

ETTA Safety Meeting Minutes
January 14, 2009
1:30 PM

Attending Committee Members:

Ed Lewis (Chair)
Cindy Wetherwax (Member)*
Andy Sterlen (Alternate)

Ed Lewis called the meeting to order at 1:30 PM

Old Business:

- ✚ The committee reviewed the previous minutes and inspection from October, 2008. All discrepancies have been corrected.
- ✚ A placard with the names of each floor monitor placed near elevators and bells to ring instead of blowing whistles has not been resolved by steering committee. Cindy Wetherwax will mention it again at the next steering committee meeting.

New Business:

- 📄 Ed reported that there were items in the Homeland Security equipment room stacked within 18 inches of the sprinkler system. Ed, Cindy and Andy removed items from top shelves.
- 📄 Andy reported that Tool-Box II which is located at Chapanoke needs to be repaired. The tires are flat and may possibly dry rot if the trailer is not moved periodically. Andy will talk with training supervisor regarding this issue.
- 📄 Ed reported that personnel have not been using cargo nets provided in the vehicle when loading vehicle. This is a concern because personnel have been previously injured by equipment. Andy and Cindy will bring this up at the next training/bureau meeting.
- 📄 Cindy reported that she sent a request to Amanda Scott for an Ergo Assessment in the administration section. Previous assessment has been done however problem still exists. Cindy will follow up with Amanda Scott to see when assessment will be conducted.
- 📄 Cindy checked the first aid kit on January 2, 2009 and found there were no antiseptic wipes. Shirley Coley will take care of ordering additional wipes.

 Ed reported that the fire alarms went off on January 2, 2009 due to a chemical reaction in the basement of ORB. A majority of the POC's were on vacation however everyone responded well to the alarms and removed themselves from the building in a timely manner.

Inspections:

-  Safety walk around inspection for ETTA which covers the offices and the training classroom was completed on February 3, 2009.
 -  Vehicle inspection was completed on January 30, 2009.
 -  January 30, 2009--- Ford Taurus was turned in to the Motor pool because it was not getting the monthly mileage and it was costing the bureau close to \$500.00 a month.
 -  Labor one received a vehicle inspection along with maintenance on the brake lights.
 -  Labor one heater is currently malfunctioning and will be taken to Greensboro for maintenance.
 -  Malibu was put in the shop on January 30, 2009 for 25,000 mile check up.
 -  All the other vehicles were inspected with no discrepancies noted.
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Meeting adjourned at 2:30 PM.

Next Meeting Scheduled: April 2009

* = Scribe