

Meeting Minutes

Meeting Purpose: Monthly Construction Safety Review			Meeting Date: Sep 02, 2010	Meeting Location: Gainesville Room	Meeting File: 09_02_2010
Attendees:			Distribution:		
Name	Organization	Phone	All Attendees		
Sign in Sheet on file			Minutes By: John M DeSalvo		

Item	Discussion	Action Items	Responsible Individuals/ Target Completion Dates	Action Item Status (Initial and date when complete)
1	Hand dig within 36 inches of a utility and general discussion on the procedure for dig permits.	NA	John Lindsay	NA
2	Discussion on drug testing when an incident occurs and general discussion on the correct protocol when Safety, Fire or Security enters a site and gives direction to contractor personnel; they are not to be ignored and there direction is to be given top priority.	NA	Josh Craft	NA
3	General discussion on Gulf Coast Safety Counsel; ensure that contractors and sub-contractors receive the required training and remember that the requirement is a yearly requirement. It is also important to use this resource when you need specific training (such as scaffold user course and LOTO).	NA	Mike Rewis and John Lindsay	NA
4	Reiteration of discussion item number 2 to comply with Safety when they enter your work site and give direction.	NA	NA	NA
5	Presentation of Monthly Safety Findings and Monthly and Yearly Injury Rates.	NA	Mike Rewis	NA

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6	Presentation on the safe use of power tools and general discussion on the use of GFCI and double insulated power cords.	NA	John Lindsay	NA
7	General discussion on the use of extension cords; do not run cords through the water; power cords must be protected.	NA	Jim Deschenes	NA
8	General discussion on the correct use of welding leads; connecting rods are not to be used to the length of the welding cord.	NA	John Lindsay	NA
9	Reiteration of discussion item 3; the use of Gulf Coast Safety Council as a requirement; Remember to please stay current.	NA	Mike Rewis and John Lindsay	NA
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