

## DAS Safety and Health Committee Summary

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

### Continuing Business:

1. Safety inspections the week of June 15 Inspections of the grounds, construction, energy plant and mechanical rooms throughout the complex and Ankeny Labs will occur.
2. 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. To be completed by Barb Bendon.

### New Business:

1. 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.
2. "No Parking" signs too near pedestrian crosswalks The No Parking signs near the pedestrian crosswalk between Hoover and Grimes have been moved back to increase visibility between pedestrians and drivers.

The No Parking sign on the south side of Walnut next to the pedestrian crosswalk by the Hoover circle drive needs to be moved 1.5 car lengths to the west to increase pedestrian and driver visibility.

3. OSHA 10-hour Voluntary Compliance Certificate Course The June 4 class covered:
  - Scaffolds
  - Ladders
  - Hand and power tools

The June class was conducted by Mike Whitmore from IOSHA Consultation. The January through May classes were conducted by Pam Rosa of IOSHA Consultation. Both instructors did a fine job!

The following six employees will receive the OSHA 10-hour Voluntary Compliance Certificate Card: Steve Cotter, Sally Loyd, Pat Mullenbach, Paula Newbrough, Dave Phillips, Marsha Small and Tim Young. Sixteen other DAS employees received two to eight hours of safety instruction.

4. 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:

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	1							6
Marianne Mickelson – ITE	0	0	1	1	1	1							4
Chris McNeeley (AFSCME) – GSE/ CCM	1	0	1	1	*	1							4
Pat Mullenbach – CORE	1	0	1	1	0	1							4
Dave Phillips – GSE/ Safety	1	1	1	1	1	1							6
Doug Reed – GSE/ Purch.	1	1	1	1	1	0							5
Tim Young – GSE/ Fleet	1	1	1	1	1	1							6
Ray Woodrich (AFSCME) – GSE/ CCM	1	1	0	1	*	0							3

\* **Excused**

**Adjournment: Meeting was adjourned at 10:30 am.**