

Tom Wilder

July 09, 2012

ETTA Safety Committee

Subject: ETTA Meeting with Fleda Anderson (co-member from ETTA).

Fleda and I met today to discuss current committee issues and plans. In addition to action items from inspections, we will continue our effort to assess the impact of the new recognition and library organizations to our current policies and procedures.

During the last quarter, we were able to implement the following improvements:

- Correct the evacuation plan.
- Install two new EXIT signs between the fourth and third floor.
- Repair the fire cabinet between the third and second floor (replace cracked glass).
- Correct on-going correction issues involving improper use of power strips and extension cords.

We are still planning to:

- Merge the PPE Hazard Assessment from Consultative Services with the current ETTA PPE procedure.
- Establish an ETTA Respiratory policy.
- Review the ETTA Fire Safety policy.
- Upload all 2012 information to the intranet.
- Have our next quarterly meeting on Monday, September 17.

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ETTA Safety Committee Minutes

September 18, 2012

Tom Wilder

Fleda Anderson

Tom Wilder and Fleda Anderson met on September 17 from 9-11 AM in order to discuss issues and to plan upcoming committee tasks. Beyond routing safety inspections, the following task list was developed to identify items targeted for completion in the next quarter. As noted below, items include correspondence, meetings, procedure/policy reviews and ETTA safety program upgrades reflecting current best practices and the addition of the recognition team to ETTA. The committee intends to utilize the list to measure progress and item completion.

Task List

Correspondence:

- Set up meeting with Wanda Lagoe
- E-mail Recognition Team with meeting plan in order to gain their input
- PDF vs. MS Word – Where are the originals?
- Talk with Steve Sykes about asbestos containing materials in building structure. Was it previously remediated during building renovation?

Annual Review:

• Policy 1-A Establishment of the Unit Specific Safety and Health Program and Procedures	December 01, 2011
• Policy 1-B Responsibilities for the Unit Safety and Health Committee	March 5, 2010
• Policy 2-A Establishment of Safety Inspections Policy	November 1, 2011
• Policy 2-B Fire Safety Policy	January 29, 2010
• Policy 3-A Fire Safety Procedures	December 01, 2011
• Policy 4-A Automated External Defibrillator (AED) Policy	December 01, 2011
• Policy 5-A Travel Policy	November 01, 2011

- Change title on “Travel Policy” on website link as well as on the policy itself to “Travel Safety”.
- Delete Fire Safety Policy 2-B and review Policy 3-A
- Consider deleting AED policy, especially if it will be covered under the umbrella DOL policy.

Re-Format Policies:

- Re-define policies vs. procedures and reflect those changes on the policy. Most of our documents will be policies.
- Remove extra words (such as the word “policy” in the title).
- Add annual review date on the policy in upper block.
- Policy numbers

Edit/ Discuss with Wanda Lagoe:

“Medical Evaluation and Surveillance” – change the wording to offer annual physical for employees that have been out in the field, i.e., OSTM, Alliances/Partnerships, ASH and OSH inspections.

Consultative Services “Post-Exposure Medical Exam...” discuss with Wanda to ensure she agrees with the policy and then combine with our Medical Evaluation and Surveillance.

Add policies (for the purpose of including the Recognition Program):

- Respiratory Protection and Bloodborne Pathogens (edit/modify and copy over from Consultative Services).
- A general policy/statement that informs our employees not expose themselves to hazards, such as falls, trenches, ladders, leading edges, prohibiting employees from entering confined spaces, point of operation (LOTO issues), use professional judgment when lifting, etc... This will keep us from having to create a bunch of different policies.
- Asbestos, does it apply? Tour the basement. And, who covers this area on their monthly inspection?

Move: ETTA Quality Program & Bureau Policies [PPE/Hazard Assessment](#) and [Medical Evaluation and Surveillance](#) to ETTA Unit Safety and Health Committee and edit as necessary to include the recognition employees and trainers and standards officers as it applies.