

DAS Safety and Health Committee Summary

Date: January 14, 2009
Time: 10-11:00 AM
Location: Hoover, Level A, Conf. Room 4

Attending: Pat Mullenbach – CORE, Chris McNeeley (AFSCME) – GSE/ CCM, Julie Marasco – SAE, Patsy Tallman (alternate) – ITE, Tim Young – GSE/ Fleet, Doug Reed – GSE Purchasing, Ray Woodrich (AFSCME) GSE/ CCM, Dave Phillips – DAS Safety Officer

Absent: Barry Best – HRE, Marianne Mickelson – ITE

Old Business:

1. **Safety Committee Make-up** It was suggested that the committee include a representative from Architecture and Engineering, and a member of management, but other members did not agree. The committee will consist of a member from each enterprise, one of whom should be a bargaining unit employee.
2. **DAS Safety and Health Committee Charter** The language requiring a quorum was removed. The structure section on membership was revised to require a minimum of 2-3 years of service before rotating off.
3. **OSHA 10-hour Voluntary Compliance Certificate Course** The first class occurred on January 8 and covered an introduction to OSHA and Walking and Working Surfaces. Participants are encourage to 3-hole punch the handouts and put into a binder for future reference.
4. **Facility and office safety inspection** The facility and office inspections will begin the week of January 20
5. **Safety Concern Reporting** A DAS Incident / Hazard Reporting Form has been created for employees to report safety concerns. The form can be found on the DAS Safety Website at: <http://das.gse.iowa.gov/safety/forms/index.html> Hardcopies of the form are available at the Facility Management Center Safety Bulletin Board. Safety concern forms can be submitted anonymously by not completing the “Contact Information” section.

All forms are routed through the Customer Service Center (CSC) which creates a HP Service Request for the Safety Officer, Dave Phillips, and tracks progress. Once a week the Customer Service Center will make paper copies of all reports submitted/received for the week and deliver to the Safety Officer for his review. The reports will then be outlined and discussed in the monthly committee meetings.

6. **DAS safety web pages:** <http://das.gse.iowa.gov/safety/index.html> Committee meeting agendas, summaries and schedule will be posted there.

New Business:

1. **Winter Safety Reminder** Employees need to be reminded to wear sensible shoes and to take precautions while walking on sidewalks and parking lots. An article will be put in the upcoming DAS newsletter.
2. **Tracking Large-Scale Safety Issues** A method to track the long-term resolution of safety issues requiring significant expenditures needs to be identified so they are not set aside and forgotten. There may be a way to track such projects on the Service Maintenance Reporting System. Dave Phillips will look into this.
3. **IOSH Strategic Partnership Update** A summary of the recent meeting was given.
4. Future meetings will be held the second Wednesday of each month from 10:00 to 11:00 AM at Hoover, level A, Conference Room 4 as follows:

January 14, 2009
 February 11, 2009
 March 11, 2009
 April 8, 2009
 May 13, 2009
 June 10, 2009
 July 8, 2009
 August 12, 2009
 September 9, 2009
 October 14, 2009
 November 11, 2009
 December 9, 2009

Attendance	2008		2009										Cum.		
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		Nov	Dec
Barry Best – HRE	0	0	0												0
Julie Marasco – SAE	1	0	1												2
Marianne Mickelson – ITE	1	1	0												2
Chris McNeeley – GSE/ CCM	0	0	1												1
Pat Mullenbach – CORE	1	0	1												2
Dave Phillips – GSE/ Safety	1	1	1												3
Doug Reed – GSE/ Purch.	1	1	1												3
Patsy Tallman – ITE	1	1	1												3
Roy Williams – GSE/ Fleet	1	1	Replaced by Tim Young										2		
Tim Young – GSE/ Fleet			1												1
Ray Woodrich – GSE/ CCM	0	1	1												2

Adjournment: Meeting was adjourned at 11:00.