

**IRVINE SAFETY LEADERSHIP TEAM MEETING**

**AGENDA FOR JANUARY 07, 2016**


**Call In: # (213) 226-1066**


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

START	END	NEXT MEETING	LOCATION
2:00 PM	2:45 PM	02-04-16 SLT MTG	Conference Call

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

**GENERAL DISCUSSION ~ 01.07.16**

Discussion Topics	
Revamp Irvine Region SLT	Initiated 06/2015
<b>Whistle Blower</b>	<p><b>Team: Brian M., Bryan F. &amp; Terry B.</b></p> <ul style="list-style-type: none"> <li>The 800 # is Live and Running and as of today <b>0 calls in the past month</b> on the Whistleblower Hotline.</li> <li><i>There is a Bi-Weekly report log given to Martin and Autumn for feedback on what's being reported.</i></li> <li><i>Vasheta is monitoring the hotline per Autumn and has provided this update</i></li> </ul>
<b>Monthly Safety Reminders</b>  	<p><b>Team: All SLT</b></p> <ul style="list-style-type: none"> <li>08/2015-Fall Protection, draft to be completed by 09/11/2015 (Leo Reyes, Robert Thacker)</li> <li>09/2015-Heat Illness (Leo Reyes) to be released week of 10/05</li> <li>10/2015-A B Cd, (Leo Reyes &amp; Mark Harding) Released 11/2015</li> <li>11/2015-Trench &amp; Excavation, to be released SLT 2/16 (Adrian +Tim)</li> <li>01/2016 – Access &amp; Egress, to be released 2/16 (Adrian &amp; Tim)</li> <li>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><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><i>These are due at the beginning of each month.</i></li> </ul>
<b>Track Training &amp; Transfer Records</b>	<p><b>Team: Marissa Lidyoff &amp; Vasheta A. Adrian Gutierrez, Leo Reyes, Tim Lynch</b></p> <ul style="list-style-type: none"> <li>All JSCs to have OSHA 30s – new directive PX, PE, Supt, Foreman Jose to clarify with Marissa who we should verify that they have their certs</li> <li>Fall Protection At Gilead 12/14 (296 day shift, 12 swing shift)</li> <li>Rigging &amp; Signaling (UCLA, 12/28) – Jose + Adrian</li> <li>Scaffolding (UCLA, date still TBD, sometime February, UCLA preference is Monday or Friday)-Leo Reyes + Adrian to schedule, CSI to support effort</li> <li>CPR, OSHA 10 and 30 Trainings compliance list to be provided each month</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</li> </ul>

