

## DAS Safety and Health Committee Summary

**Date:** May 13, 2009  
**Time:** 10-11:00 AM  
**Location:** Hoover, Level A, Conf. Room 4

### Continuing Business:

1. Safety inspections the week of May 18 Monthly inspections of the grounds, construction, energy plant and mechanical rooms throughout the complex and Ankeny Labs will occur.

### New Business:

1. EVAC Chairs Marianne Mickelson will send an email to Erin Mullenix at Homeland Security regarding the need to ensure that Complex agencies know of the need to ensure an adequate number of Evac Chairs in the Complex buildings. Dave Phillips will check with Dean Ibsen on the recent ADA survey to ensure that Evac Chair needs are brought to the attention of the appropriate manager/supervisor.
2. Reporting Protocol for emergencies, near-emergencies and other issues Dave Phillips is developing a protocol for DAS Customer Service to use when responding to service requests. The protocol will also be useful to the ITE Service Desk night shift as well as all DAS employees who have contact with Customer Service. The protocol and training on the protocol will be completed by May 28.
3. "No Parking" signs too near pedestrian crosswalks The "No Parking" sign on the northeast side of the south drive of the Grimes parking lot will be moved 1.5 car lengths to the east.

Dave Phillips noted that consideration should be given to moving the "No Parking From Here To Corner" sign located west of the pedestrian crosswalk leading from Hoover to Grimes. The sign is on the south side of Walnut and should be moved at least one car length to the west. Dave also noted that consideration should also be given to moving the "No Parking From Here To Corner" sign located west of the pedestrian crosswalk leading from Hoover to Lucas. The sign is on the south side of Walnut and should be moved at least one car length to the west.

4. Emergency Shelter Maps at Hoover The Emergency Shelter Maps need to be updated in the Hoover Building. In an April 9, 2009 email from Barb Bendon, she stated that she is working on the evacuation maps for all Capitol Complex buildings and will notify the DAS Safety Officer when completed.
5. OSHA 10-hour Voluntary Compliance Certificate Course The May 7 class covered:
  - Ergonomics

- Health and Safety Programs

6. There were no DAS Incident / Hazard Reporting Forms submitted since the previous meeting.

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:

June 10, 2009  
 July 8, 2009  
 August 12, 2009  
 September 9, 2009  
 October 14, 2009  
 November 11, 2009  
 December 9, 2009

Attendance	2009												Cum.
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Vacant – HRE	0	1	0	0	0								1
Julie Marasco – SAE	1	1	1	1	1								5
Marianne Mickelson – ITE	0	0	1	1	1								3
Chris McNeeley (AFSCME) – GSE/ CCM	1	0	1	1	*								3
Pat Mullenbach – CORE	1	0	1	1	0								3
Dave Phillips – GSE/ Safety	1	1	1	1	1								5
Doug Reed – GSE/ Purch.	1	1	1	1	1								5
Tim Young – GSE/ Fleet	1	1	1	1	1								5
Ray Woodrich (AFSCME) – GSE/ CCM	1	1	0	1	*								3

\* Excused

**Adjournment: Meeting was adjourned at 10:50 am.**