

Directorate/Ops Safety Meeting Minutes

February 24, 2014
10:00-11:00 ~ 50A-5132

Attendees	
Melanie Alexandre	Vera Potapenko
Joe Dionne	David Stein
Andrea Fazi	Kat Wentworth
Korie Levitan	Mike White
Marcia Ocon Leimer	



Joe provided opening statements on committee reboot.
Introductions (All)

Agenda was introduced (Refer to slides):

- —Committee mission
- —Expectations of Committee members
- —Latest Safety Walkaround results
- —Discuss how to increase the usefulness of the Safety Walkaround exercise
- —Suggestions for future discussion

Group discussed exchanging ideas/info with other operations divisions.

Walkaround stats provided via slides.
Notably:

- 100% from Internal Audit, Tech Transfer and OCFO
- 72 follow ups for 302 responses.
KW followed up by email, many reported supervisors worked with them to close out (their actions)

24/7 campaign to be reinstated.

Discussion of the Committee's Annual plan. Ideas include: annual safety forum (971 and on the hill) and annual theme.

Actions items

Kat(w/David)	Access Dir/Ops level 1 list (24/7 safety campaign, DSC intro)
Kat	develop 2 checklist versions for semi annual walk arounds
Kat	work with Vera's office/HRIS for quarterly list "who we are"
Kat	LOI for SA's will be sent out to group for review
Joe	contact the people who were not present at this meeting
Joe to Korie	set up regular meetings every 2 months – on a Monday