

## DAS Safety and Health Committee Summary

**Date:** October 14, 2009  
**Time:** 10-11:00 AM  
**Location:** Hoover, Level A, Conf. Room 8

### Continuing Business:

1. Safety inspections the week of October 19 Quarterly inspection of the office areas and 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 not been updated. Barb Bendon is updating the Emergency Shelter Maps for Hoover and all the buildings on the complex. Barb will keep me posted.
3. 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 November 1.

### New Business:

1. Automated Electronic Defibrillators (AEDs) at Hoover  
Monthly inspections of the Hoover AED units and supplies showed some had missing CPR shields and outdated electrode packs. These items will be updated ASAP.
2. Fire Extinguisher Inspection  
Annual inspection of the Capitol complex fire extinguishers was conducted by DAS building engineer Ray Fraaken. His inspections resulted in the replacement of over 70 extinguishers which had cylinders that exceeded their service life.
3. DAS Incident / Hazard Reporting Forms  
One "safety" HP Service Ticket was generated since the last committee meeting.
4. Committee member changes  
Ray Woodrich (AFSCME) left the committee to focus on his additional responsibilities as the interim President of the AFSCME Local 35, of Council 61. His service on the committee is appreciated and we wish him well. Steve Cotter will now be the AFSCME representative on the committee.

Pat Mullenbach (CORE) left the committee to focus on her responsibilities as the new CFO of DAS. We also appreciate her time on the committee and wish her well. Jeannie Adams is the new representative from CORE.

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:

November 18, 2009

December 9, 2009

<b>Attendance</b>	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	1	1			10
Marianne Mickelson – ITE	0	0	1	1	1	1	1	0	1	1			7
Chris McNeeley (AFSCME) – GSE/ CCM	1	0	1	1	*	1	1	0	0	0			5
Jeannie Adams – CORE											1		1
Dave Phillips – GSE/ Safety	1	1	1	1	1	1	1	1	1	1			10
Doug Reed – GSE/ Purch.	1	1	1	1	1	0	1	0	1	1			8
Tim Young – GSE/ Fleet	1	1	1	1	1	1	1	1	1	1			10
Steve Cotter (AFSCME) – GSE/ CCM											1		1

\* **Excused**

**Adjournment: Meeting was adjourned at 10:55 am.**