



ETTA Safety Meeting Minutes
October 28, 2009
2:30 PM

Attending Committee Members:

Cindy Wetherwax (Chair)*
Andy Sterlen (Member) not present
Connie Deuser (Alternate)

Cindy Wetherwax called the meeting to order at 2:30 PM

Old Business:

- The committee reviewed the previous minutes and inspection from June 2009. All discrepancies have been corrected.
- Spare battery for AED has been purchased and received. The spare battery is located in Cindy Wetherwax equipment locker. Andy Sterlen and Connie Deuser are aware of where the battery is stored and location of the key.
- First-Aid Supplies has been ordered and stocked. The First Aid kit is being checked on a monthly basis and the safety committee will notify Nancy Gregory when we need to re-order.

New Business:

- ❖ Cindy Wetherwax discussed changes in roles for the safety committee beginning July 1st, 2009. Cindy explained that she became the chair for the safety committee since Ed Lewis rotated off the committee. Andy will become a member and Connie Deuser will become the alternate. Cindy discussed that she will attend the Steering Committee safety meeting which are held on a quarterly basis. The next meeting will be held January 12, 2010 at 9:00am in the ORB building, 3rd floor conference room. Connie Deuser stated that she would like to attend the meeting with Cindy to get a better feel of her responsibilities as a safety committee member.
- ❖ Cindy reported that she has received all 3 of the monthly 4th floor walk around inspections with fire extinguisher, AED and first aid kit inspected. No problems were identified.

- ❖ Cindy discussed that the vehicle were inspected for the month of October and it was noted that the 2005 van needed to be service. The vehicle was taken to Colony Tire and the oil was changed and a front end alignment was done. Connie Deuser stated that it is a lot easier to call motor fleet and get an authorization number from them to get the vehicle service instead of taking the vehicle to motor vehicle and having to wait a couple of days for the vehicle to be return to us. This will be mention at the next bureau meeting.
- ❖ Cindy will ensure that we get the office and vehicle checklist on the F:drive.
- ❖ The office and vehicles inspection were completed on October 7 2009. **No hazards were observed during inspection.**
- ❖ No on-the-job injuries were reported.

The meeting was adjourned at 3:20.

Next Meeting Scheduled: Jan 7. 2010

*= Scribe