

DAS Safety and Health Committee Summary

Date: July 8, 2009
Time: 10-11:00 AM
Location: Hoover, Level A, Conf. Room 4

Continuing Business:

1. Safety inspections the week of July 13 Quarterly inspection of the offices plus monthly 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 September 1.
2. “No Parking” signs too near pedestrian crosswalks
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. This will be moved within the next few days.
3. Mower Safety on south Capitol terrace
Ray Woodrich received a question about whether it is safe to mow the south Capitol terrace hill. Chris McNeeley provided insight on how it is done and seemed satisfied that it is done safely. Dave Phillips will contact Josh Davenport to review the matter further.
4. DAS Incident / Hazard Reporting Forms
One “safety” HP Service Ticket was generated since the last committee meeting. An employee in the Grimes print shop had an allergic reaction to dust and debris generated when ceiling tiles were moved for maintenance work from the previous night. The work area was cleaned by the DAS custodial department and the employee did additional cleaning of her own. The employee is ok and is satisfied.

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:

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	1						7
Marianne Mickelson – ITE	0	0	1	1	1	1	1						5
Chris McNeeley (AFSCME) – GSE/ CCM	1	0	1	1	*	1	1						5
Pat Mullenbach – CORE	1	0	1	1	0	1	1						5
Dave Phillips – GSE/ Safety	1	1	1	1	1	1	1						7
Doug Reed – GSE/ Purch.	1	1	1	1	1	0	1						6
Tim Young – GSE/ Fleet	1	1	1	1	1	1	1						7
Ray Woodrich (AFSCME) – GSE/ CCM	1	1	0	1	*	0	1						4

* **Excused**

Adjournment: Meeting was adjourned at 10:40 am.