

DELTA FIRE, INC.

SAFETY COMMITTEE AGENDA/MINUTES

Company Name: Delta Fire, Inc.

Division/Department: Safety Committee **Date/Time:** 12/17/2013 8:05am

Chairperson: Heidi Scarbrough

Members Present: Joe Carter **Members Absent:** _____
Andrew Cartales _____

Old Business

Item Number (number using year and sequential numbers: 02-01, 02-02, etc.)

- | | |
|--------------|---|
| <u>0618</u> | <u>Water Damage Prevention Manual - Work in Progress</u> |
| <u>12-03</u> | <u>Work on getting all employees up to date on Training - HS VERY CLOSE!</u> |
| <u>12-24</u> | <u>Create New Employee PowerPoint presentation - HS</u> |
| <u>12-25</u> | <u>Get more employee Handbooks made - HS</u> |
| <u>13-04</u> | <u>Create Lockout/Tagout Training Program - HS</u> |
| <u>13-05</u> | <u>Create Electrical Safety Training Program - HS</u> |
| <u>13-06</u> | <u>Update & Create Ergonomic/Material Handling Training Program - HS</u> |
| <u>13-13</u> | <u>Create Training Program on Confined Space - HS</u> |
| <u>13-14</u> | <u>Create Training Program on Trenching & Shoring - HS</u> |

Old Business Completed

Item Number (number using year and sequential numbers: 02-01, 02-02, etc.)

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|--------------|--|
| <u>13-07</u> | <u>Annual Revision/Update of EHS Manual - HS</u> |
| <u>13-11</u> | <u>Need new rolling ladder for out in the Shop - AC</u> |
| <u>13-18</u> | <u>Ensure ALL Employees are trained on new GHS & SDS by Dec. - HS</u> |
| <u>13-20</u> | <u>New route for safety quizzes</u> |

New Business

Item Number (number using year and sequential numbers: 02-01, 02-02, etc.)

- | | |
|--------------|---------------------------|
| <u>13-21</u> | <u>OR-OSHA Inspection</u> |
| _____ | _____ |

Safety/Health suggestions submitted:

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Summary of current losses (review by injury/accident type, department, etc.)

The following incidents which happened since the last meeting were discussed:

Date of injury/illness	Causes/Description	Recommendation/Action Taken
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Progress Report (activities/results since last meeting):

CONGRADULATIONS TO JUSTIN REEDER!!! He won our 6-month Injury free drawing!

KEEP UP THE AMZING WORK EVERYONE! HAVE A SAFE & HAPPY HOLIDAY SEASON!!!

Other committee remarks *(reminders on safety/health items not requiring recommendations)*

Joe is going to be leavening the committee due to other commitments. We will from this point forward be pulling in field representation to fill our third chair spot. If you would like to sit on the committee please contact Heidi.

Next Meeting:	<u>1/14/2014</u> Date	<u>7:05 AM</u> Time	<u>Conference Room</u> Place
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Present meeting adjourned: 8:35 AM
Time

Maintain on file of three years

Post on employee bulletin board(s)

Copies to Safety Committee; Management, Field Offices