

## DAS Safety and Health Committee Summary

**Date:** August 13, 2009  
**Time:** 10-11:00 AM  
**Location:** Hoover, Level A, Conf. Room 8

### Continuing Business:

1. Safety inspections the week of August 17 Monthly inspection of the grounds shop, construction shop and energy plant will occur.
2. Emergency Shelter Maps at Hoover The Emergency Shelter Maps in Hoover have been updated but they incorrectly indicate that all bathrooms on each floor are tornado shelter areas. The 2<sup>nd</sup> floor women's bathroom and both B level bathrooms are acceptable tornado shelters but no other bathrooms are suitable. Barb Bendon is updating the Emergency Shelter Maps for all buildings on the complex. Dave Phillips will discuss the above issues with Barb.

### New Business:

1. Reporting Protocol for emergencies, near-emergencies and other issues A protocol for DAS Customer Service to use when responding to service requests has been developed. It 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 is too near the Grimes driveway entrance to the east on Walnut street. Vehicles parked too close to the driveway entrance make it difficult to see the west bound traffic. Josh Davenport from the GSE Grounds Shop reports that the sign will be moved the week of August 17.
3. DAS Incident / Hazard Reporting Forms  
One "safety" HP Service Ticket was generated since the last committee 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:

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	1						8
Marianne Mickelson – ITE	0	0	1	1	1	1	1	0						5

Chris McNeeley (AFSCME) – GSE/ CCM	1	0	1	1	*	1	1	0	5
Pat Mullenbach – CORE	1	0	1	1	0	1	1	1	6
Dave Phillips – GSE/ Safety	1	1	1	1	1	1	1	1	8
Doug Reed – GSE/ Purch.	1	1	1	1	1	0	1	0	6
Tim Young – GSE/ Fleet	1	1	1	1	1	1	1	1	8
Ray Woodrich (AFSCME) – GSE/ CCM	1	1	0	1	*	0	1	0	4

\* **Excused**

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