

PK Safety Team Recap

February 24, 2022; 10:00 AM

Attendance

Organizer: Kurt Shea

Attendance: **(PK)** Paul Keene, Dave Lehner, Jim Shea, Chris Reo, Kyle Vandusen, Chris Shea, Matt Shea, Kevin Shea, Jason Wilde, Kara Zinser, Michelle Ellenberger (**McShea**) Dan McWilliams, Patti Moore
(FRSG): Chris Warren; VP Fleet Management

Introduction: *This is a Zoom conference and available through mobile device. If driving, pull over and stop to participate safely. If participating while driving the video must be disabled and the device must be operated hands-free. Follow all traffic laws.*

Comments from the Field/Shop/Yard

- Are there any new or ongoing General Safety concerns? (no comments)

Discussion Items

- Proposed Safety Committee Structure changes. (Items a thru d accepted. Kurt to send details on terms and selection process to division managers)
 - a. Committee chair person.
 - i. 12 month term
 - b. Division Manager or Division Mgr. Assistant
 - i. 12 month term
 - c. Field Personnel
 - i. 1 season (April – November)
 - d. Shop/yard Personnel
 - i. 12 month term.
- Weekly safety discussion at each division.
 - Progress update. (Kurt to send word template for recording meetings) Sent 2/24/22-complete
- Incident Review Team
 - MEMBERS: Division Manager from each division; 1 person from HR, 1 Safety Director. Employee(s) involved with the incident and their direct supervisor.
 - What an Incident investigation is not: Incident investigation is not an inquisition or an interrogation and there is no intent to place blame, fault or find a scapegoat. Employees involved with the incident process are member of the team, not a witness to be cross-examined and the purpose is to prevent future injuries.
 - Meeting date. Second week of every month on a Wednesday held at the end of the daily 3:00pm scheduling Zoom meeting.
 - If no incidents in the prior month a meeting will not be held.
- FMCA Compliance: Driver Log Books/ELD
 - 2021 four HOS Violations (No log book or ELD)
 - Cited for not having a log book or ELD. Not a violation of HOS Hours. PK is over the FMCSA threshold in three areas.
 - To Do: Improve & How.
 - Chris Warren commented that Griffin operates under an OHIO log book exemption exempting contractors from log book requirements while working on public road work.
 - Pursue log book exemption similar to the Ohio log book exemption.
 - Enforce company Log Book policy. (Shop managers order log books. Kurt do a tool talk on Log Book Compliance)

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Division safety inspection reports:

- Excel spreadsheets were distributed with due date of March 1, 2022 (Kurt reminded of the requested due date of March 1. Some are complete and Kurt has while the rest are in progress)
- Progress update and questions. (No questions)
- Training
 - MITA Foreman Bootcamp Training: How many employees from each division are signed up?
 - 5 PK employees are signed up to attend; One from each division.
 - If there is value in the training the plan is to send more.
 - Safety video training platform. (Looking at purchasing a web page app designed for training. Kurt find out if PK training videos can be uploaded or linked to the training platform).
- OSHA 300 logs: Posted at each division through April. (This is an OSHA requirement)

Additional Discussion Items

- Hard hat use in cone pockets.
 - Propose providing a hard hat more suited for employees of district crews who spend the entire day working from a cone pocket. The hard hats cost around \$115.00. However, they appear to offer better protection to the side and back of the head and are more comfortable.
 - Approved to purchase 20 hard hats for workers working in cone pockets on district crews. Jason Wilde ordering 20 each

Old Business in Progress

1. Add fire extinguishers (5 lb. size) to the inside of all forklifts.
 - a. In progress. Each division is responsible for adding fire extinguishers. (Nearly complete)
2. Add fire extinguishers to large trucks (20 lb. size) so that there are two fire extinguishers; one on each side of every large truck.
 - a. In progress. Each division is responsible for adding fire extinguishers. (Nearly complete)
3. Place warning labels on Tape Buggy trays and make a safety training video for tape buggy operation.
 - a. Chris Reo will order labels for the Tape Buggy and Fasten Seat Belt stickers for trucks. (Chris Reo has ordered and distributed Fasten Seat belt stickers & the tape buggy stickers "No Tape Storage" to all PK divisions) – (Chris Reo will get with Dan or Patti to set McShea up with stickers)
4. Send PK training video links to all in attendance.
 - a. Kurt emailed training video links to meeting attendees.
 - i. Kurt find out if PK training videos can be uploaded or linked to the training platform
5. Think Z Safety – Presentation
 - a. Presented Think Z Safety culture introductory PowerPoint.
 - b. Update the presentation to present at the PK Spring General Meeting.
 - c. Think Z Culture has been a huge success at Hi-Lite markings.
 - i. Roll out at Spring General Meeting.
6. iCone – Connected Vehicle technology. Pursuing effort to advance work zone safety through technology. (Kurt commented that connected vehicle technology will continue to improve work

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zone safety and road safety and we are continuing the initiative)

7. Add On Items: In Progress. **Updating RC app Meter/Odometer tab**
 - a. Kevin asked to have a place for district crews to record equipment mileages and hours daily. Issue is that equipment mileages and hours are not being reported consistently and has resulted in equipment going significantly over scheduled maintenance.
 - b. Kurt is working on updating the feature in the RC app and will find out what is involved with entering mileages directly into M+. Should have update in 2 weeks or less.
 - c. Accurately tracking equipment mileages and hours is also very important for tracking production costs.

Next Meeting

- Third week of March {Week of 3/20/22}