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| **Meeting Date:** December 14, 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; Sean McCormick, AGC; Todd Farmer, AGI - D; \*Jeff Loa, AGI-CUO; Todd Wynn, AGC; Todd Farmer, AGI - DD; Stan Thomas, OEM; \*Erin Forney, KFANG; Dave Stuckey, AGDD; \*Phillip Johnson, AGI-CRO; he attended, albeit a little late, but he was present.  **Guests/Non-Voting Members:** Andy Rohner, SAIF; Jim Arnold, AGI–E;  Committee Safety Chairs denoted by\* | | **Members absent:** Andrew Phelps, OEM - D; Dan Radabaugh, OYCP – D; \*Frank Tallman, OYCP - DD; \*Bradly Dunham, PANG; Tod Hyland, PANG; \*Kevin Lucas, PANG; Mike Jones, KFANG;  **Guests/Non-Voting Members absent:** Nathan Christensen, CPT NG; Henry Idica, AGI-CRO; Keith Ellis, AGI-CUO; Michelle Lovejoy, CAE |
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| **Q3 Minutes –** Sean McCormick made a motion to approve the Q3 meeting minutes; Tracy Garcia seconded the motion. The minutes were approved as presented.  **Old business:**  **Respiratory Policy** – Julie mentioned that the draft policy has been circulating for a few months. Todd Farmer expressed concerns regarding the language in the policy related to a spill, stating in such instances staff will need to call 9-1-1; he wasn’t sure if the latest draft sent out on December 9 had that language incorporated. Dave instructed Todd to work with Julie and get that issue resolved by December 15. If there are no other concerns from SRB members, the policy will be considered adopted after that change has been made.  **Trenching and Digging Policy** – Julie stated that suggested revisions from AGI’s former Director Stan Hutchison had been incorporated. Todd Farmer stated he didn’t have any additional concerns. Sean McCormick made a motion to approve the policy; Jeff Loa seconded the motion. The policy was adopted.  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 | Re-Approved 12/14/21 | | AGP-99.200.08 | Portable Fire Extinguisher Inspection and Maintenance | Revised: January 1, 2020 | Re-Approved 12/14/21 | | 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: December 16, 2020 | Rev Approved 12/16/2020 | | AGP-99.200.13 | Automatic External Defibrillation (AED) Policy | Effective: December 16, 2020 | Approved 12/16/2020 | | AGP-99.200.15 | Respiratory Protection Policy | Effective: December 15, 2201 | Approved 12/15/21 | | AGP-99.200.14 | Hot Work Policy | Effective: December 16, 2020 | Approved 12/16/2020 |  |  |  |  |  | | --- | --- | --- | --- | | AGP-99.200.16 | Trenching and Digging Policy | Effective: December 14, 2021 | Approved 12/14/21 | | | |
| **New Business**  **Hazardous Waste Policy** – Julie referenced the existing federal policy already approved by TAG. Erin stated she could check back with Julie at the end of the week about this topic. Jim Arnold committed to working with them. Dave Stuckey asked if the plan is to see if the existing federal/state policies sync. Jim explained that the air base is similar in that it covers state and federal issues, but he doesn’t have a full accounting yet. Jim stated that he needs to do a little more digging and fact gathering, will plan to report back on his assessment in the Q2 2022 SRB meeting.  **Annual Review of Previously Approved Policies** - – Julie explained that the following January 2020 policies need to be reviewed and refreshed:   * **Safety Committee Policy** – Dave Stuckey recommended a change in reference to OEM and noting an end date of June 30, 2022, which would allow the policy to continue without any additional changes following OEM’s transition. * **Hearing Conservation Policy** – no changes or corrections needed. * **Portable Fire Extinguisher Policy** – no changes or corrections needed. | | |
| **Other Policy Topics for Future Consideration**  The remaining list below are policy topics that have been identified as possibilities 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 Electricians License Hantavirus Asbestos Excavation locates **\***Emergency Action Plan  **\***Licensing of Equipment  **\*Identified as Next Priorities** – Dave Stuckey instructed Julie to meet with Andy Rohner offline in order to make a determination between policy topics that have to be completed vs. good ideas for future consideration. Once the required policy priority(s) are identified and prioritized, Julie will incorporate those details into the next SRB meeting agenda. | | |
| **Committee remarks (Roundtable):**  *Erin Forney, KFANG:* Requested that Emergency Action Plan be a topic for a future SRB meeting.  *Andy Rohner, SAIF:* Mentioned that Powered Industrial Trucks could be a policy topic for a future SRB meeting, as it relates to forklifts, specifically operation of the equipment and mandatory training required; this is an example of low hanging fruit for OSHA inspectors.  *Julie Paris, AGP:* Inquired about the licensing of equipment vs. licensing of operators.  *Jeff Loa, AGI-CUO:* Commented that both equipment and employees must be “certified” and provided details of SOPS at CUO.  *Dave Stuckey, AGDD*: **\***See above note. He also praised everyone for current accomplishments.  *Sean McCormick, AGC*: Wished everyone a Happy Holiday season.  *Tracy Garcia, AGP:* Reminded everyone that the Safety Review Board is a forum where they can feel free to share their concerns.  *AGI-CRO Phillip Johnson:* Apologized for his slight tardiness in joining the meeting due to differences between federal and state Teams systems.  *Andy Rohner, SAIF:* Shared that SAIF is lightening up on travel restrictions.  *Julie Paris, AGP:* Mentioned proposed dates for 2022 SRB meetings. She will be sending out calendar notices to block out those dates/times. She will send out proposed policies (in pdf format, as that’s more user friendly for successful email attachments) prior to the Q1 SRB 2022.  Meeting was adjourned at: 1340. | | |
| **Next meeting date:** 22 March 2022 | **Time:** 1000 to 1200 | **Place:** TBD, most likely Virtual (via Microsoft Teams) |
| **Prepared by:** Cherie R. Cline, Executive Assistant, AGDD | | **Date:** December 14, 2021 |