Summary Report from Secretary's Safety Subcommittee

TO: Division/Office/Program Directors	**Month/Year:** August 2012
This summary report is provided to you as part of the NCDENR safety program. Consistent with the safety program its content is to be shared with all employees at their regularly scheduled Division/Program/Office safety committee meeting.	
Meeting Date: August 2012	**ATTENDANCE:** **Members present are noted with a (P):** David Knight, Asst. Sec. for Natural Resources (**P**); Michael Bryant, DPS] **(P)**; Harlan Frye, DHR (P); Melody Isaak, DHR, (P) Anita McNeil, BPA**(P)**} Steve Kaasa, Safety Director **(P)**;Bill Cary, General Counsel (P); Deanna Pittman, (P); Darrell Voncannon (P via web); Perry Sugg, EEP (P); Steve Sollod, DCM (P); Rosalind Harris (SubCommittee Secretary)(P)

Summary of Meeting

Item	**Activity or Issue**	**Corrective Actions and status**
Old Business	Division appointee/representative	
New Business	Transition of safety program on web	The Safety Director is updating the safety information on the DENR intranet Safety Risk Management website. This will be an on-going process. SSS meeting information will be available on this website.
	Severe weather preparedness for department	All divisions should ensure that severe weather plans have been communicated to all division personnel. This would include information regarding severe wind events such as tornados or hurricanes along with heavy rain or a snow event.
	State of CA request for information	The State of California Department of Water Resources inquired concerning the Department's safety program. The California DWR is putting together a department-wide program and their contractor inquired as to the extent of the DENR program.
	Call for new members	Several Division Directors will be contacted prior to next meeting so those Directors can appoint a member to the SSS.
	Subcommittee dates for 2013	Tentative Subcommittee meeting dates for 2013 are : Feb 12, Apr 9, Jun 11, Aug 13, Oct 8, Dec 10. These dates will be finalized at the next meeting
Director's Safety Committee reports submitted this period:	**DMF** • 4 Incident and injury reports • Reporting near miss incidents helps others to see how to fix something before it happens	• 2 employees on vessel in close quarters moving equipment and one employee punctured the palm of other employee with scalpel. First aid was administered. • Employee was sampling finfish onboard vessel and finger was pricked through gloves. First aid was administered.

NOTE: Division management ensure that all employees are made aware of the information through regularly scheduled safety meetings.
SSS retain this report for five years.

DMF **DWQ** **EEP** **ZOO**	• Good training and safety awareness regarding many safety issues including medication. Conducted a medicine drive for disposal of old medication.	• Employee was offloading a port a john from vessel and tilted and his neck was slightly strained. First aid was applied. • Employee was collecting 55 gal. cans of oyster shells from sites and repetitive motion and volume created pain the back and the legs. Recommended cecreasing load & frequency as well as adding legs to barrels so dolly goes easier under barrels.

Item	Activity or Issue	Corrective Actions and status
Director's Safety Committee reports submitted this period: **DMF** **DWQ** **EEP** **ZOO**	**DWQ** • 3 incidents to report. • Tick report	• Accident caused by other vehicle hit back of DWQ vehicle, one employee requested medical attention after being hit in mouth by rear view mirror falling off windshield because of impact. • Employee had knee stress while doing field work resulting in having a restricted work schedule • Employee cut finger while opening box with wrong tool. • 27 tick reports have been reported. Suggestion was to use the reporting system that Parks use for ticks. •
Director's Safety Committee reports submitted this period: **DMF** **DWQ** **EEP** **ZOO**	**EEP** • **No incident or injury to report**	
Director's Safety Committee reports submitted this period: **DMF** **DWQ** **EEP** **ZOO**	**Zoo** • **Several safety issues that are in the works to be resolved and the safety program is being examined to appoint a safety director as well as examining the maintenance five day work week versus the seven day workweek of operation.**	• Lighting is being worked on and changing of light bulbs to be handled by taller employees • Safety is being reviewed for the pavilion • An in-house safety team in being reviewed for implementation. • Fire alarms are not working and October should be when award of funds will be disclosed.

Chairperson Signature	David Knight

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