

DELTA FIRE, INC.

SAFETY COMMITTEE AGENDA/MINUTES

Company Name: Delta Fire, Inc.

Division/Department: Safety Committee **Date/Time:** 2-21-14 2:00PM

Chairperson: Heidi Scarbrough

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

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.)

- | | |
|--------------|---|
| <u>14-01</u> | <u>Order More Yoyo's & Relief Straps</u> |
| <u>14-02</u> | <u>Next Month is our 6th Month FP Inspections</u> |

New Business

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

- | | |
|--------------|---|
| <u>14-03</u> | <u>Quarterly Job Walk - See Attached Letter</u> |
| _____ | _____ |
| _____ | _____ |

Safety/Health suggestions submitted:

DELTA FIRE, INC.

SAFETY COMMITTEE AGENDA/MINUTES

(Continued from previous page)

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 618 DAYS INJURY FREE

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

Next Meeting:	<u>3/11/2014</u>	<u>7:05am</u>	<u>Conference Room</u>
	Date	Time	Place

Present meeting adjourned: 2:45 PM

Maintain on file of three years

Post on employee bulletin board(s)

Copies to Safety Committee; Management, Field Offices



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CCB# 64174

February 21, 2014

**Bridgeport Village – Verizon Wireless
7174 SW Hazel Fern Rd.
Portland, OR 97224**

Congratulations to all employees who are working on the above named project. Even with limited work area, limited storage and half of this store being open to the public, the work area was clean and organized. Keep up the good work!


Heidi Scarbrough/Safety Coordinator

February 21, 2014