

# DES Safety Sub-Committee Meeting Summary

**Date:** September 30, 2013

**Location:** West Sacramento, Library 2<sup>nd</sup> Floor, Room 231a

**Call In:** (916) 574-2557

**Time:** 9:00am- 10:00am

**Attendees:** Mike Donlon; Cindy Garcia; Mike Dempsey; Ryan Keith; Jason Kindopp; Michal Koller; Steve San Julian; Tim Smith; Allan Wong; Ofelia Bogdan; Matt Hicks, Scott Waller; Caitlin Roddy; Mark Harold; Gil Wong; Eric Hong; Marliea Patrick

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## Agenda

1. Safety Moment (5-Minutes/Cindy)
  - o Vehicle safety
2. DWR Steering Committee Update (5-Minutes/Heidi)
  - o Finalized their charter
  - o Task Order IV – (*see handout*)
    - (Our Sub-committee should use this resource to develop DES safety web site? Don's taken the lead on this and will have more information for us at our next meeting)
3. DWR Safety Committee Update (5-Minutes/Cindy)
  - o Divisions to develop charters for their Subcommittees (*see item #6 below*)
  - o Reviewed Training Needs Assessment (*see handout*)
  - o Started discussing DWR safety office developing training and competency procedures
4. New Meeting Agenda & Summary Templates (5-Minutes/Cindy)
  - o These are tools provided by the DWR Safety Office
  - o Saved on the DES Network Drive: \\nasdes\Safety\Committees\DES Safety Sub-Committee\TEMPLATES- Agenda & Meeting Summary
5. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
  - o Open Safety Concerns – Facilities Issues –
    - Building meetings
      - Should quarterly building meetings be set-up with Facilities, Divisions & NCRO separately from monthly safety meetings to discuss/resolve building related safety issues?
        - o Should responsibility to organize meetings rotate between Divisions & Office?
      - Do the Divisions & Office at 3500 Industrial blvd want to consolidate monthly safety sub-committee meetings?
        - o Should responsibility to organize meetings rotate between Divisions & Office?
    - Building EAP Status -
  - o New Safety Concerns –
    - Snake bite kits, epi pens, and benidryl and aspirin type items in our First Aid kits (see handout)
    - Our Subcommittee should consider developing an annual evaluation process (see handout)
      - Ideas for metrics?
6. Action Items (20-minutes/All)
  - o Charter (*see Handout*)
    - Draft charter e-mailed on 8/2/613, comments were due on 9/23/13, but no comments received
    - Revisions or thoughts?
    - Responsibilities
    - Charter ready for Committee approval?
      - If not, set a date to review, discuss, and vote on approval
    - Final Charter will need Dean's review then Michael Donlon's review

- Should try to finalize Charter by our November meeting -
7. Other/Open Items (10-Minutes/Cindy)
- Radios (new narrow band digital)
    - Equipment inventory – Folder created on the shared drive, under “Two Way Radio” is an excel spread sheet – add your equipment, S/N and DWR identifier, and eventually your call sign (when new ones are assigned)
    - Training - O&M has offered to provide DES & NCRO 2 training events on Thursday, October 10, 2013 in room 119, West Sacramento, at: 10:15 AM to 12:15 PM, or 1:30 PM to 3:30 PM. Participating staff are encouraged to bring their equipment as they’re needed for the hands-on demonstrations. If you have a radio and want to participate, send me an email by Friday, October 4, 2013, and please let me know which time session you prefer.
  - Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-
    - Are the Safety Subcommittee members interested in setting-up a safety stand down day at 3500 Industrial blvd.?
    - Safety Expo 2014 April 15-17, 2014 at Consumnes River College (see handout)

