



SLY, INC. SAFETY COMMITTEE MEETING

AGENDA

Meeting Date: Feb 7, 2013

Meeting Location: Break Room

Start Time: 9:00 AM

End Time: 10:00 AM

- I. Attendance Record (see separate sheet)
 - II. Review & Approve Minutes from Prior Meeting
 - III. Review & Discuss Unfinished Business & Action Items from Prior Meetings
 - IV. New Business/Additional Agenda Items
 - a. Hazards reported since last meeting
 - Access to electrical panels blocked
 - Personnel passing under load suspended by crane
 - PPE – no safety glasses, grinding without face shield
 - Smoking in paint room
 - Forklift parked with forks elevated
 - Damaged receptacle near overhead door (steel receiving)
 - Extension cords used as permanent wiring
 - b. Incidents/near misses & investigations done since last meeting
 - Elton has list (make part of minutes)
 - c. Inspections/audits done since last meeting - NONE
 - d. Training completed since last meeting
 - Annual HAZCOM
 - e. Safety topics to be discussed at this meeting
 - Forklift Training – need to schedule
 - Power tool cordset condition
 - Extension cords – 12 ga minimum wire size; improper use as permanent wiring
 - Housekeeping
-

Minutes Recorded By:



AGENDA

f. Other activities/concerns

- GHS – implementation in process; training due this year (Dec)
- I2P2 – new OSHA program likely

g. Agenda/Minutes Form – Are these adequate? Should we have a separate ‘Safety Things to Do List’ showing/tracking Action Items?

h. Safety Management System – Do we want to try to develop an SMS using a recognized standard?

V. Action Items and Assignments (Include those from prior meetings)

a. From Prior Meetings

Mtg Date	Action Item	Responsible
11/6/12	Inspection checklist for Big Red	Adam
11/6/12	Train forklift operators	Rick & Elton
11/6/12	Add chemical locations to plant layout for fire fighters	SWL
11/6/12	EMAP – need to do an evacuation/shelter-in-place drill	
11/6/12	Electrical panels – mark three foot area in front of panels	

b. New From Today’s Meeting

Action Item	Responsible
Install belt guard on plasma dust collector	



SLY, INC. SAFETY COMMITTEE MEETING

AGENDA

VI. Other Business

- a. Hartford Inspection – formal response to recommendations submitted
- b. Eyewash stations – one installed; another in house to be installed
- c. Fire protection system reactivated
- d. OSHA 300 Log posted
- e.

VII. Next Meeting – Date, Time, Place –

Thursday, March 7, 2013; 9:00 AM; Break Room

VIII. Adjournment



SLY, INC. SAFETY COMMITTEE MEETING

MINUTES

Meeting Date: Feb 7, 2013

Meeting Location: Break Room

Start Time: 9:00 AM

End Time: 10:10 AM

I. Attendance Record (see separate sheet)

Elton called meeting to order. Reminded everyone to sign attendance sheet. Stated that meetings will be held every first Thursday of each month from now on.

II. Review & Approve Minutes from Prior Meeting

Steve read minutes from past meeting. Group had no additions.

III. Review & Discuss Unfinished Business & Action Items from Prior Meeting

Covered under Item V.

IV. New Business

a. Hazards reported since last meeting

Elton covered the following items:

- i. Access to electrical panels blocked
- ii. Personnel passing under load suspended by crane
- iii. PPE – no safety glasses, grinding without face shield
- iv. Smoking in paint room
- v. Forklift parked with forks elevated
- vi. Damaged receptacle near overhead door (steel receiving)
- vii. Extension cords used as permanent wiring

b. Incidents/near misses & investigations done since last meeting

Elton covered the following items:

- Employee struck on foot by falling stapler
- Employee struck by falling weld clamp
- Employee hit by grinder which kicked back
- Employee strained muscles in hip and leg moving plate
- Employee struck wrist with hammer
- Employee struck in face (cheek) by piece of plastic pipe being installed
- Employee strained back while dismounting from forklift

Minutes Recorded By:



MINUTES

- Employee struck on leg by lever on dock leveler

Kevin commented –

- He must be informed immediately of recordable incidents – someone who has to be taken to doctor
- Wants near-misses reported to Elton or Steve
- Charged everyone on committee to take leadership in safety
- DO NOT hesitate to mention unsafe actions or conditions. Pointing these out is an example to others.
- Do not take shortcuts where safety is involved.
- Talked about several of the near-misses and what might be done to eliminate them
- Mentioned 5S as a way to organize and cut down on clutter
- (Action Item) Get plans together on marking aisles. Prepare a drawing of proposal and include with agenda for next month’s meeting
- Might check with Stallings about doing some training on grinder safety
- Encourage welders (and others) to keep handles on grinders

- c. Inspections/audits done since last meeting

NONE

- d. Training completed since last meeting

Elton mentioned Annual HAZCOM training done since last meeting and Respiratory training due this month.

- e. Safety topics discussed at this meeting

Elton mentioned the following:

- i. Forklift Training – need to schedule
- ii. Power tool cordset condition
- iii. Extension cords – 12 ga minimum wire size; improper use as permanent wiring
- iv. Housekeeping
- v. Air Hoses – damaged air hoses need to be repaired

Kevin stated that Taylor Big Red will have designated operators. Other forklifts – all employees should be trained and certified to operate.
Ricky stated that he has a list of employees who need training.



MINUTES

f. Other activities/concerns

Elton mentioned the following:

- GHS – implementation in process; training due this year (Dec)
- I2P2 – new OSHA program likely

Steve mentioned that the emphasis with I2P2 is on finding and preventing incidents. Stresses recording near-misses which fits in with what we’re already trying to do.

g. Agenda/Minutes Form

Agenda/Minutes Form – Are these adequate? Should we have a separate ‘Safety Things to Do List’ showing/tracking Action Items?

Elton mentioned this. No comments from group.

V. Action Items and Assignments (Include those from prior meetings)

a. From Prior Meetings

Mtg Date	Action Item	Responsible
11/6/12	Inspection checklist for Big Red	Adam
11/6/12	Train forklift operators	Rick & Elton
11/6/12	Add chemical locations to plant layout for fire fighters	SWL
11/6/12	EMAP – need to do an evacuation/shelter-in-place drill	??
11/6/12	Electrical panels – mark three foot area in front of panels. Do at same time as marking aisles	Jerry



MINUTES

b. New from Today's Meeting

Action Item	Responsible
Install belt guard on plasma dust collector	Completed
Get plans together on marking aisles. Prepare a drawing of proposal and include with agenda for next month's meeting	Kevin & Steve
Continue to report all near-misses/incidents	All

VI. Other Business

Elton mentioned the following:

- Hartford Inspection – formal response to recommendations submitted
- Eyewash stations – one installed; another in house to be installed
- Fire protection system reactivated
- OSHA 300 Log posted
- DART rate – 5.5 for CY2012

Steve mentioned that per The Hartford the DART rate for our general industry classification is 2.

Steve commented about our Safety Bulletin Board.

Jerry mentioned the need for safety committee members to be good examples for other employees. Making fun of or making negative comments about safety efforts by whoever only serves to undermine efforts.

Kevin agreed with Jerry that we don't need to be or become part of the problem.



SLY, INC. SAFETY COMMITTEE MEETING

MINUTES

VII. Next Meeting – Date, Time, Place

Thursday, March 7, 2013; 9:00 AM; Break Room

VIII. Adjournment

Elton asked for any other comments and having none, adjourned the meeting.