

## FPM Safety Committee Meeting

**Date: 3/23/2022**

**Time: 9-10AM**

**Location: Zoom**

**Facilitator: Pix Verendia**

**Scribe: Angie Perassolo**

### Meeting Minutes

#### 1. Safety & Values Share- Thank you Denise Conine

- What is Ergonomics? A science that adapts employee work environment, work tools that maximize job function and promote a safe return to work plan. Denise shared that the Lock Shop workstations were remodeled due to the counters being too high and the benches did not meet ADA requirements. As a result, one of their employees was injured. Thanks to the skills of our FPM cabinet makers, a solution was made, and the workstations are now in compliance and ergonomically safe. The morale in the shop has much improved. When your staff tell you about an issue, Listen and Act. Ergonomics and shop safety go hand in hand.

#### 2. Commencement & Festival of Books (overall event safety)

- There are many onsite events approaching in April. In years past, there have been issues with leftover debris, such as plastic ties knots and bolts left out in the field. These items can get stuck in the mowers and break equipment. How can we improve this issue?
  - **Action Item: Gary and Pix will connect with both the FPM Events team and Town and Country before the upcoming events to request a final walk-through once events are over to make sure debris is picked up.**
  - **Action Item: Landscape will make it a practice of walking the areas before they use the mower. Perhaps a metal detector could be purchased to cover a lot more space in a short period of time?**
  - Can we explore to possibly install magnets on the vehicles (like street sweepers to pick up metal pieces). This could be a possible solution.

#### 3. RoundTable

- A new Healthy Workstation Guidelines will be shared for employees to perform self-evaluations on their workspaces. It is also important to take proper rest breaks to avoid sitting for too long. Our FPM Safety Team, Gary, Bianca and Jose are resources for staff to reach out to as needed.
- **Action Item: HR will send out reminders regarding PTO time.** There has been an increase in employee Leaves related to stress and other conditions. The reminders to Managers and employees will include tips on taking care of their employees beyond work life.
  - Extended winter recess expires June 30, 2022, but the target date is June 1, to make sure employees are taking their time off.
  - Many employees have vacation time that has been maxed out for a good amount of time. FHR will work on sending out reminders.
- Manny Alvarez is leaving USC. **Action Item: Eric will find a new Committee member to replace Manny Alvarez's seat.**

- Improve hot works process requirements. Changes need to be modified.
    - **Action Item: Gary- to work with Norm and Eric to add hot works to the next P&P and ask Rob Forsberg to provide a refresher and remind employees to go through the notification process that CCD follows with PM's.**
    - Rob Forsberg and Gary are in discussions regarding the hot works process. PMs should be involved in site walks and scope changes to reissue and adjust accordingly.
    - Lock Shop gets involved with hot works with door frames and anything that causes a spark and welding.
  - Forklift training update. **Action Item: Jose will send a schedule for forklift training to Supervisors to collect names of employees that need immediate training including new hires.**
4. Outstanding Safety Action Items- Need assistance from Committee on how to move forward
    - The safety signage for the HSC Housing building fixed ladder is still pending. **Action Item: Angie to connect with Eric to order the signage for HSC Housing fixed ladder- Angie to make work order for the install.**
    - LJS rooftop walkway is dangerous. Currently Mailing Material employees need to carry cylinders to the laboratories using this rooftop walkway which has an old wooden ramp. This is a very old building with no elevator that goes all the way up to the roof. Is there is something that can be modified up there to make the path safe for employees? **Action Item: Gary to set up a meeting with Angela and Jose to visit and provide next steps.**
    - ZNI- sprinkler cover- Blake was going to talk with the building manager. **Action Item: Gary to follow up with Blake on next steps.**
  5. Hazmat Waste Overview
    - Gary met with Anthony Rodriguez from EH&S who is putting together a Waste Matrix to share hazardous waste items that are generated by FPM (even if contractor generates it). This Matrix will assist with managing and recycling hazardous waste items properly. **Action Item: The Safety Team will share the Hazardous Waste Matrix at the next meeting in April.**
  6. New Employee Health & Safety Orientation Update
    - The Trojan learn training module is in its final testing stages. This training will go live in the very first part of April. Notifications will be a part of the new hire onboarding process.
  7. Injury Reporting Update
    - The injury reporting frequency has improved, and Supervisors are submitting their paperwork within the deadline.

**Attendees:** Ana Zavaleta, Angela Christopher, Angie Perassolo, Bianca Gonzalez, Eric Johnson, Eyver Contreras, Flo Ner, Gary Pons, Hector Puga, Joe Back, Jose Manrique, Laurie Stone, Pix Verendia, Shane Daywalt, Wendy Kaszycki

**Welcome:** Rod Butterfield

**Special Guest:** Denise Conine

**Absent:** Chris Toomey, Blake Griffith, Mark Mosley, Richard Navarro, Sylvester Lucas