

S.O.R.T. MEETING MINUTES

January 16, 2007 – Ronald Wastewater District

Present:

Robert Smart – Covington Water District
Kurt Oakland – Woodinville Water District
Jason Sharpe – Ronald Wastewater District
Gary Tollefson – Olympic View Water & Sewer District
Leah Vergosen – WSRMP

◆ **WELCOME/INTRODUCTIONS**

- Jason opened the meeting at 9:30am.

◆ **NEW BUSINESS/DISCUSSION**

- It was stated that the Cedar River Water & Sewer District SORT representative was no longer an employee so Leah was to contact the District to find out if they were going to send a new member to participate on the committee.
- Leah asked the SORT committee members if they thought it would be beneficial to coordinate CPR/First Aid/Defibrillator training for Districts. The consensus was that the larger District's would continue to arrange this type of training on their own, however, it would be a good plan to coordinate for smaller District's.
- It was brought up that it would be a good tool to see if we can track how many hits the SORT website gets. Leah was going to see if this was something that Jennifer could implement.
- There was discussion regarding locate training (possible locations & dates); the following were locations that were suggested by the committee: Covington, Ronald Wastewater, Woodinville, Alderwood & Karcher Creek. The suggested dates were March & April when construction activity begins.
- There was extensive discussion on the SORT Operations Manual and the criteria for receiving shirts & jackets. The committee came up with a proposal that Leah was to take back to Pat for consideration.
- The committee also thought that the SORT Operations Manual, Writing a Safety Program and the SORT mission statement/goals documents needed review/updating. Leah was to send all three documents to the committee members.
- There was brief discussion about Best Practices and members going back to their offices and asking co-workers to develop a list to work on.

◆ **PENDING PROGRAMS**

- **Welding/Cutting** – We were unable to go over this program as Dale Webb was absent due to inclement weather conditions.
- **Respiratory Protection Program** – There was some discussion on this program, however, due to the limited number of committee members in attendance, it was tabled for next month's meeting.
- **Ladder Safety (Bob Forsin)** – We were unable to go over this program as Bob Forsin was absent due to inclement weather conditions.
- **Hearing Safety Program (Rich Munson)** – Leah checked with Rich to see where he's at with reviewing this program. He still plans on reviewing it but he is currently tasked with rewriting the District's emergency response plan.
- **Slips, Trips, Falls** – Gary Tollefson did bring his updated program for committee review. Gary was to e-mail it to all SORT members for their review/comment for finalizing at next month's meeting.

◆ **VIDEOS**

- The committee viewed three videos: #27-SCBA Care & Maintenance; #45-Work Area Protection: A Control for Safety & #51-Vehicle Backing.
- There was a request that the Dealing with Drug and Alcohol Abuse video be brought to next month's meeting for viewing.
- The 2007 budget for purchasing videos is \$1,100. Some of the suggested purchases were: an updated SCBA video; Road Rage (Work Place Violence); Hand Truck/Pallet Safety; Forklift Safety

◆ The meeting adjourned at 2:30 p.m.

◆ The next meeting will be February 20th at Coal Creek Utility District.

Minutes approved _____
Committee Chairperson

Date approved _____