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## Meetings Summary

1. Safety Moment (5-Minutes/Cindy)
  - Vehicle safety- Please check your windshields are clean. Replace your wiper blades and make sure that your washer system is filled with anti-icing fluid.
2. DWR Steering Committee Update (5-Minutes/Mike D.)
  - a. Finalized their charter
  - b. Task Order IV – (see handout)
    - (Our Sub-committee should use this resource to develop DES safety web site? Don's taken the lead on this and will have more information for us at our next meeting)
    - AquaNet is scheduled to be replaced with Share Point by the end of the year. Each division will be able to have its own safety page. There will be training (by vendors) for Share Point.
3. DWR Safety Committee Update (5-Minutes/Cindy)
  - a. Divisions to develop charters for their Subcommittees (see item #6 below)
  - b. Reviewed Training Needs Assessment (see handout)
  - c. Started discussing DWR safety office developing training and competency procedures
4. New Meeting Agenda & Summary Templates (5-Minutes/Cindy)
  - a. These are tools provided by the DWR Safety Office
  - b. Saved on the DES Network Drive: \\nasdes\Safety\Committees\DES Safety Sub-Committee\TEMPLATES- Agenda & Meeting Summary
5. Status Report (10-Minutes/All) *This is a standing agenda item on the template.*
  - a. Open Safety Concerns – Facilities Issues –
    - i. Building meetings
      1. Should quarterly building meetings be set-up with Facilities, Divisions & NCRO separately from monthly safety meetings to discuss/resolve building related safety issues?
        - a. Should responsibility to organize meetings rotate between Divisions & Office?
      2. Do the Divisions & Office at 3500 Industrial blvd want to consolidate monthly safety sub-committee meetings?
        - a. Should responsibility to organize meetings rotate between Divisions & Office?
    - ii. Meetings should be kept separate and members attend and contribute information as needed.
    - iii. Building EAP Status - the EAP was returned as a total re-write (not just minor edits). Committee needs to establish timeline with deadlines. Graphics to provide floor map with layers (to indicate exits, AED's, fire extinguishers, etc.).
  - b. New Safety Concerns –
    - i. Snake bite kits, epi pens, and benidryl and aspirin type items in our First Aid kits (see handout)- need to check the first aid kits to verify contents.
    - ii. Our Subcommittee should consider developing an annual evaluation process (see handout)
      1. Ideas for metrics? - handout distributed. How to measure and evaluate our progress (for the committee)- based on action items completed?, any other ideas?
6. Action Items (20-minutes/All)

- a. Charter (see Handout)
  - i. Draft charter e-mailed on 8/2/13, comments were due on 9/23/13, but no comments received
  - ii. Revisions or thoughts?- need to personalize the charter (template) and have someone take charge of the process. It is also a living document and will have to be reviewed and updated annually. Need to have a contact person who will be contacted/notified of any changes.
  - iii. Responsibilities- safety item purchases need to be consistent throughout the division/department.
  - iv. Charter ready for Committee approval?
    - 1. If not, set a date to review, discuss, and vote on approval
  - v. Final Charter will need Dean's review then Michael Donlon's review
  - vi. Should try to finalize Charter by our November meeting -
  
- 7. Other/Open Items (10-Minutes/Cindy)
  - a. Radios (new narrow band digital)
    - i. Equipment inventory – Folder created on the shared drive, under “Two Way Radio” is an excel spread sheet – add your equipment, S/N and DWR identifier, and eventually your call sign (when new ones are assigned)
    - ii. Training - O&M has offered to provide DES & NCRO 2 training events on Thursday, October 10, 2013 in room 119, West Sacramento, at: 10:15 AM to 12:15 PM, or 1:30 PM to 3:30 PM. Participating staff are encouraged to bring their equipment as they're needed for the hands-on demonstrations. If you have a radio and want to participate, send me an email by Friday, October 4, 2013, and please let me know which time session you prefer.
    - iii. NCRO has a bay station for radios in the warehouse.
  - b. Safety Stand Down- DES/DOE/NCRO-3500 Industrial Blvd Safety Day-
    - i. Are the Safety Subcommittee members interested in setting-up a safety stand down day at 3500 Industrial Blvd.? Scott mentioned that O&M's day is open for viewing and accepts suggestions for classes to offer.
    - ii. Safety Expo 2014 April 15-17, 2014 at Consumnes River College (see handout). – not just for construction. Offers CPR class (for DWR certification) and field emergency classes.

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## Decision Points & Action Items (Consolidated)

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1. Action Item: Don Guy- send questions for Safety website (Share Point) for next meeting.
2. Action Item: EAP- need input when we receive it so we can finalize it.
3. Action Item: Cindy: Develop list of radio training questions (so both classes will be uniform).
4. Action Item: Cindy: who can take the lead on the draft charter- please email Cindy by Oct. 3.

