



Meeting Minutes

Facilities Directorate Zero Accident Council

June 6, 2013

Opening Remarks – Jennifer Ridgeway

- Were in a busy time of year. Stop, think about what you're doing.
- Stop work if unsafe
- Be safe

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

Spot Awards:

- Bill Kenney – Reporting injury promptly
- David Robert Shaw - Stopped work for subcontractor noting several LOTO verification deficiencies
- Cathy Court - Responding to Emergency Leak
- Joey Mossor - Stopped work on a subcontractor
- Tru Huynh - Noticed a coworker was experiencing symptoms of a potentially serious health concern
- Don Beaton, Matt Vail, Dave Cota - >350K safe work hours-B 74 and B33 project
- Kirk Haley -Coordinated a regular scheduled project meeting for multiple B50B projects
- Valerie Chan - Planned work to remove ergonomic risk
- John Tully and Joy Fleming - developed method of identifying and labeling a compressed air piping system in B 74.

March – May Injuries:

- Painter cut hand on putty knife after placing in back pocket
- Laborer experienced knee discomfort following 8 hours cleaning fencing on steep hillside
- Plumber shocked by touching light fixture
- Electrician neck strain after working in difficult access area
- Employee laceration on thumb cutting pipe insulation
- Employee fell over guard rail

Spill the Hill Exercise:

- July 11, 2013-2:30=4:00
- Test the effectiveness of the Emergency Response Organization
- Participating Buildings – B50B complex, B55, B56, B56A, B56W, B60, B63, B64, B65 complex, B70, 70A, B88 and B90
- Staff will be instructed during the building sweep to take their belongings and leave the lab property by whatever mode of transportation they have available to them. They are released for the remainder of the workday.
- This will include an accountability exercise-Details to follow
- FAQs for the LBNL Evacuation Exercise

Training: DZAC Traffic Issues – Richard Debusk

Completed

- Unsafe trench plate (gap) at B-66 bus stop
- Subcontractors using quad bikes and other vehicles that are not street legal
- Mirror at the STOP sign down from B-77 in front of B-72 out of position
- Stair at B-74 unsafe
- Weeds and thistles on walkway from B-76 to B-17

Still working

- B-74 1st floor electric room unsafe step

Safety Concerns can be logged on line

Approximately 500 safety concerns have been closed in the system

Safety Issue Discussion:

New Issues – Issues brought to the Traffic Safety Committee

- Uphill traffic sign has been removed by B26. Needs to be put back.
- B74 Roof access stairway step. Trip/fall hazard should be leveled. Stair removed.
- Cross walk should be put on the higher level of hill for pedestrians to cross
- Find location of Irrigation shutoff valve at B90
- Bus drivers driving on or over divider line

- B90 hillside tree to potentially fall on fence
- B76/B75 cars parking outside the perimeter
- B69 parking lot cars parking and blocking other cars
- B70/70A loading dock – contractors parking cars
- B76 overhang area GEM cars parking all over. Name and phone number to be place in GEMs or keep keys in GEMs.

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday, **July 10, 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.

