



Meeting Minutes

Facilities Directorate Zero Accident Council
December 6, 2012

Opening Remarks – Ken Fletcher

- No injuries last month
- Wet weather to be careful of slips and falls. Roofer to be cautious
- Truck Safety - There are many truck trips. Be patient, drive slowly and be aware of flaggers.

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 – 10 minutes
- 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 November

- Dave Cota – Stopping work
- Watch your use of appliances – toaster oven left on in B76

Expectation: Zero Injuries

- **1 recordable** injury for the fiscal year.

Training: Recognizing Ourselves in Case Studies (See Handout)

Safety Issue Discussion:

Issues last month

- GEM windows moist in mornings – Squeegees ordered
- Trash in front of dumpsters – due to cars parked in front – No parking to be established
- All others referred to FA traffic engineer – awaiting response

New Issues

- Plumbing shop door opens on to traffic. Install bollards.
- B6 Pedestrian traffic when opening door
- Landslide B17 fall gear

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, **January 3, 2013.**

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.

