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CITY OF  
**PORTLAND, OREGON**

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Training & Safety  
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BIBS  
*CityFleet*

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**SAFETY COMMITTEE MEETING MINUTES**

**December 30, 2014**

Location: Graham Garage  
Chairperson: Tim Carter

Time: 2:30 PM

Members:	Appointment date and by whom.		
Jim Crafton	03-13 group	Terry Jigger	01-14 City
Milt McCombs	04-14 1005	Tim Carter	03-12 City
Johanna Ross	09-14 483		
Dan Smith	12-11 City Rep		

\* = Not present

Comments on previous meeting minutes: The minutes of the previous meeting were read and accepted  
Old Business:

- Door buzzer at the 1<sup>st</sup> and Jefferson Garage only chimes once, Dan Smith will check with Don to see about a better warning system for pedestrian traffic. Work order generated with Facilities
- Store flammables in flammable cabinets, Tim Carter mentioned their only flammable cabinet is in the parts room. Can we purchase another one for 1<sup>st</sup> and Jefferson? Tool request submitted.
- Do we have a plan for snow and ice going to south lot. Yes, use north sidewalk it will be deiced.
- Milt expressed a need for special gloves for thermo plastic striper strainer 450 degrees. Put in a tool request with supervisor.

New Business and Discussion

- It was suggested to install turn signals and 4 ways on golf carts for night use.
- Pick up trip hazards
- Oil area at Kerby needs cleaned regularly, grease sweep left, spills left, cabinets blocked
- 1 safety incident was discussed

Formal safety / health recommendations

Safety Tip: Pick up trip hazards

Next meeting: Thursday December 18, 2014  
Location: Kerby Training Center.

Copies to file, employee bulletin boards,