



Meeting Minutes

Facilities Directorate Zero Accident Council
March 14, 2013

Opening Remarks – Jim Dahlgard

- We had an Effectiveness Review – there were a series of events with subcontract incidents with corrective actions. A team was developed and a tracking system was put in place to track corrective actions. We had a follow up review after six months to see if we were effective in solving our safety issues. The review determined that while we develop and put corrective actions in the system we need to stay on top of them. We need to be responsible that the corrective actions are being followed both upfront and insure communication and follow up.

Items of Interest

Review of DZAC 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

Training: Safety Checks – Tools for Expert Professionals (See Handout)

Safety Issue Discussion:

New Issues – Issues brought to the Traffic Safety Committee

- Bldg. 66 by the bus turn around there is a plate on the ground that has a gap that is causing a safety concern for the driver's.
- Over at the strawberry gate when exiting the tree is over grown and blocking the vision of the traffic coming down hill.
- Mirror at the stop sign coming down from bldg. 77 that is front of bldg. 72 is turn too far to see oncoming traffic.

Forwarding DZAC Information

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

