



Meeting Minutes

Facilities Directorate Zero Accident Council

September 4, 2013

Opening Remarks – Jennifer Ridgeway

- It is our responsibility to stop work and be safe
- Not being safe creates non-value added work

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: Lab Smoking Policy

- UCOP initiative to have all UC campuses smoke and tobacco free by 2014
- LBNL policy to minimize use on the premises
- 13 Designated smoking areas on the hill
- 3 Designated smoking areas at JGI
- B76 smoking location is the East end of the upper level
- Starts Nov 15, 2013

Facilities Safety Concerns – Richard Debusk

Open

- Gem vehicles don't make a sound when they reverse
 - DeBusk and Porter investigating options

Closed

- B74 Roof access stairs present tripping hazard
 - Plywood with non-slip surface installed
- Vehicles parking between B75 and B76 block pedestrian walkway
 - Monitoring for safety

New Issues

- B50A/50B overhang contractors parking in areas for delivery/maintenance trucks
- Blackberry Gate – drivers not using yield signs in entrance area
- B31 and B15 area roadways cracking and shifting

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday, **October 2, 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.