	<p>LIUNA:</p> <ul style="list-style-type: none"> <li>• Contact: Greg Phelps <a href="mailto:greg@laborerstrainingschool.com">greg@laborerstrainingschool.com</a> (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>
<p><b>OSHA Revisions &amp; Information</b></p>	<p><b>Team: Jose Reyes</b></p> <p>Confined space regulation revisions pending, CEA training scheduled for 11/10, Jose's update: CA has 6 months to figure out whether or not they'll adapt exact changes per Fed OSHA, once decision is made we might have to update our manuals</p> <p>OSHA Pocket Guides – Jimmy &amp; Marissa to work on printing booklet</p>
<p><b>Employee Recognition</b></p>	<p><b>Team: All superintendents and assistant superintendents</b></p> <ul style="list-style-type: none"> <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>• Nominations for December in Irvine: None</li> <li>• Nominations for November in Irvine: David Bizego &amp; Phil Carlile (Stacey to submit nomination for potential award at safety dinner 11/15)</li> <li>• Nominations for September in Irvine: None</li> <li>• Nominations for January in Irvine: David Bizego &amp; Phil Carlile (Jose to submit nomination for potential award at safety dinner 1/16)</li> <li>• Marissa created template and posted on our IRV-SLT website (please use it!): <a href="http://projects.rsconstruction.com/irv-slt/announcements/internal-safety-award-recognition/">http://projects.rsconstruction.com/irv-slt/announcements/internal-safety-award-recognition/</a></li> </ul>
<p><b>Jobsite Visit Reports</b></p>	<p><b>Team: Stacey Grau, Tim Lynch, Jose Reyes</b></p> <ul style="list-style-type: none"> <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</li> <li>• July safety reports posted 08/07/2015</li> <li>• August safety reports posted 9/16/2015</li> <li>• <a href="http://projects.rsconstruction.com/irv-slt/announcements/jobsite-safety-reports/">http://projects.rsconstruction.com/irv-slt/announcements/jobsite-safety-reports/</a></li> </ul>  <p>Jobsite Safety Inspection Report_Template_2015.pub</p> <ul style="list-style-type: none"> <li>• September safety reports to be posted week of 10/05</li> <li>• Marissa &amp; Jose working on synching iAuditor export with template for easier transition</li> <li>• Safety director indicated he wants to duplicate our process company wide</li> </ul>
<p><b>Safety Alert Notices</b></p>	<p><b>Team: Adrian, Leo, Robert Thacker</b></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"> <li>• Jose has followed up with Bryan Fink &amp; Terry</li> <li>• Stacey followed up with Terry, no response still</li> <li>• Jose to follow up again this month (same in October as September)</li> <li>• Marissa to follow up with Vasheta (October)</li> </ul>

