

IRVINE SAFETY LEADERSHIP TEAM MEETING

AGENDA FOR SEPTEMBER 04, 2015


Call In: # (213) 226-1066

Passcode: 119-382-531#

START	END	NEXT MEETING	LOCATION
1:30 PM	2:00 PM	10-02-15 SLT MTG	Conference Call

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

GENERAL DISCUSSION ~ 09.04.15

Discussion Topics	
Revamp Irvine Region SLT	Initiated 06/2015
Whistle Blower	<p>Team: Brian M., Bryan F. & Terry B.</p> <ul style="list-style-type: none"> The 800 # is Live and Running and as of today 0 calls in the past month on the Whistleblower Hotline. <i>There is a Bi-Weekly report log given to Martin and Autumn for feedback on what's being reported.</i> <i>Vasheta is monitoring the hotline per Autumn and has provided this update</i>
Monthly Safety Reminders 	<p>Team: All SLT</p> <ul style="list-style-type: none"> 08/2015-Fall Protection, draft to be completed by 09/11/2015 (Leo Reyes, Robert Thacker) 9/2015-TBD, draft to be completed by next SLT meeting (Mark Harding) 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. <i>Topic Examples: 1st Aid/CPR, Fall Protection, PPE etc...</i> 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 <i>These are due at the beginning of each month.</i>
Track Training & Transfer Records	<p>Team: Marissa Lidyoff & Vasheta A. Adrian Gutierrez, Leo Reyes, Tim Lynch</p> <ul style="list-style-type: none"> Scaffolding (UCLA, date still TBD)-Leo Reyes Forklift Training held 8/25 at Gilead La Verne – 11 attendees Train the trainer forklift 9/01-02 held at IRV – 3 attendees CPR, OSHA 10 and 30 Trainings compliance list to be provided each month 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

<p>1st Aid/CPR AED Training</p>	<p style="text-align: center;">CPR Training for IRV Last training was 08/21/2015 at IRV office & 8/24/2015 at Gilead Next Training scheduled for 11/13/2015</p>
<p>Injury Trends</p>	<p><i>R & S Injuries Since the beginning of the year:</i></p> <ul style="list-style-type: none"> • 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 <p style="text-align: center;">June thru Aug Updates to follow in Oct Meeting</p> <ul style="list-style-type: none"> • Superintendents to manage END OF THE DAY CHECK where everyone checks in before going home to make sure they are feeling well (cuts, back check etc..) especially on Fridays. • Suggestion: Use Daily Activity Report to track (this document would not hold in court if needed).
<p>Other</p>	<p>Jobsite team half-marathon challenge: Long Beach 10/11/15, average time winner gets awarded (lunch) – Carlos got approval/sent out save the date/details & make sure to get picture for Hooked on Construction contribution</p>
<p>Upcoming Safety Dinner</p>	<ul style="list-style-type: none"> • 9/15/2015 – To be led by Leo & Stacey • Toolbox Topics – Confined Space • Safety Quiz – Confined Space • Leo & Stacey to do September Safety Dinner • Marissa to post safety dinner study materials and quizzes (Vasheta has quizzes) on IRV-SLT website
<p>SLT Vacations</p>	
	<p style="text-align: center;"><u>Leadership Team Mission Statement:</u></p> <p>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!</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 & 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 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