

## IRVINE SAFETY LEADERSHIP TEAM MEETING

## AGENDA FOR AUGUST 07, 2015

**Call In:** # (213) 226-1066 **Passcode:** 119-382-531#

START	END	<b>NEXT MEETING</b>	LOCATION
1:30 PM	2:00 PM	09-04-15 SLT MTG	Conference Call

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

## **GENERAL DISCUSSION ~ 08.07.15**

<b>Discussion Topics</b>	
Revamp Irvine Region SLT	Initiated 06/2015
Whistle Blower	<ul> <li>Team: Brian M., Bryan F. &amp; Terry B.</li> <li>The 800 # is Live and Running and as of today TBD call on the Whistleblower Hotline.</li> <li>There is a Bi-Weekly report log given to Martin and Autumn for feedback on what's being reported.</li> </ul>
Monthly Safety Reminders  Know what's Below. Call before you dig.	<ul> <li>Team: Leo Reyes, Robert Thacker</li> <li>08/2015-TBD, draft to be completed by next SLT meeting 09/2015</li> <li>07/2015-"Life Saving is as easy as AED" distributed 07/2015 by Tim Lynch, Adrian Gutierrez &amp; Carlos Demelo</li> <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 11x17 that Jobsite can print and post at Sunscreen stations or discuss during morning meetings. Topic Examples: 1st Aid/CPR, Fall Protection, PPE etc</li> <li>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</li> <li>These are due at the beginning of each month.</li> </ul>
Track Training & Transfer Records	<ul> <li>Team: Marissa Lidyoff &amp; Vasheta A. Adrian Gutierrez, Leo Reyes, Tim Lynch</li> <li>Scaffolding (UCLA, date TBD)-Leo Reyes</li> <li>CPR, OSHA 10 and 30 Trainings compliance list to be provided each month</li> <li>Forklift Training held 8/04/15 at Gilead La Verne – 13 attendees</li> <li>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:</li> <li>Contact: Greg Phelps greg@laborerstrainingschool.com (626) 610-1700</li> <li>List of available classes: <a href="http://www.laborerstrainingschool.com/curriculum.html">http://www.laborerstrainingschool.com/curriculum.html</a></li> <li>Include attendees name and UBC# on company letterhead to request comp training SWRCC:</li> <li>Call training center with # of guys and training needed (562) 463-3433</li> </ul>

OSHA Revisions & Information	Team: Jose Reyes  No updates since last meeting
Employee Recognition	<ul> <li>Team: All superintendents and assistant superintendents</li> <li>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. Jose R is responsible for taking picture of monthly winner and providing \$100.00 Cash.</li> <li>**July Winners: Adrian &amp; Tim**</li> <li>Nominations for August in Irvine: David Bizego &amp; Phil Carlile</li> <li>Stacey to submit nomination</li> <li>Marissa to create form for nominations if there isn't one</li> </ul>
Jobsite Visit Reports	<ul> <li>Team: Stacey Grau, Tim Lynch, Jose Reyes</li> <li>A report of what is taking place on each our projects. Successes, Lessons learned, 2 week look ahead, SAFETY, brief description</li> <li>Marissa created updated template for reporting purposes</li> <li>Jose distributed June safety reports 07/08/2015, planned for monthly in Irvine region</li> <li>Jose working on a draft using new template, to be sent to Lee Scott ASAP</li> </ul> safety report master.docx Jobsite Safety Inspection Report_Template_2015.pub
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 has followed up with Bryan Fink & Terry  • Stacey to follow up with Terry
New Tasks & Ideas	<ul> <li>New/Recent Ideas from Team:</li> <li>Fire Extinguisher Placement/Mobilization (Stacey to lead with Leo's support)</li> <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>Fit-bit walking challenge for R&amp;S employees (Marissa to clear with HR)</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>
JSC Trainings	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  Friday – September 11, 2015  Friday – November 13, 2015

1 <sup>st</sup> Aid/CPR AED Training	CPR Training for IRV  Last training was 06/19/2015  Next Training scheduled for 08/21/2015			
Injury Trends	<ul> <li>R &amp; S Injuries Since the beginning of the year:         <ul> <li>1) Watt Plaza (Arc Flash)</li> <li>2) 21<sup>st</sup> Amendment (Knee)</li> <li>3) SVS (Lower Back)</li> <li>4) 21<sup>st</sup> Amendment (Neck &amp; Shoulder discomfort</li> <li>5) BMR (Right Shoulder)</li> <li>6) Scaffold incident at AOC SDCC</li></ul></li></ul>			
Other	Jobsite team half-marathon challenge: Long Beach 10/11/15, average time winner gets awarded (lunch?)  – Carlos to get approval/send out save the date/details & make sure to get picture for Hooked on Construction contribution			
Upcoming Safety	None scheduled for August			
Dinner	<ul> <li>Toolbox Topics – N/A</li> </ul>			
	Safety Quiz – N/A			
	Leo & Stacey to do September Safety Dinner			
SLT Vacations	• Tim Lynch 07/22 – 08/09			
	• Jose Reyes 08/05 – 08/10			
	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**