



Meeting Minutes

Facilities Directorate Zero Accident Council

March 12, 2014

Opening Remarks – Jim Dahlgard

- Always listen to your inner voice
- Even when you do everything right things can still go wrong
- Be aware of your surroundings for yourself and others

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

Hot Work Permits:

Situations Requiring Hot Work Permits

- Welding
- Heat treating
- Grinding
- Thawing pipe
- Powder-driven fasteners
- Hot riveting
- Torch applied roofing
- **BBQ propane, charcoal, and sternos**
- Similar operations producing or using a spark, flame or heat

Prior to performing any hot work, a fire safety permit must be obtained from Protective Services

- Permits are requested by calling 6015
- Permits shall be requested not less than 24 hours in advance of the work to be done.
- Weekend work-permits are to be requested not later than 12:00 PM on the Friday before
- Permits will be issued and inspected between 8AM to 4PM

February Injuries:

- Hand/wrist –Static electric shock-Plumber-using orbital welding head-First Aid
- Shoulder/arm discomfort-Custodian-lifting over shoulder-Recordable
- Wasp sting to neck-PMT-First-aid
- Shoulder/arm/neck/elbow-office worker-computer work-First aid
- Shoulder/arm numbness/tingling-Custodian-Compensating-Recordable

Action Items:

- Tool Crib Emergency Equipment – cross over extension cables, spot lights etc. (Bill Kenney). Workers were told to relay information to supervisors if they needed equipment. Resolved.
- Specialized PPE Access – (Janice Sexson). Supervisors to take over PPE Program. Resolved.
- Vending Machine Tools – what type of tools are going in the machines? Questioning upgraded fall protection equipment. PPE Vending Machines installed. Resolved.
- Rock located on hill above B48 Fire House could fall down in next rain (Janice Sexson). Engineer evaluated rock and area. Resolved.
- Each shop is responsible to order and supply their own safety glasses. PPE Vending Machines Installed. Resolved.

April Roundtable Homework:

Walking the Talk-(Without Identifying Workers)

- Are workers always able to realistically follow safety procedures?
- Are there barriers that get in the way?
- Is the reality of getting the work done creating situations where workers feel they have to take short cuts?
- Are there unidentified hazards out there in the field?

March Roundtable Homework:

Reporting Injuries

- Is there a reluctance to go to Health Services?
- If so why?
- Are employee comfortable discussing injuries during injury reviews?
- Why do employees delay?
- What would employees like to change about the process?

Paperwork and process is too involved.

Feel intimidated by co-workers.

Concerned they are getting the correct treatment at health services for their injury.

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday, April 9, 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

