

## Safety Committee Meeting Minutes

**Date:** 01/31/2010

**Start Time:** 1:00 PM

**Adjourned:** 1:30 PM

**Attendees:**

Name	Bureau/Unit
Connie Deuser	ETTA
Fleda Anderson	ETTA

**Old Business:**

- The addition of window cleaning items to ETTA's state cars.
- The condition of 2000 Van headlight lens marred/weathered.

**New Business:**

- While I was conducting the unit safety inspection of each office/cube area, I noted several employees' use of space heaters. I also noted an employee whom was absent, utilizes a space heater; and although the heater is switched off, it is still plugged into a power strip. Hence poses a serious fire hazard situation. I sent out an email (available upon request) requesting and recommending employees unplug their space heater at the end of their workday.
- The 2000 van was delivered to Motorfleet on January 14, 2011 for headlight lens reconditioning and has since been completed.
- We discussed possible fire extinguisher training.
- **The next meeting will be held March 21, 2011 in Fleda's cube.**



ETTA Safety Meeting Minutes  
March 22, 2010  
1:30 PM

**Attending Committee Members:**

Cindy Wetherwax (Chair)\*  
Andy Sterlen (Member)  
Connie Deuser (Alternate)

Cindy Wetherwax called the meeting to order at 1:30 P.M.

Old Business:

- The committee reviewed the previous minutes and minutes were approved.
- A placard with the names of each monitor needs to be updated due to individuals leaving ETTA. Cindy will bring this up to Steering Committee on the procedures to have these placards update.

New Business:

- ❖ Cindy Wetherwax briefed that the ETTA safety policies have been updated and they are posted on the intranet. She will mention at the Bureau meeting on the March 29<sup>th</sup> that the policies have been updated and ETTA personnel need to review them.
- ❖ Cindy reported that ETTA is going through a safety audit by the Steering Committee and provided a copy of the responses to Connie Deuser and Andy Sterlen. Cindy mentioned that there is a discrepancy with one of the policies which addresses the makeup of the ETTA committee. The policy states that ETTA will have three representatives from the following areas: management, training and standards. Currently, all three members are from the training section. She advised that the policy has been updated and will be effective 7-1-10.
- ❖ Cindy reported that Carol Wells had an Ergo assessment conducted recently and she is waiting on Nelson Edward's recommendations for work station improvement.

- ❖ Connie Deuser made a recommendation to establish a formal tracking log for safety issues, concerns and recommendations made by ETTA personnel. Cindy will bring this recommendation to Wanda Lagoe for approval. If approved, Cindy will create a log and place it in the ETTA safety binder.
  
- ❖ Cindy made note that the office and vehicles inspections have been completed for the months of January, February and March 2010. **No hazards were observed during inspection.**
  
- ❖ No on-the-job injuries were reported since the last meeting.

**The meeting was adjourned at 2:00.**

**Next Meeting Scheduled: June 2010**

\*= Scribe