|  |  |
| --- | --- |
|  | **SAFETY MEETING****AUGUST 26, 2009 – 2:00 PM****Department of Public Works Maintenance Division - City of Vallejo** |
| Type of meeting: | August 2009 - Monthly Safety Meeting  |
| Committee Members Present:Absent Committee Members:Others Present: | Mike Schreiner, Chairman Julie Bell, Committee SecretaryJames Olson - Grounds Ron Minnis – MarinaRichard Glenn - Water Distribution Bob Martin – Meter ShopVince Miller – Warehouse Greg Daly - Water/PM Department Mark Fowler – Corp Shop Richard Baker - Fleming Hill, WTPTraffic Department – Steve MacdonaldBuilding Maintenance – Rich Flores / Tom DavenportStreets – Sean Sanchez Harry Maurer |

 **Call to Order**

**Discussion:**  Chairman Mike Schreiner called the meeting to order at approximately 2:00 p.m. Chairman Schreiner announced that he would like to start having roll call at future meetings.

**Approval of Minutes**

**Discussion:** Chairman Schreiner reviewed the July meeting minutes with the Committee and asked for any changes. **Action: The Committee agreed to adopt the meeting minutes of July 9, 2009.**

**Injury / Accident Reports**

Past due investigation reports were announced by Julie Bell. **ACTION: Chairman Schreiner asked the Committee members assigned to these investigations to submit their reports at the next monthly meeting.**

1. **NEW REPORTS:**

Water Department

1. 7/16/09 Equipment Damage Unit#726 – Employee reports that the arm of the front right wheel broke while he was mowing a field on Mare Island, but did not feel impact causing damage. **ACTION: Investigate was performed by Jorge Pamogas and Mike Schreiner. Committee recommends discussing issue at upcoming Tailgate Safety Session and looking into mowing weeds by other means ie feed trimmer or attachment on Cub tractor.**

2. 7/23/09 Equipment Damage Unit #421 – Employee reported dent, approx 1”, on passenger side top front fender. Vehicle was parked in CY parking lot when employee noticed damage.

3. 8/10/09 Personal Injury. Employee reports burn on elbow from compressor caused while he was placing jack hammer back in compressor after use. **ACTION: Investigation performed by Mark Fowler. Mark Fowler reported that he looked at incident with Supervisor and discussed relocating hammer and recommends that employees ask for assistance. Department to submit their ideas on equipment revisions.**

Street Department

1. 8/5/09 Property Damage while operating Unit#644. Employee reports he ran into the back of a parked car with the roller (unit#644). He was moving the roller to put it on a trailer for transport back to the Corp Shop because the battery was dead. There was a charger pack on the battery so the hood was up blocking line of site. Employee admits he should have used a spotter. **ACTION: Investigation performed by Mark Fowler. Harry Maurer asked that Mark send him pictures of this incident along with his report.**

**B. Investigation Reports:** See above.

**Chairman’s Report**

1. **Hazardous Materials** – 1. Met with Du-All on Chemical Inventory – shared brief findings with Committee and will forward report. 2. Du-All working on business plan for Virginia Street. The Grand Jury made another surprise visit on 8/25/09, but found nothing to report on.

 Harry Maurer – working on this issue with the Fire Department – not resolved to date. The Fire Department says that they do not have a way to haul and/or crew available. Current policy is that employees will notify their Supervisor and the immediate area will be secured – nothing will be picked up.

 Ron Minnis stated the Marina gets a lot of oil abandoned. Harry Maurer responded that if the Marina employees found unidentifiable substances they are to report them to Jim Haussner who will call the Fire Department.

2. **Inspection Assignments** - Assigned the following individuals to perform mandatory inspections: **ACTION:** **Richard Glenn to perform monthly Fire Extinguisher inspections and Bob Martin to perform weekly Eye Wash Stations**. **Inspection reports will be added to the monthly agenda.**

 Discussion followed on off-site emergency equipment inspections. The repairs are the responsibility of the Building Maintenance Department. Harry suggested rotating the inspections for the Fire Departments, Police Departments, Libraries, and City Hall. **ACTION: Scheduling of Off-site Emergency Equipment Inspections** **needs to be brought to the attention of the AMS’s. Harry Maurer will discuss the issue of inspections of City Hall equipment with the appropriate personnel.**

3. **Site Inspection** - Du-All performed a site inspection on 8/12/09 – reports will be forwarded to Committee members and Supervisors. **ACTION: Committee members are required to work on eliminating their Department deficiencies.**

**Safety Award Program / Drawing**

1. Mike Schreiner nominated the following individuals: 1. Steve Macdonald and Eric Neff were nominated for July 2009 for their efforts to safety of employees and public on Lane Closure / Traffic Control on Springs Road.

**Open Discussion**

* Vince Miller – 1. In response to issue of vests stocked by Warehouse, Vince replied that he could special order vests for Kim Silva, but needs approval from the Grounds Supervisor and a budget account number for payment. 2. In response to eye protection, Vince replied that the current stock needs to be depleted and then they will order eye protection recommended by the Safety Committee. 3. Who is responsible for disposing of the recycling collected at CY? **ACTION: Chairman Schreiner to discuss with Linda Newton.**
* Julie Bell –
* Ron Minnis - Stench at Marina “C” dock possibly coming from ferry’s located on Mare Island. Suggested contacting Air Quality Control.

Concerns of Meter Shop discussed: 1. Carbon monoxide fumes throughout the entire building. Julie stated, this issue was previously discussed by the Committee, but detectors were not installed due to budget shortage. 2. Forklift training. **ACTION: Chairman Schreiner to discuss Forklift training with Du-All**.

Concerns of Grounds Department on H1N1 Flu discussed. The Safety Committee recommended this topic be addressed at the Department Tailgate Safety meetings.

**Adjournment**

The meeting adjourned at approximately 3:50 p.m.