

MINUTES OF A MEETING OF THE JOINT SAFETY COMMITTEE OF THE LMCC OF DAYTON, OHIO HELD ON Monday, March 28, 2011 AT THE NECA OFFICE.

PRESENT: Bob Shaffer, Russell Huff, Greg Smith, Rick Swabb, Roger Dawson, Paul Chaney, Dan Neal, Jeff Davis

ABSENT: Barry Smallwood, Mark Nagel, Mike Gebhart, Nick Comstock

ALSO PRESENT: Cindy Tucker, Tucker Communications

I. CALL TO ORDER, ROLL CALL. A quorum was established.

II. MINUTES

- The Minutes of March 8, 2011 were reviewed.
- It was decided to remove Sean Roberts, Tonya First and Fred Breidenbach from the membership list.
- A motion was made, duly second and passed to approve the minutes.

III. FINANCIAL REPORT

- Financial report from September 27, 2010 to February 28, 2011 was presented.
- A 2011 Budget submitted by Bob Shaffer was reviewed.
 - Dan Neal indicated that the LMCC should be able to cover the proposed budget for the JSC. The budget will be an agenda item at the next LMCC meeting scheduled for April 19.
 - Discussion of a line item for "Other Expenses" \$2,000 to ensure that JSC exhibitor booths at Safety Expos will be included. It was concluded that these expenses will be covered.

IV. TOPICS DISCUSSED

A. Final review of Safety Manual.

- Edits to manual were discussed and noted. A separate page will be created for the Forward. Additional changes to the layout will be incorporated.
- All Forms will be edited to have a "family" appearance.
- Review of an "Energized Electrical Work Permit" submitted by Greg Smith from Emerson. It was decided to keep the original work permit submitted by Chapel.
- Add new Respiratory Program (submitted by Wagner, Barry Smallwood) was incorporated in the final document.
- Tucker will have all copies of the manual completed before the April 21 meeting.
- A motion was made to accept the Safety Manual (with noted edits), duly seconded and passed.

B. JSC Website

- Discussion of whether we can upload a .pdf copy of the JSC Safety Manual to the website. Bob Shaffer will clarify if there are any copyright infringements. As a committee, we did not change any of the Intec files used by Contractors for documentation.
- Discussion of LMCC paying \$100 to Intec for each contractor to use the JSC Safety Manual.
- The website will include: Copies of all forms; Safety Alerts / Updates; links to other Safety websites; upcoming Journeyman training; minutes of all meetings; Contact information.
- A “Members Only” section will be developed for proprietary information.

V. NEW BUSINESS

- A. Accidents that occurred since the last meeting. No accidents were reported.
- B. Safety Bulletins. No new Safety Bulletins were presented.
- C. Distribution of new forms.
 - All forms will be available from the website.
 - A supply of JSC Accident Reports and the IBEW 173 Supplemental form will be available at the Union Hall
 - Copies of the JSC Accident Report and the IBEW 173 Supplemental form will be included in the Steward package, pending Jim Taylor’s approval.
 - Paul Chaney will attach a copy of both forms to the IBEW newsletter.
 - Distribution of forms at the April 21, 2011 NECA meeting.
- D. Review of final edited version of the JSC Accident Report form. A statement will be added to the form “Additional information may be added to the back side of the form.” A motion was made to accept the new form, duly seconded and passed.
- E. No regular April meeting is scheduled due to the JSC Safety Program rollout scheduled for the NECA April 21 meeting.
- F. Date for the Safety Expo. Paul Chaney is attending a Safety Expo in Columbus this week and will check on available dates with various vendors.
- G. Dinner at Flemings for the JSC Committee Members and their spouses is scheduled for Thursday, June 9, at 6pm. Tucker will make the arrangements.

VI. ADJOURNMENT

There being no further business, the Joint Safety Committee adjourned at 6:00pm. The next meeting will be held on **Thursday, April 21, 2011 at 4:30pm at the Courtyard by Marriott near UD.** The JSC will roll out the Safety Manual to NECA members. Dinner will be served. The next regular JSC meeting is scheduled for **Tuesday, May 31, 2011 at 4:00pm at the Union Hall.**