<p style="text-align: center;"><b>New Tasks &amp; Ideas</b></p>	<p style="text-align: center;"><b>New/Recent Ideas from Team:</b></p> <ul style="list-style-type: none"> <li>• Create training summary with images for SLT website</li> <li>• SLT-IRV to go have drinks post Safety dinner– Jose to chair, Marissa to help</li> <li>• We need to reschedule these meetings if key members are not able to attend</li> <li>• IRV needs to participate more in the safety dinner challenges (photo challenge, etc.)</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> <li>• R&amp;S Giving Back – Marissa to survey</li> <li>• <b>Donate toys to CHLA – Gilead gave 2 car loads and IRV office had 1 car load</b></li> <li>• Pocket Guide for Construction Industry to be distributed to offices</li> <li>• Office Stretch &amp; Flex booklet – Jimmy/Marissa to distribute</li> <li>• Office Stretch &amp; Flex flyer – Jose to share</li> <li>• SLT to meet after safety dinner 01/19 for happy hour</li> <li>• American Heart Association Walk at Anaheim Stadium – 03/05-Marissa to follow up, UCLA agreed to sponsor per Tom.</li> </ul>
<p style="text-align: center;"><b>JSC Trainings</b></p>	<p style="text-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 <b>Friday – January 08, 2016</b></p>
<p style="text-align: center;"><b>1<sup>st</sup> Aid/CPR AED Training</b></p>	<p style="text-align: center;"><b>CPR Training for IRV</b> Next Trainings scheduled at IRV office for: 02/19/2016 04/22/2016 06/17/2016 08/19/2016</p>
<p style="text-align: center;"><b>Injury Trends</b></p>	<p><i>R &amp; S Injuries 12/2015-01/2016:</i></p> <ul style="list-style-type: none"> <li>• <b>1) AOC SDCC – Brewer – Head Injury – Dr. Case</b></li> <li>• <b>Injury – 1 Skin Disorder – 0 Respiratory Condition - 0 Poisoning – 0 Hearing Loss – 0 Incidents – 0 Not Work Related – 0</b></li> </ul> <p style="text-align: center;"><i>Discussed monokote issues and ensuring proper procedures are followed when handling</i></p> <p><i>R &amp; S Injuries 11-12/2015:</i></p> <ul style="list-style-type: none"> <li>• <b>1) AOC SDCC – R&amp;S - Rash on right hand after sweeping (maybe related to Monokote) – First Aid</b></li> <li>• <b>2) AOC SDCC – R&amp;S – Rash on arm after sweeping &amp; cleaning Monokote – First Aid</b></li> <li>• <b>3) AOC SDCC – CMLRW – finger laceration – Dr. Case</b></li> <li>• <b>4) AOC SDCC – NEALELECTRIC - right eye debris while driving into work – First aid</b></li> <li>• <b>5) AOC SDCC – UMEC - Back injury (questionable, did not report until a few weeks later) – N/A (TBD, may be not work related)</b></li> <li>• <b>6) AOC SDCC - UMEC – Strained Neck while moving pallet – First Aid</b></li> <li>• <b>7) AOC SDCC - Morley – Eye Injury (sawdust in eye while cutting piece of plywood) – Dr. Case</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>8) AOC SDCC - Clark-Pacific – Trip and injured arm while climbing on crane to talk to operator- Dr. Case</b></li> <li>• <b>9) Gilead - Clark-Pacific – Neck Injury (Catapulted while being lifted to work platform with boom lift due to basket tear) – Loss Time (tentative)</b></li> <li>• <b>Injury – 6 Skin Disorder – 2 Respiratory Condition - 0 Poisoning – 0 Hearing Loss – 0 Incidents – 0 Not Work Related – 1 (tentative)</b></li> </ul> <p>R &amp; S Injuries 10-11/2015:</p> <ul style="list-style-type: none"> <li>• <b>1) Gilead – PCI (Monokote on Skin) – Restricted Duty</b></li> <li>• <b>2) Gilead – HERRICK (Pinched Finger) – Restricted Duty</b></li> <li>• <b>3) Gilead – CLARK PACIFIC (Strained Back) – First Aid</b></li> <li>• <b>4) UCLA – AO REED (Heat Illness) – Not work related</b></li> <li>• <b>5) UCLA – Pedestrian (Incident: tripped on closed sidewalk) – Refused medical attention</b></li> <li>• <b>6) UCSD – MORLEY (Sprained back/soft tissue injury) - Restricted Duty</b></li> <li>• <b>7) UCSD – MORLEY (laceration to finger with skill saw) – First Aid</b></li> <li>• <b>8) AOC SDCC – ANNING JOHNSON (Snap to the sternum) – Not work related</b></li> <li>• <b>9) AOC SDCC – HERRICK (debris in the eye while cleaning welds) – First Aid</b></li> <li>• <b>10) AOC SDCC – CMLRW (Incident: 659 lb panel fell) – No injuries</b></li> <li>• <b>11) AOC SDCC – CMLRW (Pinched Finger, between clamp and magnet) - Restricted Duty</b></li> <li>• <b>Injury – 6 Skin Disorder – 1 Respiratory Condition - 0 Poisoning – 0 Hearing Loss – 0 Incidents – 2 Not Work Related –2</b></li> </ul> <ul style="list-style-type: none"> <li>• Superintendents to manage <b>END OF THE DAY CHECK</b> where everyone checks in before going home to make sure they are feeling well (cuts, back check etc..) especially on Fridays.</li> <li>• <b>Suggestion: Use Daily Activity Report to track (this document would not hold in court if needed).</b></li> </ul>
Other	N/A
Upcoming Safety Dinner	<ul style="list-style-type: none"> <li>• 1/19/2016 – To be led by Apple Safety Coordinator</li> <li>• Toolbox Topics – Silica</li> <li>• Safety Quiz – Silica</li> <li>• Leo &amp; Stacey Led September Safety Dinner</li> <li>• Marissa posted safety dinner study materials and quizzes on IRV-SLT website <a href="http://projects.rsconstruction.com/irv-slt/announcements/safety-dinner-quizzes/">http://projects.rsconstruction.com/irv-slt/announcements/safety-dinner-quizzes/</a></li> </ul>
SLT Vacations	
	<p style="text-align: center;"><b><u>Leadership Team Mission Statement:</u></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 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**