

PK Safety Team Meeting Notes

Monday, December 20, 2021; 1:00PM

Attendance:

Organizer: Kurt Shea

Attendance: Jason Wilde, Kevin Shea, Chris Reo, Chris Shea, Josh Flesch, Paul Keene, Ramon Sanchez, Dave Lehner, Mike Cagle, Dan Devine, Caroline Heyka, Jessica Bunch, Michelle Ellenberger, Matt Shea, Mike Myer, Jeff Spackman.

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.

Discussion Items: Most common discussion items (2021)

A Look back on the top 3 discussion items from the field.

1. Cell phone use is a problem
 - a. Action Taken to Address the Problem
 - i. Communicate policy
 1. Returning employees sign policy at Spring General Meeting
 2. New employees sign policy during hiring process
 - ii. Enforce policy
 1. Verbal warning with note on work report.
 2. Formal write up with document
 3. suspension or termination for repeated violations
- Jeff Spackman – Frontline corporate safety manual includes Cell Phone Use policy
2. Truck Cleanliness – enforcement
 - a. Enforce in the field and yard
3. PPE – PPE violations – enforcement
 - a. Enforce in the field and yard

Recommendations/Discussion

Division Safety Visits

- Safety visit goals: identify opportunities for safety improvement and assist.
 - Kurt reinforced the goal of division safety visits. This is a marathon of continuous improvement. Not a short race.

Training Concepts

- Training is on the job.
 - Fact is that most training is done on the job. We learn by doing.
- Determine if the person has interest, ability and the attitude to do the job safely.
- Commit the human resources and time necessary to properly train and develop.
 - Equipment training focus: Grinder Trucks & Waterblasters.
 - Determine value of 2021 waterblaster training
 - Evaluate the value of waterblaster certification training by PK operators
 - What can be done to continue improving outcomes?
 - Employee development.
 - Leading, teaching, mentoring and monitor progress
- Document training with training reports. Add cost code to document training.
- 5 PK training Video links are available on the PK website. Send links.

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- Jeff Spackman recently visited Hi-lite markings and learned about their training program. Can expand concepts of their training program and deploy with other Frontline companies.

Scheduling

- Keep Crews Together
- Adequately staff crews

Remove trays from tape buggies.

- Dan Devine pointed out that the trays are valuable for storing cores from tape rolls. Dan said his crew is trained on how to properly and safely operate a tape buggy. There haven't been issues on Dan's crew.
- Dan suggested placing labels on the trays that say the tray is not for storing tape rolls.
- Suggestion to make a safety training video for tape buggy operation.

Summary (To Do)

1. Add fire extinguishers to the inside of all forklifts.
 - a. Fire extinguisher mounted on a fork truck will reduce the time it takes to access when needed and reduce the risk of loss. This is a recommendation from Travelers Insurance.
2. Add fire extinguishers to large trucks so that there are two fire extinguishers; one on each side of every large truck.
 - a. Several large trucks have two fire extinguishers. Make sure all have at least two; one on each side. This will reduce the time it takes to access a fire extinguisher when needed and reduce risk of loss.
 - b. This is a recommendation from Travelers Insurance risk prevention specialist Ken Lindberg.
3. Place warning labels on Tape Buggy trays and make a safety training video for tape buggy operation
4. Send PK training video links to all in attendance.
 - a. Click on the following links to access the related PK Equipment Training Video. The training videos are also accessible from the [PK Website](#) by logging onto the PK Employee Homepage.
 - i. [Blowing](#)
 - ii. [Grinding](#)
 - iii. [SCB Loading](#)
 - iv. [Water Blasting](#)
 - v. [Striper](#)

Next Meeting

- Wednesday, January 26, 2022