



## Meeting Minutes

### Facilities Directorate Zero Accident Council

November 12, 2014

#### Opening Remarks – Reva Nickelson

- There have been several government vehicle accidents
  - Several due to backing up vehicle
  - Have a spotter help you if needed
  - Bollards are short and hard to see
- When going to the snow have a checklist
  - Have supplies for 3 to 4 days
  - Blankets, sleeping bags, flashlights, extra batteries, food, water, shovel, car charger for cell phone

#### 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

##### FY 2014 Injuries in Review

- 1 – Rigger
- 1 – HVAC
- 1 – Painter
- 1 – Supervisor
- 1 – Carpenter
- 1 – Admin
- 6 – Custodians
- Ankle, finger, back, forearm, wrist, hearing, elbow and several with shoulder

##### October Recordable Injuries

- 10/13/2014 Electrician Injury
  - Shoulder and neck pain after lifting loose electrical panel in awkward position
- 10/13/2014 Custodian Foot Injury
  - No apparent cause
  - Walking up slight incline between B 80 and B 15-Injured foot-There were no slip/trip hazards
- 10/27/2014 Custodial bumped his head on a restroom shelf

#### October First Aids Injuries

- 1-21/2014 First Aid PMT head contusion
  - While climbing permanent ladder at the B 33 Cooling tower
  - Structural I-Beam encroaches into normal ladder access
- 10/2/2014 Electrician -Finger Contusion
  - Pinched finger while closing ladder
- 10/16/2014 Facilities Employee
  - Multiple Wasp Stings
  - If you become aware of insect activity contact WRC

#### DZAC Action Item Update

- See chart ppt presentation

#### Chemical Inventory

Spot Check Chemical Inventory

Spot Check Assessments

Chemical Area Spot Checks

- See ppt presentation

#### December Roundtable Homework

- Where are you/your group storing your chemicals?
- Do you have any areas where only a small container or two are stored?
- Do you have any chemical concerns?

#### Roundtable November Homework

##### **Looking back at year end**

- How does year end impact you and your co-workers?
- What works really well?
- What doesn't work?
- How does year end impact your safety?
- What if anything should change about the year end process?
  
- Last minute year end rush
- Causes stress

#### Forwarding DZAC Information

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

<b>Date:</b>	<b>Location:</b>
<b>Trainer:</b>	<b>Subject:</b>

## 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.**

