

IRVINE SAFETY LEADERSHIP TEAM MEETING

AGENDA FOR OCTOBER 02, 2015


Call In: # (213) 226-1066


Passcode: 119-382-531#

START	END	NEXT MEETING	LOCATION
2:00 PM	2:30 PM	11-05-15 SLT MTG	Conference Call

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

GENERAL DISCUSSION ~ 10.02.15

Discussion Topics	
Revamp Irvine Region SLT	Initiated 06/2015
Whistle Blower	Team: Brian M., Bryan F. & Terry B. <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 	Team: All SLT <ul style="list-style-type: none"> 08/2015-Fall Protection, draft to be completed by 09/11/2015 (Leo Reyes, Robert Thacker) 09/2015-Heat Illness (Leo Reyes) to be released week of 10/05 10/2015-TBD, draft to be completed by SLT 11/06/15 (Mark Harding) 11/2015-TBD, Adrian +Jimmy 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	Team: Marissa Lidyoff & Vasheta A. Adrian Gutierrez, Leo Reyes, Tim Lynch <ul style="list-style-type: none"> Scaffolding (UCLA, date still TBD)-Leo Reyes + Adrian to schedule 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Call training center with # of guys and training needed (562) 463-3433

<p>OSHA Revisions & Information</p>	<p>Team: Jose Reyes No updates since last meeting</p>
<p>Employee Recognition</p>	<p>Team: All superintendents and assistant superintendents</p> <ul style="list-style-type: none"> • 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. • Nominations for November in Irvine: David Bizego & Phil Carlile (Stacey to submit nomination for potential award at safety dinner 11/15) • Nominations for September in Irvine: None • Marissa found there is not an existing form and plans to make one this month
<p>Jobsite Visit Reports</p>	<p>Team: Stacey Grau, Tim Lynch, Jose Reyes</p> <ul style="list-style-type: none"> • A report of what is taking place on each our projects. Successes, Lessons learned, 2 week look ahead, SAFETY, brief description • Marissa created updated template for reporting purposes • Jose distributed June safety reports 07/08/2015 • July safety reports posted 08/07/2015 • August safety reports posted 9/16/2015 • http://projects.rsconstruction.com/irv-slt/announcements/jobsite-safety-reports/ <div style="text-align: center;">  <p>Jobsite Safety Inspection Report_Template_2015.pub</p> </div> <ul style="list-style-type: none"> • September safety reports to be posted week of 10/05 • Safety director indicated he wants to duplicate our process company wide
<p>Safety Alert Notices</p>	<p>Team: Adrian, Leo, Robert Thacker</p> <p>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.</p> <ul style="list-style-type: none"> • Jose has followed up with Bryan Fink & Terry • Stacey followed up with Terry, no response still • Jose to follow up again this month (same in October as September) • Marissa to follow up with Vasheta (October)
<p>New Tasks & Ideas</p>	<p style="text-align: center;">New/Recent Ideas from Team:</p> <ul style="list-style-type: none"> • SLT meetings to be changed to first Thursday 2:00pm • We need to reschedule these meetings if key members are not able to attend • IRV needs to participate more in the safety dinner challenges (photo challenge, etc.) • Fire Extinguisher Placement/Mobilization (Stacey to lead with Leo's support) • 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) • Fit-bit walking challenge for R&S employees (Marissa to clear with HR) • 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 – November 13, 2015
1st Aid/CPR AED Training	CPR Training for IRV Next Training scheduled for 11/13/2015
Injury Trends	<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).
Other	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
Upcoming Safety Dinner	<ul style="list-style-type: none"> • 11/13/2015 – To be led by TBD (New safety coordinator Chad?) • Toolbox Topics – TBD • Safety Quiz – TBD • Leo & Stacey Led September Safety Dinner • Marissa posted safety dinner study materials and quizzes on IRV-SLT website http://projects.rsconstruction.com/irv-slt/announcements/safety-dinner-quizzes/
SLT Vacations	Stacey 10/22-10/23 in the Bay area (career advancement committee)
	<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