

DELTA FIRE, INC.

SAFETY COMMITTEE AGENDA/MINUTES

Company Name: Delta Fire, Inc.

Division/Department: Safety Committee **Date/Time:** 3-12-14 10:25AM

Chairperson: Heidi Scarbrough

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

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>12-24</u>	<u>Create New Employee PowerPoint presentation - HS</u>
<u>12-25</u>	<u>Get more employee Handbooks made/ Update employee handbook - AC</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>13-14</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>14-03</u>	<u>Quarterly Job Walk - See Attached Letter</u>
<u>12-03</u>	<u>Work on getting all employees up to date on Training</u>
<u>13-04</u>	<u>Create Lockout/Tagout Training Program - HS</u>
<u>13-13</u>	<u>Create Training Program on Confined Space - HS</u>

New Business

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

<u>14-04</u>	<u>Work on making a fall protection need & wish list</u>
<u>14-05</u>	<u>Need to order more hard hats and safety vests</u>
<u>14-06</u>	<u>Semi-annual fall protection inspections. Have been sent out, need to get them back in.</u>

Safety/Health suggestions submitted:

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(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 635 DAYS INJURY FREE

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

Next Meeting: 4/14/2014 7:05am Conference Room
 Date **Time** **Place**

Present meeting adjourned: 11:15am

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