



Meeting Minutes

Facilities Directorate Zero Accident Council

July 8, 2015

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

Injury Update May - June

- 5/4/2015-Electrician-Knee Contusion-Moving awkward metal light fixture-First Aid
- 5/11/2015-Plumber –Chronic knee pain-First Aid
- 5/19/2015-Cafeteria subcontractor-Left middle fingertip laceration-Recordable Injury
- 5/26/2015-Groundskeeper-Hearing loss-First Aid

Chemical Inventory Process Phase One Completed

- Chemical Inventory must be accurate, complete for first responders
- Work Leads – area points of contact
- Reassigning new bar code numbers
- Correcting discrepancies
- Working with work leads to establish upper volume of chemicals stored at any Facilities location
- Not including soaps/detergents/latex paints

Chemical Inventory Process Phase Two Completed

- Chemical area spot checks
 - Correctness of inventory
 - Reporting findings to Work Leads/safety team
 - Follow up to ensure any incorrect issues are resolved
 - Field Conditions
 - Identification of any new purchases not entered into Chemical Management Database

Chris Debernardi - Chemical Management Designee

- All purchase orders for new chemicals will either be place by Chris or Chris will be informed
 - New chemical
 - New size container
 - New type container
 - New manufacturer

Action Items

Issue	Solution	Location	Reported Date	CATS #	Status	RI
Plumber and Carpenter shop ventilation					Pending-Waiting completion of engineering estimate and funding	Janice Sexson
Sidewalk below B15 buckling-trip hazard	On the list of proposed improvements-pending authorization of funding	B 15	13-May-15			Janice Sexson
Wom signage on electrical pads	Further information needed	Sitewide	11-Feb-15			Tom Caronna
Access to pumps with tools is difficult	D Galvez placed a work order to do a feasibility study-Janice will enter into cats following the study	Hill above Wilson slide	October 8th		Pending-waiting completion of engineering estimate and funding	Stan Tuholski
Traffic issues B 15-Ca government parking be put in	Employees advised to take pictures of cars/license plates and notify cars/license plates/notify protective services/Mike Wisherop	Sitewide	May-14		Resolved	Mike Wisherop
B 48 Rocks fall on sidewalk	Entered into CATS to find solution	B 48	9-Apr-14	9693	Resolved	Tammy Thompson
B 77 Possible unsafe work conditions	Entered into cats to find solution	B 77	9-Apr-14	9634	Pending Funding-Stop Work Status	Tom Price/ Safety Group
Too many interviews for small injuries	Eliminate injury reviews for minor incidents		12-Mar-14	NA	Resolved	Janice Sexson
Too many injury interviews/per injury	Track and resolve		12-Mar-14	NA	Resolved	Janice Sexson

Roundtable Discussion

- Current safety issues
- DZAC
 - Who presents your DZAC information?
 - Do they use the slide show provided?
 - Is there adequate time for the presented information and feedback?
 - What would you change about DZAC?
 - What would you not change?
 - Suggestions?

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Wednesday, August 12, 2015

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

