

**IRVINE SAFETY LEADERSHIP TEAM MEETING**

**AGENDA FOR JUNE 5, 2015**






**Call In: # 860.970.0010**


**Passcode: 119-382-531#**

START	END	NEXT MEETING	LOCATION
1:30 PM	2:00 PM	6-18-15 SLT MTG	Conference Call

Participants	Non-Participants
Jose Reyes ( <i>chaired</i> ) Mark Harding Adrian Gutierrez Carlos DeMelo James Fabry Tim Lynch	Lee Scott Stacey Grau

**GENERAL DISCUSSION ~ 05.06.15**

Discussion Topics	
<b>Revamp Irvine Region SLT</b>	2014/06-2015-06 No actions initiated
<b>Whistle Blower</b>  WHISTLEBLOWER Script.pdf	<b>Team: Brian M., Bryan F. &amp; Terry B.</b> <ul style="list-style-type: none"> <li>The 800 # is Live and Running and as of today <b>No calls</b> on the Whistleblower Hotline. <i>There will be a Bi-Weekly report log given to Martin and Autumn for feedback on what's being reported.</i></li> <li>We had 250 stickers printed and passed out at Safety Dinner for ALL REGIONS for the 1<sup>st</sup> round of advertisement and will include 8 ½ x 11 signs in Start-Up Packets.</li> <li>Suggestion: Give stickers to employees at New Hire Orientations.</li> <li>Make announcements @ May Safety Dinners in all regions.</li> </ul>
<b>Monthly Safety Reminders</b>  R&S ABCD Fall Protection Poster.pdf   Know what's BELOW. Call before you dig.	<b>Team: Terry M., Kevin M. &amp; Doug O.</b> <ul style="list-style-type: none"> <li>The goal is to have 12 posters / training for the year in the Tool Box for Jobsites Campaign Awareness to pull as needed. Sizes of posters are <b>11x17</b> that Jobsite can print and post at Sunscreen stations or discuss during morning meetings. <i>Topic Examples: 1st Aid/CPR, Fall Protection, PPE etc...</i></li> <li>On the new INTRANET Vasheta has made a page titled <b>"Monthly Topics"</b> where they will be accessible for 2 months.</li> <li><b>CALL 811 DIG ALERT:</b> Remember; always call 48 hours before you start any digging project! You'll avoid injury, expense, embarrassment - and a very inconvenient day in the dark</li> <li>Should Irvine create a monthly poster? Yes, Tim and Adrian to take the lead on creating one/share the workload with SD region.</li> </ul>
<b>Track Training &amp; Transfer Records</b>  We Support Tracking ALL Training-just sent	<b>Team: Martin S., James C. &amp; Vasheta A.</b> <ul style="list-style-type: none"> <li>Shereen and Vasheta are tracking all training so please turn in Sign-In Sheets. For directions see attached (mentioned @ May Safety Dinner) </li> <li>Alliant (our WCIRB agent) is willing to come out and manage training for us for free. Marissa to follow up with survey to get input from SLT team to determine which are most important that we should do first. Start with confined space/trench safety (Marissa to look into United Rental Trench Safety rep to do a free training), second crane safety to correlate with erection start at UCLA (Morrow Crane can help set up training?)</li> </ul>

