

Safety Committee Meeting Minutes

Date: February 5, 2021. 10:00am
Location: Zoom Meeting

Old Business:

1. Competent Person

- a. Exhibit H form was updated to reinforce the contractual requirement for subcontractors.
- b. Need to follow up on site procedures for documenting and reinforcing this... forms?
 - Had as lengthy discussion of our current processes, challenges and opportunities we have as a team as it relates to the enforcement of and tracking of competent persons on site for each trade.
 - Competent person is required to attend weekly sub meetings.
 - Action Item #1: Traci to identify and present to the team the current form/ log we use to request the competent person during the start of the job. We will work internally together to audit the current templates in job set-up folders to ensure the process, forms and logs for this are consistent from project to project.
 - Action Item #2: Rod to review the “job set up” list and add the “competent person” form as a item so that all job site are equipped with the form.
These can be found on the server in multiple locations in the project. In Superintendent folder and Safety Folder. Also, Rod will deliver Job Site Binders for each new project that the Competent Person forms and PTS forms are their own binder.
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- Action Item #3: Tanner & Lane to review the “internal team meeting” template and will add a line item as a reminder to discuss this during weekly team meetings with a focus on leveraging this as a key tool for the Superintendent to control and demand safety and quality from each trade. DON'T LET THE SUB START WITHOUT COMPLYING TO SUCH. Rod , Tanner and Lane to sit down once a month and audit Internal Meetings and the template to make sure not only Owner/Architect Pre-Con meetings are being tracked but also any PTS forms and Coordination meetings are being brought and tracked.

Safety Orientation Video

c. Review Orientation Process

With Covid-19 we are limiting people inside field offices. Benna to put a QR code on Orientation Sheets so that employee can scan code and watch the video outside and social distancing from other.

d. Rollout and implementation strategy for new orientation process

- Benna has added to the server and in some of the project files. Rod has a couple of thumb drives with the videos on them. Also, as stated before Benna to add QR to Orientation Sheets. Was brought up to make more site specific with a slide at the end with the Site Logistics plan to show where to park, entrances and a photo of the BADGE they will need to be on site.

New Business:

1. Click Safety Training

a. Topic Selection

- Clint brought up a great suggestion. Next month for the Click Safety topic Asbestos. He is running into it at his site and we have 3 DISD jobs getting ready to start with Abatement also.

2. Luis brought up having Picasso do a demonstration for the DISD projects of what to look for as far as the Asbestos that will be encountered. Also, to have them give us their game plan and how to check on her crews throughout the process.

3. Safety Committee

a. Meeting Structure & Frequency

b. Members

c. Meeting Chairs & Agendas.

- Agreed as a team to bring retire the existing committee members and recruit new members for the 2021 term. Existing Team members to email Rod with

their recommendations by next Friday 2/12/21. Team members need to talk to their recommendations before hand to make sure they want to participate.

- Discussed, rotating meeting chairs between each member.

- Will continue the conversation at the next meeting.

Next meeting date TBD. Lane to follow up with time options for March.

