



Meeting Minutes

Facilities Directorate Zero Accident Council

July 10, 2013

Opening Remarks – Jennifer Ridgeway

- This is the time of year that there are injuries and accidents
- Time to not rush and think and be safe
- More inspections we do the less injuries
- Less inspections we do the more injuries
- Look around when you're working or out and if you see something unsafe – fix it

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

Spill the Hill – July 11

- Testing the effectiveness of the Emergency Response Organization
- July 11, 2013 2:30-4:00
- Each Facilities employee must check in during the exercise
- Level one line email was sent June 21
- Accountability link included
- Employees unable to use link will discuss with their supervisor who will enter for you
- Participating Buildings-B 50B complex, B55, B 56, B 56A, B 56W, B 60, B 63, B 64, B 65, complex, B 70, 70A, B 88, B 90

June Injuries:

- Small flap laceration-Employee wearing gloves was pulling up wire to attach to a deck when he lacerated his finger

Training: Work Place Hand Injury Facts – See Handout

Safety Issue Discussion:

New Issues

- People are still running stop signs and speeding
- Report incidents
 - Get information to Work Request Center ASAP
 - DOE headquarters may need to report
- Everyone has to be responsible for safety – it comes from within

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday, **August 7, 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.

