Meeting Minutes

Facilities Directorate Zero Accident Council

January 8, 2014

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

Injuries Year to Date:

- Hearing Loss
- Right arm tingling and swelling-custodian
- Right shoulder sprain-custodian
- Right Hand laceration-material handler

Change in Job Status - CATS

- Carpenters work temporarily changed for 1 month
- JHA was not changed
- Hazards changed but controls did not
- Shared work space

DZAC Conversations:

- Safety suggestion box
- Anonymously send emails to the safety group
- Longer/later meetings
- Smaller rooms-bringing people closer together
- More current events safety
- Safety skits/utube safety films
- Meeting in a circle

Roundtable Homework:

Personnel Protective Equipment

- What PPE issues exist for your group?
- Do you have access to the PPE needed?
- Is the PPE fitting, lasting, protecting correctly?
- Consider safety glasses, shoes, gloves, hearing protection, fall protection, hard hats etc

January Round Table:

- January Focus-Group discussion about obstacles to reporting safety incidents
    - Suggestion that supervisors and leads do random spot checks on workers to make sure workers are working safely

New Issues:

- B85 contractors continue parking in area by new water tank on both sides of road that is designated no parking area – Gene Tucker.
- Bollard to be installed in front of plumber's door – Janice Sexson.
- Exit door to carpenter shop locked. Plumber's door blocked by cars. Only one door to exit in shop for an emergency – J. Sexson/G. Tucker.

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday, **February 12, 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

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.

Print Name	Signature	Employee ID