



Meeting Minutes
Facilities Directorate Zero Accident Council
December 4, 2013

Injuries – Leading activity when Custodian Injuries occur:

- Lifting objects
- Walking from point A to B
- Lesson is for other crafts to be aware of lifting technique and site hazards

Strains and Sprains still leading type of injury. What to do to Improve:

- Warm up, Stretch/Flex exercise at start of shift

General Information

- Best DZAC Meeting attendance last month - November
- Worst month for review with group sign-in sheets- November

Items of Interest

Review of DZAC Purpose and Expectations

- Bring safety suggestions, complaints or concerns from your workgroup directly to Senior Management via the DZAC
- 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

New Issues

- High fire danger season. When hanging lights use proper equipment
- Fire places – be cautious of what your burning
- Discussion on why people do not want to come forward on safety issues – feeling is they will get in trouble. FA Safety looks at process improvement resulting from injuries and safety observations and not specifically at an individual's actions
- How to engage people into helping each other be more aware of safety – watch out for your co-workers and help them to work safely
- Report back next month on group discussions about obstacles to reporting safety incidents

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday, **January 8, 2014.**

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

