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MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

SAFETY COMMITTEE MEETING MINUTES OF APRIL 17, 2008

I. CALL TO ORDER

Safety Manager Jack Cook called the meeting to order at 11:07 a.m.

II. ROLL CALL

Members Present:

Jack Cook, Rich Norton, Clyde Walkup, Curtis Marshall, Antonio Moreno, Israel Mendoza, Sten Strandberg, Sonia Haro

Members Absent:

Molly Beasley

Others Present:

None

III. REVIEW AND APPROVE MINUTES OF JANUARY 31, 2008 SAFETY COMMITTEE MEETING

The minutes were approved by common consent.

IV. COMMITTEE ADMINISTRATION

1. Jack Cook welcomed Sten Strandberg to the safety committee who replaced Ron Lebda.
2. Jack also thanked Clyde Walkup and Curtis Marshall for their service to the committee this was their last meeting. Steve Montgomery, OE3 Representative, will replace Clyde and Ted Melicia, Site Operations Representative, will replace Curtis.
3. Member term limits and replacements for members whose terms are expiring were briefly discussed.

V. REVIEW SAFETY INSPECTIONS

Inspection of District operations were completed with the following results:

- Fire extinguishers in the LCM, mechanic and maintenance shops were not tagged and/or signed off. Managers are responsible for ensuring that the fire extinguishers in their area are inspected monthly; managers were notified and corrections were made according to regulations.
- Access to a fire extinguisher in the shop was partly blocked; this has been corrected.
- There are emergency lighting fixtures that do not work in the mechanic shop; Jack will check regulatory requirements to see if they are necessary.

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- Electrical area in the maintenance shop area needs housekeeping attention.
- All tipping floor signs in the MRF need to be cleaned for better visibility and the exit signs in the upstairs MRF lunchroom are not lit up; electrical work order written
- First aid kit in the old LCM building is not visible; first aid kit to be moved a more visible
- It was recommended that all eyewash bottles be checked for expiration dates; Jack will conduct eye wash bottle inventory.
- It was recommended and agreed that Sonia Haro will rotate as inspector for Administration building and Drop & Shop facilities only.
- It was recommended that the Concrete/Asphalt/Sand Areas be removed from the monthly inspections; Don Chapin is now handling this operation.

VI. ACCIDENTS AND INJURIES

1. The committee reviewed and discussed total costs of injuries and accidents incurred for the 1st quarter of 2008; back injuries were especially noted. Jack stated that he is trying to coordinate a better back safety training program. The goal is to get employees to follow safe lifting techniques. Rich suggested referring employees who continually use unsafe lifting techniques for additional video/online training and using some type of disciplinary action for those employees.
2. There were two accidents since the last meeting and there is an increase in thefts around the site.

VII. TRAINING

1. Jack stated that the First-Aid/AED training that was held in April was well received with 18 employees completing it. Reimbursement for first aid classes taken outside the District by employees was discussed.
2. 56 employees completed the 1st quarter video training Driving Defensively 1 & 2. Other training topics such as Accident Investigation training (online) and Substance Abuse Recognition training were discussed; Jack will see what is available.
3. Respiratory Training and Fitting is scheduled for May 14, 2008 in the mechanic shop lunchroom.

VIII. OTHER TOPICS/DISCUSSION BY COMMITTEE MEMBERS

1. Hearing testing took place on March 18, 2008. Those who did not get tested or need to be re-tested will be scheduled to go to Pinnacle Healthcare for testing.
2. A recommendation was made to recognize former members of the safety committee at a general meeting.
3. Jack announced that he plans to have the first Safety Incentive Program (SIP) meeting during this quarter.

IX. SET DATE FOR NEXT SAFETY COMMITTEE MEETING

The next meeting is set for July 17, 2008.

X. ADJOURNMENT

The meeting was adjourned at 12:25 pm.

Minutes Prepared by:


Sonia Haro, Administrative Support Specialist

Minutes Reviewed by:


Jack Cook, Safety Manager