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| **Meeting Date:** Sept 21, 2021 | **Time:** 1300 | **Place: Virtual Via Microsoft Teams** |
| **Division/Department:** Statewide **Chairperson:** Julie Paris **Secretary:** Cherie R. Cline | | |
| **Members in Attendance:** \*Julie Paris, AGP; Tracy Garcia, AGP; Dave Stuckey, AGDD; Sean McCormick, AGC; Stan Hutchison, AGI - D; Andrew Phelps, OEM; Dan Radabaugh, OYCP - D; \*Clifford Dennis, AGI – CW; \*Bradly Dunham, PANG; \*Kevin Lucas, PANG; \*Phillip Johnson, AGI-CRO; \*Jeff Loa, AGI-CUO \*Frank Tallman, OYCP - DD; \*Melissa Carter, AGC; Todd Farmer, AGI - DD; Mike Jones, KFANG; Tod Hyland, PANG; \*Stan Thomas, OEM;  **Guests/Non-Voting Members:** Andy Rohner, SAIF; Jim Arnold, AGI–E; Michelle Lovejoy, CAE  Committee Safety Chairs denoted by\* | | **Members absent:** \*Erin Forney, KFANG;    **Guests/Non-Voting Members absent:** Nathan Christensen, CPT NG; Henry Idica, AGI-CRO; Keith Ellis, AGI-CUO; |
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| **Q2 Minutes –** Minutes approved (with one minor administrative correction: no questions, discussion or opposition).  **Old business:** Julie started out with explaining that today’s large email with all the meeting’s documents copied and pasted into one message won’t be repeated. For future meetings, she will plan to send out documents as separate attachments and request confirmation of receipt as well as work to more fully utilize the file sharing functions within the Microsoft Teams platform.  **Respiratory Policy** – Julie referred to the last draft version of the policy she sent out on September 14, 2021. Stan Hutchison commented on AGI’s proposed edits that he and Todd Farmer submitted, especially recommended deleting the language in Appendix D that provided an opportunity for employees to use their own respirator equipment. The agency PPE must be utilized. Julie confirmed she will review AGI’s proposed edits and send the revised policy back out to the SRB for a vote at the Q4 meeting.  **Lead Policy Update** – Julie referred to an August 5th meeting, besides herself, participants were: Tracy Garcia, Dave Stuckey, Mike Jones and Stan Hutchison. The existing airborne lead actions suffice.  See current status of policies in table below as well as list of remaining topics to be addressed:   |  |  |  |  | | --- | --- | --- | --- | | Policy Number | Policy Title | Date | Status | | AGP-99.200.01 | Personal Protective Equipment (PPE) Policy | Effective: Upon Approval | Approved 10/13/2020 | | AGP-99.200.02 | Safety Committees | January 1, 2020 | Approved 1/1/2020 | | AGP-99.200.03 | Exposure Control Plan/Bloodborne Pathogen Policy | Effective: Upon Approval | Approved 6/15/2021 | | AGP-99.200.04 | Confined Space Entry Plan | Revised: January 1, 2020 | Approved 2/1/2020 | | AGP-99.200.05 | Hazard Communication Policy | Effective: July 1, 2020 | Approved w/ Rev 6/2020 | | AGP-99.200.07 | Hearing Conservation Program | Revised: January 1, 2020 | Approved 2/1/2020 | | AGP-99.200.08 | Portable Fire Extinguisher Inspection and Maintenance | Revised: January 1, 2020 | Approved 1/1/2020 | | AGP-99.200.09 | Lock Out/Tag Out – Energy Control Program | Revised: July 1, 2020 | Approved 12/16/2020 | | AGP-99.200.10 | Ladder Policy | Effective: July 1, 2020 | Approved 6/2020 | | AGP-99.200.11 | Aerial Lifts Policy | Effective: July 1, 2020 | Approved w/ Rev 6/2020 | | AGP-99.200.12 | Fall Protection Policy | Effective: Upon Approval | Rev Approved 12/16/2020 | | AGP-99.200.13 | Automatic External Defibrillation (AED) Policy | Effective: Upon Approval | Approved 12/16/2020 | | AGP-99.200.15 | Respiratory Protection Policy | Effective: Upon Approval | Draft 3/30/2021 | | AGP-99.200.14 | Hot Work Policy | Effective: Upon Approval | Approved 12/16/2020 |   **Other Policy Topics for Future Consideration**  The remaining list below are policy topics that have been identified as needed by the Agency but the Committee has not yet been presented with a draft policy on.  Limited Building Maintenance Hazard Inspections Utility Locates Fire Protection  Powered Industrial Trucks Pesticides Licensing of Equipment Electricians License Asbestos Excavation locates Hantavirus Emergency Action Plan | | |
| **New Business**  **Trenching and Digging Policy** – Julie thanked the committee members for feedback received on this policy as well as thanking Jeff Loa and Keith Ellis for their assistance in development of the policy. Stan Hutchison stated AGI needs more time to review as the consolidated policy seems quite large, almost more like SOPs vs. policy; he recommended it be pared down in size. Dave Stuckey commented on 2 policies discussed (Respiratory, Trenching & Digging) are expected to be finalized/approved and tied with a bow at the Q4 meeting. | | |
| **Q4 Topics** – to be placed on future Q4 agenda:  **Hazardous Waste Operator Policy** – will be a newly drafted policy for approval as soon as it is completed and reviewed by the Safety Committee.  **Review of Previously Approved Policies** – Julie explained that some of the January 2020 policies will need to be reviewed and refreshed annually, which will include:   * **Safety Committee Policy** * **Hearing Conservation Policy** * **Portable Fire Extinguisher Policy**   Expect the annual review of previously approved policies to begin at Q4 meeting. | | |
| **Other committee remarks (Roundtable):**  *AGI–D Stan Hutchison*:Communication challenges are things we can overcome. Looking forward to improved communications. In agreement with and appreciates confirmation email replies when messaging involves attachments.  *OEM-D Andrew Phelps*: Appreciates the excavation and trenching policy.  *AGI-CRO Phillip Johnson:* Phil stated that he has replaced Dan Wilcock as the Safety Committee Chair for CRO. They’re meeting monthly and have members outside the state attending meetingsl.  *AGI-DD Todd Farmer*: Suggested more involvement from federal partners in SRBs since we have connectivity between state and federal forces.  *OYCP-DD Frank Tallman:* Encouraged more full utilization of the Microsoft Teams Meeting platform, especially with sharing documents.  *PANG–Tod Hyland:* There’s a new commander at PANG, Scott Wilcox; he’s very safety focused. One day a month will be dedicated to safety training.  *AGDD-Dave Stuckey*: Concurs, in agreement that we already have the Lead Dust policy and practices in place; we don’t need an airborne policy. Appreciates everyone’s attentiveness to safety issues; recognizes the challenges of wearing multiple hats and juggling multiple assignments. Reminded that it takes everyone pulling on the same rope together to build our safety framework.  *AGP-Julie Paris*: Hopeful that future meetings and information exchanged will become more streamlined and enhanced as we all become more familiar with Microsoft Teams.  Meeting was adjourned at: 1336. | | |
| **Next meeting date:** 14 Dec 2021 | **Time:** 1300 – 1500 | **Place:** TBD (likely a virtual meeting) |
| **Prepared by:** Cherie R. Cline, Executive Assistant, AGDD | | **Date:** September 21, 2021 |

**Remaining 2021 Meeting Schedule:**

Q4 - Tuesday, December 14, 2021 1:00 pm – 3:00 pm