

DELTA FIRE, INC.

SAFETY COMMITTEE AGENDA/MINUTES

Company Name: Delta Fire, Inc.

Division/Department: Safety Committee **Date/Time:** 11-12-13 8:00am

Chairperson: Heidi Scarbrough

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

Old Business

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

0618	Water Damage Prevention Manual - Work in Progress
12-03	Work on getting all employees up to date on Training - HS VERY CLOSE!
12-24	Create New Employee PowerPoint presentation - HS
12-25	Get more employee Handbooks made - HS
13-04	Create Lockout/Tagout Training Program - HS
13-05	Create Electrical Safety Training Program - HS
13-06	Update & Create Ergonomic/Material Handling Training Program - HS
13-07	Annual Revision/Update of EHS Manual - HS
13-11	Need new rolling ladder for out in the Shop - AC
13-13	Create Training Program on Confined Space - HS
13-14	Create Training Program on Trenching & Shoring - HS
13-18	Ensure ALL Employees are trained on new GHS & SDS by Dec. - HS

Old Business Completed

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

13-08	Annual Revision/Update of Safety Data Sheets - HS
13-16	Need to order new/more fall protection - HS (looking into quantities before order)
13-17	Create a way to track specialized fall protection & Impalement on new Equipment - HS
13-19	QJW - See Attached Letter

New Business

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

13-20	New route for safety quizzes
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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):

CURRENTLY 525 DAYS INJURY FREE!!!

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

Next Meeting:	<u>12/10/2013</u> Date	<u>8:00 AM</u> Time	<u>Conference Room</u> Place
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Present meeting adjourned: 8:55am
Time

Maintain on file of three years
Post on employee bulletin board(s)
Copies to Safety Committee; Management, Field Offices