



CITY OF  
**PORTLAND, OREGON**

BIBS  
*CityFleet*

Training & Safety  
2835 N. Kerby Ave.  
Portland, OR 97227  
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**SAFETY COMMITTEE MEETING MINUTES**

Location: Training Center.  
Chairperson: Tim Carter

**January 30, 2015**  
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. Chime time has been lengthened but still does not chime long enough to get vehicle completely out the door.
- 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 submit
- It was suggested to install turn signals and 4 ways on golf carts for night use. Arrow sticks have been installed, and it is reported that they are much more visible.
- Pick up trip hazards
- Oil area at Kerby needs cleaned regularly, grease sweep left, spills left, cabinets blocked

New Business and Discussion

- Take care pulling in and out of Graham parking lot, congested
- 4 safety incidents were discussed

Formal safety / health recommendations

Safety Tip: Be aware of surroundings

Next meeting: Thursday February 19, 2015 @ 1430  
Location: Kerby Training Center.

Copies to file, employee bulletin boards,