

S.O.R.T. MEETING MINUTES

February 9, 2010 – Coal Creek Utility District

Present:

Bob Forslin – Fall City Water District
Vincent Gabrio – Coal Creek Utility District
Gary Tollefson – Olympic View Water & Sewer District
Jason Sharpe – Ronald Wastewater District
Dale Webb – West Sound Utility District
Andrew Cook – North Perry Water District
Robert J. Smart- King County WD #90
Kurt Oakland – Woodinville Water District
Larry Shenk – Covington Water District
Leah Vergosen – WSRMP
Krystal Bishop - WSRMP

◆ **WELCOME/INTRODUCTIONS**

- The meeting started at 9:01 a.m.
- We went around and did introductions as we had a new member, Larry Shenk, Covington WD, join us.

◆ **NEW/OLD BUSINESS/DISCUSSION**

- There was much discussion on CDL's and third party trainers. Terry & Vince both had requested contact information, etc., on the subject.
- The January minutes were reviewed by the committee and approved with a few suggested changes.
- Krystal volunteered to prepare the SORT update presentation for the Semi-Annual meeting on March 18th, 2010. She stated that she will have it ready to show at the March 9th SORT meeting for the committee to review.
- Larry introduced himself to the committee and gave a brief overview on the Target Safety platform and the pilot program that is under way with various Districts. He also reported on how you can pull driver extracts from the website at a minimal cost.
- Larry suggested looking into getting ergmaps – it's an on-line program that allows organizations to perform self assessment ergonomics, i.e., identify, evaluate & mitigate ergonomic risk. Another program we are researching is stretch break – it's a program that reminds the computer user to do various stretch exercises to avoid repetitive motion injuries.

◆ **PENDING PROGRAMS**

- **Asbestos Awareness** – Andrew reported that his review is ongoing.
- **Back Injury Prevention** – Dale stated he was working on blending the program & powerpoint into one cohesive program.
- **Insurance Requirements** – Leah stated the case that writing this program would be a duplication of efforts since WSRMP has the contract manual on the website. Larry also stated that this could perhaps be transferred to the loss control focus group when time appropriate.
- **Medical Emergencies** – Curt was absent.
- **Sara Title III** – Curt was absent.
- **Office Safety** – Vince reported that he rolled ergonomics into the office safety program. Vince also had the committee review his powerpoint program.
- **Vehicle Fleet & Maintenance** – Robert reported that he was working on the program.

- **Incident/Accident Investigation** – Robert reported he updated the program and asked the committee to review/comment. Robert stated that he will incorporate the suggested changes and put it into the current format and send it to the Pool for posting.
- **Emergency Preparedness** – Gary had nothing to report. Basically, he is creating a brand new program.
- **Safety & Committee Meetings** – Jason reported that he had printed the program out and read over it. He will put it into the current format.
- **Lifting & Rigging** – Vince had a draft powerpoint of the program that the committee reviewed. Vince indicated that he will be incorporating the new crane safety standards into the program.
- **Safety Audit** – Andrew had nothing to report.

◆ **VIDEOS**

- We watched OSHA Top Ten – Coaching Safety Performance DVD (ten most cited areas). The committee agreed that it would be a good one to purchase to show newly hired staff.
- ◆ The meeting adjourned at 3:16 p.m.
- ◆ The next meeting will be March 9th at WSRMP.

Minutes approved _____
Committee Chairperson

Date approved _____