



## Meeting Minutes

### Facilities Directorate Zero Accident Council

October 8, 2014

#### Opening Remarks – Stan Tuholski

- Personal accountability
- Have a team approach
- Working together for safety

#### 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

##### September Injury Updates

- 9/4/2014 HVAC Employee- Changing a air filter on a system that was only a couple of feet overhead-struck his head on a suspended all thread hanger-immediately reported to Health Services-First aid
- 9/23/2014 Painter slipped on water near B 90 entrance-twisted right ankle-Recordable injury
- 9/24/2014 Admin employee slipped and fell on level laminate floor-new shoes-immediately reported to Health Services

#### 5 – S Recap

- What worked?
- What didn't?
- How can we sustain housekeeping long term?
- Scheduling/work order?
- - Clean up after yourself on each job
  - Schedule time to clean
  - Hold someone in each shop (rotate) to make sure shop is kept in order
  - Need more space

## Roundtable - October Homework

### Access/Egress

- What work locations are the most difficult to work in or access?
  - B90 – 4<sup>th</sup> floor due to having to use the stairs. Delivering heavy items
  - Landslide Well Pumps - Moving tools and equipment up the hill. Lots of loose footings
    - o This was a temporary configuration
    - o Solution suggestion to move well pump controls
    - o Have reviewed to see if well pumps are still needed (Geotech)
    - o Janice to talk with Mike Dong
  - Hill 17 – Loose soil, clearing trenches, transporting dirt down the hill
    - o Janice will talk with Mike Crofoot
  - M&O Reviews/Engineering – more space for access to utilities

## November Roundtable 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?

## Forwarding DZAC Information

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



