

S.O.R.T. MEETING MINUTES

September 23, 2008 – WSRMP

Present:

Dale Webb – West Sound Utility District
Gary Tollefson – Olympic View Water & Sewer District
Robert Smart – Covington Water District
Bob Forslin – Fall City Water District
Jason Sharpe – Ronald Wastewater District
Andrew Cook – North Perry Water District
Brian Rivera – WSRMP
Leah Vergosen - WSRMP

♦ **WELCOME/INTRODUCTIONS**

- The meeting started at 9:00 a.m.
- Announced the Governor's Industrial Safety & Health Conference is scheduled to be in Spokane, September 24-25.
- Announced that Vincent Gabrio will be the committee representative for Coal Creek now.
- Announced the semi-annual meeting on October 16th at the Coast Hotel and asked Dale to attend and speak to the group.
- Announced that Brian will be absent for the October meeting as he will be on vacation.
- Announced that Leah will be absent for the November meeting as she will be on vacation.

♦ **NEW/OLD BUSINESS/DISCUSSION**

- Brian distributed the SORT legal disclaimer and we informed the group that this was the final standard to be used in the Programs.
- There was some discussion on class 2 & class 3 safety vests and various vendors that carry them. There was also some discussion on MUTCD (Manual Uniform Traffic Control Devices).
- Pat talked to the group about goals & objectives, updating video library and general SORT participation and their role.
- There was discussion on a standard in the template on page number placement, Program name as footer & WSRMP as header.
- I asked the committee to respond to Kurt Oakland's request for local contacts for operator training for backhoes and trackhoes.
- We asked the committee for input if they are experiencing theft of metals; the Pool sent a global email request out to District Members on 10/07/08.

♦ **PENDING PROGRAMS**

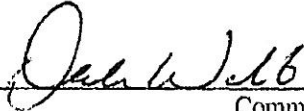
- **Welding/Cutting** – Andrew wasn't able to open the template. He stated that he would try the website template; Robert offered to work with Andrew on the Program.
- **Respiratory Protection Program** – Kurt was absent.
- **Hazard Communication** – Dale had his draft for the committee to review; there was discussion and recommended changes that he will incorporate for a final at the meeting next month.
- **Fall Protection** – Robert asked the committee to review the program and send him comments.
- **Const. Equip. Safety** – We noticed that this program had some font issues. Robert was going to check on it and correct and if he didn't receive further comments from the committee he was going to send to the Pool for posting on the website.
- **PPE** – The committee had a few suggested changes and Gary was to incorporate them for a final at the meeting next month.

- **Lifting & Rigging** – Robert worked with Jason on putting this Program in to the new template; He was going to send it to the committee for their review/comment.
- **Hand/Power Tool Safety** – Terry was absent.
- **Job Site Communication** – Bob stated that he downloaded the Program to PowerPoint and it was ready to be posted on the website.

♦ **VIDEOS**

- We watched Dynamic Risk Assessment; the committee comments were thumbs down and it was boring.
 - We also watched Backing up Safety; comments were this was a good one to keep in the library and it wasn't necessary to update it at this time.
- ♦ The meeting adjourned at 2:25 p.m.
- ♦ The next meeting will be October 21, 2008, at Woodinville Water District.

Minutes approved



Committee Chairperson

Date approved

10-20-08