<p><b>OSHA Revisions &amp; Information</b></p>	<ul style="list-style-type: none"> <li>Brian Miller discussed the 2 day meeting he attended re: Petition 537 in Sacramento. It went well, but the Bad News is 537 is still in play. B. Miller is setting meeting with board members requesting an additional review meeting to get things removed. He will keep us posted</li> </ul>
<p><b>New Tasks &amp; Ideas</b></p> 	<ul style="list-style-type: none"> <li>JSC Managers should be checking on job sites to make sure that the JSC's are taking pictures at least every other month to show what they are doing so they can receive recognition for the BEST idea. <ul style="list-style-type: none"> <li><b>Jose Reyes :</b> Team, Thought I'd share with it being the day the HIP changes come into effect. Saw this at Gilead &amp; thought it would be pretty cool if Rudolph &amp; Sletten borrowed the idea &amp; came out with our own. Typically we use the duct tape with the day's date but I think this looks way more professional. Minus the broken spout!</li> <li><b>Unknown Person:</b> Wearing Lanyard that is attached to hard hat/collar which will stop hard hat from falling off.</li> <li><b>Unknown Person:</b> Sticker designed for glazing construction. Less clean up</li> </ul> </li> <li>At Safety Dinners we will announce who won the <b>Safety Achievement Award</b> for the past 2 months. We will have 1 winner from company and will be chosen by PM's/SUPT. Nomination needs to be in by the last Friday of each month. Brian M, Bryan F, Jose R, Paul L will be responsible for taking picture of monthly winner and provide \$100.00 Cash. <ul style="list-style-type: none"> <li><b>Winner for March was Dan Montesanti (SVS) and April was Bryan Fink. They both received \$100.00 cash.</b></li> <li><b>**May Winner: Jose Mayorga Sr.**</b></li> <li><b>Nominations for June in Irvine: Adrian &amp; Tim</b></li> </ul> </li> <li>Brian Miller will send out email re: <b>Program</b> (Rules and Regs) <ul style="list-style-type: none"> <li>Brian M., Bryan F. and Jose R. will be responsible for taking pictures of monthly winner and provide \$100.00 CASH.</li> </ul> </li> <li>Brian Miller mentioned that since we WON the CEA President Award &amp; we are going to be able to receive 1 piece of clothing (Shirt, Jacket or Hawaiian shirt) from the Online Store from the Intranet. Anna has sent email with details.</li> <li>Fire Extinguisher Training is coming soon <ul style="list-style-type: none"> <li>2 locations in Bay Area - 2 locations in San Diego/Irvine - 1 location in Roseville</li> </ul> </li> </ul> <p style="text-align: center;"><b>New Ideas from Team:</b></p> <ul style="list-style-type: none"> <li>Clip on Protective Shoe Covers (good for visitors to jobsite)</li> <li>Face Shields (use in San Diego and can be purchased from Yard for \$18.00)</li> <li>Bryan F will look into getting yard to provide/cost of all in one face shield</li> <li>Fit-bit walking challenge for R&amp;S employees (Marissa to clear with HR)</li> <li>Jobsite team half-marathon challenge: Long Beach 10/11/15, average time winner gets awarded (lunch?)</li> <li>Trainings for all PEs/PMs to be able to act as JSC and do a SIP for a day if necessary</li> <li>The R&amp;S Story/Safety Leadership Team sponsors contribution to Hooked on Construction publications</li> <li>Jobsite safety set-up resource guide including pricelist, basic requirements based on job size (update current job site start up guidelines with info on where to get items and what their costs are)</li> <li>New hire safety training video for all employees</li> </ul>

