

DELTA FIRE, INC.

SAFETY COMMITTEE AGENDA/MINUTES

Company Name: Delta Fire, Inc.

Division/Department: Safety Committee **Date/Time:** 9/16/13 10:35am

Chairperson: Heidi Scarbrough

Members Present: Joe Carter **Members Absent:** _____
Andrew Cartales _____
Steve 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>13-07</u>	<u>Annual Revision/Update of EHS Manual - HS</u>
<u>13-08</u>	<u>Annual Revision/Update of Safety Data Sheets - HS</u>
<u>13-11</u>	<u>Need new rolling ladder for out in the Shop - AC</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>12-07</u>	<u>Create Universal Pre-Task Plan - HS to create prototype</u>
<u>13-12</u>	<u>Safety Concerns for our Company Picnic - Heat, Stings, Sun Burns, Cuts, etc. Ways to mitigate such concerns - Lots of water, Epi-pins/First aid kits, Sun Screen, NO ALCOHOL</u>
<u>13-10</u>	<u>Re-send out Semi-Annual Fall protection Inspection Sheets - HS</u>
<u>13-15</u>	<u>Review ANSI Fall Protection Revisions and Changes that may affect Delta - HS</u>

New Business

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

<u>13-16</u>	<u>Need to order new/more fall protection - HS (looking into quantities before order)</u>
<u>13-17</u>	<u>Create a way to track specialized fall protection & Impalement on new Equipment - HS</u>
<u>13-18</u>	<u>Ensure ALL Employees are trained on new GHS & SDS by Dec. - HS</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):

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

Next Meeting:	<u>10/8/2013</u>	<u>7:10am</u>	<u>To Be Decided</u>
	Date	Time	Place

Present meeting adjourned: 11:25 AM
Time

Maintain on file of three years
Post on employee bulletin board(s)
Copies to Employees