Safety Reports

Safety Issue Discussion:

- Earthquake Procedures for work: on-site, off-site, and evacuation procedures
- Between B70 and B50 at the bus stop curb there are parked buses & trucks and you can't see people coming out in the cross walk

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, June 7, 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.