<p align="center"><b>JSC Trainings</b></p>	<p align="center">Bryan F. is conducting Bi-Monthly Conference Call meetings the same month as the Safety Dinner on the 2<sup>nd</sup> Friday of the month from 10:30 AM – 11:30 AM</p> <p align="center"><del>Friday – March 13, 2015</del>      <b>Friday – June 5, 2015 (rescheduled due to Filming)</b>  <b>Friday – July 10, 2015</b>      <b>Friday – September 11, 2015</b>  <b>Friday – November 13, 2015</b></p>
<p align="center"><b>1<sup>st</sup> Aid/CPR AED Training</b></p>	<p align="center"><b>CPR Training Per Region</b></p> <p align="center">Wednesday – June 17<sup>th</sup> @ <b>Sac Valley Train Station</b> from 8:00 - 2:30  Friday – June 19<sup>th</sup> @ <b>Irvine Office</b> from 8:00 - 1:00  Friday – June 26<sup>th</sup> @ <b>San Diego Office</b> from 8:00 - 1:00</p>
<p align="center"><b>Injury Trends</b></p>	<p><i>R &amp; S Injuries Since the beginning of the year:</i></p> <ul style="list-style-type: none"> <li>• <b>1) Watt Plaza (Arc Flash)    2) 21<sup>st</sup> Amendment (Knee)    3) SVS (Lower Back)</b>  <b>4) 21<sup>st</sup> Amendment (Neck &amp; Shoulder discomfort)    5) BMR (Right Shoulder)</b></li> </ul> <p align="center"><b>Updates to follow</b></p> <ul style="list-style-type: none"> <li>• Bryan Fink asked if everyone thought it would be a good idea to start an <b>END OF THE DAY CHECK</b> where everyone would check in before going home to make sure they are feeling well (cuts, back check etc..) especially on Fridays. All agreed it would be a good idea. <b>Suggestion: Use Daily Activity Report to track the only problem this document would not hold in court if needed.</b></li> </ul>
<p align="center"><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Irvine Region reps to be sent to Annual SLT meeting at HQ 06/18, at least one from UCLA job, hoping for 3 total</li> <li>• John Home sent email re: Hearing Loss from Construction Environment. The New blades are extremely loud and we need to have ideas how to deal with issue. (see below ideas)</li> <li>• Larry Dick from <b>3M</b> will also attend all Safety Dinners in May in all 4 regions for Training Presentation. HQ Safety dinner went well.</li> <li>• Vehicle Use policy (Driving Etiquette): There should be training of all new employees with company cars. <b>Brian Miller will check to see what is happening re: Blue Cards and Orientation. Vasheta will order blue cards from yard (done and Brian Miller has them)</b></li> <li>• YEARLY SLT MEETING: Please bring any and all idea to table and write it down. If you want to step down from team please find 1 or 2 people to replace you.  <a href="#">June 18<sup>th</sup> Statewide SLT Meeting @ HQ from 10AM to 2 PM</a></li> </ul> <p align="center"><b>Preventing Hearing Loss Ideas from SLT Team</b></p> <p>*Ear Plugs * Hearing board (similar to glue board) * 3M Noise Protection device *Cut outside *Sound booths *Bryan Fink suggested what Walnut Creek is doing (make a list of told and once per month someone surveys the noise levels and track it). Seagate is starting to wear noise meters.</p>
	<p align="center"><b>Leadership Team Mission Statement:</b></p> <p>The elimination of injuries and the creation of a safe work environment for our employees and our subcontractors is a <b>core value</b> at Rudolph and Sletten!</p> <p>The Safety Leadership Team's (SLT) mission is to motivate, advocate, educate, initiate, communicate, monitor and maintain programs, practices and policies to ensure safe work practices that will prevent all injuries in the office, on the road, and on the jobsite. The SLT is a cross departmental group whose role is to train and encourage every R &amp; S employee to ensure they understand the risks associated with the work they do and have the necessary tools, training and education to perform each task safely. The SLT will lead the company's efforts to create and maintain a culture wherein every employee is encouraged to have a passion for Safety.</p> <p>The SLT will develop and implement methods to identify leading indicators and root causes of injuries, proactively identify hazards common to our industry (and more specifically to our employees), so that Rudolph and Sletten can take a proactive approach to eliminate injuries and incidents before they occurs. The SLT will provide timely communication to our employees of any improvements to our existing safety program, codes and standards so that every employee has the necessary tools to be safe.</p> <p>Through education and training we will ensure that Safety continues to be an essential component of Rudolph and Sletten's Corporate Culture to keep us the <i>Safest and the Best</i>.</p>

These minutes were prepared by Marissa Lidloff of Rudolph and Sletten. These notes reflect the understanding of the author from the discussions at the meeting. If there are any errors or omissions within these minutes, please notify the author within 3 days of receipt otherwise, these minutes shall become a binding and historical document.

END OF MINUTES