



Meeting Minutes

Facilities Directorate Zero Accident Council December 1, 2011

Opening Remarks – Jennifer Ridgeway

- DZAC Meetings change to monthly half hour meetings. Looking at ways to make it better
- Spot Awards money cut in half. Working on supervisor to give spot awards on the spot when employee is doing something safely – social incentives

General Comments and Announcements

- Work Alone Policy finalized
 - Implementation details not yet established in FA
 - Working Alone: Occurs when a worker performs work when there is nobody within sight or earshot who can assist the worker in the event of an emergency
 - Found in PUB-3000 Section 5.3
- Still not 100% verification of safety meeting/training pass down
 - We will begin reporting this month
- Do you think shortened DZAC meetings are working?

Expectations: Zero Injuries

- Two first aid injuries were reclassified as recordable for a total of three for the year.
- There are seven first aid injuries. Two of the three recordable injuries and seventy percent of our total injuries involve delayed reporting, one up to a 60 day delay.
- It cannot be over emphasized that injuries must be immediately reported, even if you think “it will get better.”
- Back and neck are the parts of the body most injured
- Strains and Sprains for the last two (and for most years, second to ergonomics) lead the types of injuries with 66% for this year.
- It is important to warm up your muscles before you start work with light stretches, and watch your overall health.
- Issues and near-misses must be reported **immediately** to your supervisor who must report it to Ken Fletcher or Gene Tucker. They will decide if it is serious enough to elevate. All of our ORPS are subcontractors except for one!
- LOTO and Fall Protection are the leading issues.

Holiday Safety

Injuries increase in the workplace and at home between Thanksgiving and New Year due to shortened daylight hours, cold and rainy weather and the stress of the season.

- Christmas trees were the first item ignited in 370 home fires, resulting in 40 deaths, 100 injuries and \$15.7 million in direct property damage.
- During this time 10,000 people are injured as a result of falls, cuts, shocks and burns related to holiday decorating.
- Select and test a fresh tree or buy a live tree instead
- Cut off base and fill stand with hot water
- Secure from falling if necessary
- Keep at least 3' away from heat, sparks and open flames (candles)
- Non-combustible decorations only
- Don't block access to exits
- Artificial trees and all lighting should be UL listed
- Only use indoor lights indoors
- Replace damaged light sets
- Read up on ladder safety
- Don't overload electrical circuits
- Don't run cords under rugs or create tripping hazards
- Avoid use of cellophane on tree
- Caution when handling spun glass, artificial snow and sprays
- Disconnect lights at bedtime
- Careful with placement of ornaments if children or pets
- Ensure smoke detectors work
- Discard wrappings immediately
- Discard tree when dry
- Don't burn tree or wrappings in fire place

Toys and Gifts

- Caution choosing for small children, especially if multiple ages

Plants

- Caution with children and animals
- Mistletoe, holly berries, Jerusalem cherry, and amaryllis can cause serious illness

Alcohol, Parties and Driving

- More than half of all traffic deaths are alcohol related
- Use Designated Driver
 - Someone who does NOT drink, not someone who drinks less than the others
- Stay overnight or nearby if tired or need to travel long distances

Stress

- Allow enough time to shop
- Set reasonable expectations
- Time for yourself
- Consider what is really important and what is not

Holiday Shopping

- Keep receipts separate from purchases
- Keep packages in trunk
- Park in well lighted and well traveled locations
- Arrive and leave in daylight hours
- Carry wallet in front pocket
- Disguise high end shopping bags
- Be aware of your surroundings
- Have keys at ready

Safety Issues Discussion

- Check to see if fire rated jackets are on order. Jim Murphy has been issued the Project ID and will order jackets
- Each group should be having safety meetings every two weeks
- Carbon monoxide alarms in homes is the new law
- Working Alone Policy - radio and phone
- Holiday Safety Handouts to your groups
- All were reminded to take the training back to their groups and to forward the sign-in sheets to Janice Sexson/Lisa Sangmaster

Forwarding DZAC Information

- Reminder to turn in your review sheets before our next meeting on Thursday, January 5, 2012.

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

