

IRVINE SAFETY LEADERSHIP TEAM MEETING

AGENDA FOR JULY 02, 2015

Call In: # 860.970.0010 **Passcode:** 119-382-531#

START	END	NEXT MEETING	LOCATION
1:30 PM	2:00 PM	08-07-15 SLT MTG	Conference Call

Participants	Non-Participants
Jose Reyes (chaired) James Fabry Stacey Grau Leo Reyes Robert Thacker Marissa Lidyoff	Lee Scott Mark Harding Carlos DeMelo Jim Bingham

GENERAL DISCUSSION ~ 07.02.15

Discussion Topics	06/
Whistle Blower	Team: Brian M., Bryan F. & Terry B. The 800 # is Live and Running and as of today 1 call on the Whistleblower Hotline. There is a Bi-Weekly report log given to Martin and Autumn for feedback on what's being reported.
Monthly Safety Reminders Knovy what's below. Call before you dig.	 Team: Carlos DeMelo, Tim Lynch, Adrian Gutierrez 07/2015-AED "Saving a life is as easy as AED"-Draft to be completed by next SLT meeting 08/2015 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 11x17 that Jobsite can print and post at Sunscreen stations or discuss during morning meetings. Topic Examples: 1st Aid/CPR, Fall Protection, PPE etc CALL 811 DIG ALERT: 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 Please get with Brian Miller on examples used in other regions. These are due at the beginning of each month.
Track Training & Transfer Records	 Team: Marissa Lidyoff & Vasheta A. Adrian Gutierrez, Leo Reyes, Tim Lynch Scaffolding (UCLA and/or safety dinner?) Leo Reyes CPR, OSHA 10 and 30 Trainings compliance list to be provided each month Confined Space Training held 6/29/15 at Gilead La Verne – 23 attendees Utilize all Unions for craft trainings, Per Tim Lynch, they've agreed to support our efforts for 1 or 2 management personnel to join their existing trainings and won't charge us LIUNA: Contact: Greg Phelps greg@laborerstrainingschool.com (626) 610-1700 List of available classes: http://www.laborerstrainingschool.com/curriculum.html Include attendees name and UBC# on company letterhead to request comp training SWRCC: Call training center with # of guys and training needed (562) 463-3433

OSHA Revisions & Information	Team: Jose Reyes No updates since last meeting		
Employee Recognition	 At Safety Dinners we will announce who won the Safety Achievement Award 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 responsibl for taking picture of monthly winner and provide \$100.00 Cash. Winner for March was Dan Montesanti (SVS) and April was Bryan Fink. They both received \$100.00 cash. **May Winner: Jose Mayorga Sr.** Nominations for June in Irvine: Adrian & Tim: Jose Reyes to submit nominations Nominations for July in Irvine: David Bizego &/or Phil 		
Jobsite Visit Reports	 Team: Stacey Grau, Tim Lynch, Jose Reyes A report of what is taking place on each our projects. Successes, Lessons learned, 2 week look ahead, SAFETY, brief description Jose to bring in report(s) for the next meeting, planned for monthly just in Irvine region to start Marissa to support with template for report 		
Safety Alert Notices	Team: Adrian, Leo, Robert Thacker Jose Reyes to get a template of what is being used in the Redwood City area. This template will describe what our safety challenges are on each of our projects. This will be distributed to each region to learn from and what are the hazards associated within each of our projects. • Jose to follow up with Bryan Fink & Terry		
New Tasks & Ideas	New/Recent Ideas from Team: Clip on Protective Shoe Covers (good for visitors to jobsite) Face Shields (use in San Diego and can be purchased from Yard for \$18.00) Bryan F will look into getting yard to provide/cost of all in one face shield Fit-bit walking challenge for R&S employees (Marissa to clear with HR) Jobsite team half-marathon challenge: Long Beach 10/11/15, average time winner gets awarded (lunch?) Trainings for all PEs/PMs to be able to act as JSC and do a SIP for a day if necessary The R&S Story/Safety Leadership Team sponsors contribution to Hooked on Construction publications 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) New hire safety training video for all employees		
JSC Trainings	Bryan F. is conducting Bi-Monthly Conference Call meetings the same month as the Safety Dinner on the 2 nd Friday of the month from 10:30 AM – 11:30 AM Friday – July 10, 2015 Friday – November 13, 2015		

1 st Aid/CPR AED Training	CPR Training Per Region None scheduled at this time. Last training was 06/19/2015		
Injury Trends	 R & S Injuries Since the beginning of the year: 1) Watt Plaza (Arc Flash) 2) 21st Amendment (Knee) 3) SVS (Lower Back) 4) 21st Amendment (Neck & Shoulder discomfort 5) BMR (Right Shoulder) 6) Scaffold incident at AOC SDCC Updates to follow Bryan Fink asked if everyone thought it would be a good idea to start an END OF THE DAY CHECK 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. Suggestion: Use Daily Activity Report to track the only problem this document would not hold in court if needed. 		
Other	Vehicle Use policy (Driving Etiquette): There should be training of all new employees with company cars. 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) Preventing Hearing Loss Ideas from SLT Team *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.		
Upcoming Safety Dinner	 07/21 Toolbox Topics – Excavation & Trenching Safety Quiz – Pressure Pipe Testing 		
SLT Vacations	 Tim Lynch 07/22 – 08/09 Marissa Lidyoff 07/10 Stacy 07/03-07/20 		
	Leadership Team Mission Statement: The elimination of injuries and the creation of a safe work environment for our employees and our subcontractors is a core value at Rudolph and Sletten! 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 & 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. 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. 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 Safest and the Best.		

These minutes were prepared by Marissa Lidyoff 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