



Meeting Minutes

Facilities Directorate Zero Accident Council
September 6, 2012

Opening Remarks – Jim Dahlgaard

- Meeting turnout is less. Make sure if you can't attend meeting to send a replacement.
- It's a busy time of year. Follow ISM Processes and Procedures and be safe when getting the job done. Don't rush.

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
- Your responsibility to arrange for replacement if unable to attend meeting

Safety Spot Awards Issued In August: One

- Bill Kenney

Expectation: Zero Injuries

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

Training: Eye Protection - See Handout

Safety Issue Discussion:

- Strawberry Gate up-hill mirror is too low needs to be adjusted
- Stop Sign by B26 uphill traffic doesn't have to stop. A sign should be placed under stop sign to read that uphill traffic doesn't stop.
- Blackberry Gate fencing near Badge Office doesn't allow for downhill traffic to see uphill traffic when turning left. There is no visibility.
- Concern that while driving 15 ton truck, striking low hanging branch could cause damage to other vehicles or knocked off
- People still pass the forklift while driving
- People forced to use street when walking down B26 parking area. Suggest moving fence back a few feet
- People should walk in single file on narrow walkways and not in the street

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, **October 4, 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.

