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| **Location:**  NEFD – Station #4 | **Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_**Time:**  8 – 10 am |

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| **Open Meeting & Present Safety Topic:** Discuss safety program activities |
| **Resources for meeting:** N/A |

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| **Persons Present: (Sign next to name)** |
| **Attendee (Printed)** | **Signature** |
| Chair – Michael Doss |  |
| Co-Chair – Monica Penhollow |  |
| Secretary – Judy Pardee |  |
| Station #1 – Jay Pardee |  |
| Station #1 -  |  |
| Station #2 – Ray Stevens |  |
| Station #2 – Scott Collins |  |
| Station #3 -  |  |
| Station #3 -  |  |
| Station #4 -  |  |
| Station #4 -  |  |
| Station #5 -  |  |
| Station #6 – Jeff Dennis |  |
| Station #6 -  |  |
| Station #7 -  |  |
| Station #7 -  |  |
| Station #8 – Patrick Campbell |  |
| Station #8 -  |  |
| Station #9 – Rob Spurdle |  |
| Station #9 -  |  |
| Station #11 -  |  |
| CCFA - Catherine Farrell |  |
| CCDES HAZMAT – Roger Mason |  |
| Visitor -  |  |
| Visitor -  |  |

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| **Old Business –** Status of previous recommendations. Discuss pending old business if any |
| 1. Review prior safety committee meeting minutes
 |
| 1. Gap Assessment
 |
| 1. Use of APR’s vs. SCBA during Salvage & Overhaul duties
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| **Accidents/Violations –** Discuss accidents and near misses that have occurred since the last meeting. Brief summary of accidents to date by number and type. Discuss corrective action taken, or needed.  |
| 1. Accidents:
 |
| 1. Violations:
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| **Monthly Briefing Reports –** Committee member status **r**eport on findings, incidents and/or recommendations |
| 1. Discuss monthly briefing reports by each committee member (Enter into minutes)
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| **New Business –** Action items, employee suggestions, new procedures, changes to company safety policy, etc. |
| 1. Review of Safety Program Status (Moving the Needle)
 |
| 1. Discuss upcoming training, events
 |
| 1. Gas Meters – SOG?
 |
| 1. Open Forum
 |
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**Safety Committee Action Items / Minutes**

**Use the matrix below to track each safety committee meeting action items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Month** | **Safety Task**  | **Department** | **Owner** | **Due By** | **Status** |
| MARCH | GET UPDATE ON CCFA WEBSITE ACCESS | CHAIR | DOSS | APRIL | WIP |
| MARCH | SEND OUT RISK ASSESSMENT SHEET TO TEAM | CHAIR | DOSS | MARCH | DONE |
| MARCH | SEND OUT AGENDA FOR APRIL MEETING | CHAIR | DOSS | MARCH | DONE |
| MARCH | SEND JUDY MARCH MEETING MINUTES | CHAIR | DOSS | MARCH | DONE |
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