

Safety & Staff Meeting Minutes
September 28, 2023

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Daniel Cunningham, Dylan Beckham, Jason Horton, Scott O'Neal, Roy Freeman, Meg Petrillose, Kevin Sublett, Virgil Farnen, Tom Ratermann, Wyatt Rice

MEMBERS ABSENT: Sandi Clark, Russ Palmer, Wendy Wieggers

FACILITATORS: Daniel Cunningham, Virgil Farnen, Tom Ratermann

Electrical Safety & Arc Flash: Cunningham presented on Personal Protective Equipment (PPE) that should be rated Category 2 for Electrical Safety and Arc Flash, which is for medium volt applications. That PPE should include: helmets, balaclava, coveralls, and arc-rated rain gear.

Category 4 PPE is required for certain elevated energy values, such as one labeled panel at the Rocky Fork location.

Gloves should be Class 2, and it is recommended the leather covers be worn. If the covers are not used, the gloves should be dielectrically tested every 6 months.

Meters are rated up to 600 volts, ensure the leads are good.

Insulated tools include screwdrivers, pliers, and shepherd's hooks.

Boots are recommended to be arc rated, and Cunningham reminded the crew that the uniform and safety allowance covers boots.

Keep the area around the panels open and "keep clearance open".

Equipment Safety: The yellow trailer for hauling is cracked, and the lights don't work. Ratermann said to stop using it, and Farnen stated there is budget to replace it. O'Neal requested covers over the generators at the lift stations.

Accidents or Near Misses: There were no accidents or near misses.

Status of Work-In-Progress

- Repaving parking lot is scheduled for 2024.
- The driver's license review is in-progress.
- The 911 WWTO Address Posting – Brookfield may need a sign, O'Neal will check.

Other Business: Office Announcements and Project Status Updates

- Staff reviewed the importance of NINJIO Cyber Awareness training modules and the phishing button in Outlook.
- Cunningham reviewed the status of ongoing construction projects.
- Farnen reminded staff to return any completed TAP inspection forms to a person (not the folder) for data entry and billing.
- Ratermann reviewed the open-door policy.
- The Wellness Fair at Boone Electric is October 19. A sign-up sheet will be posted soon.

Old Business: There was no old business.

New Business: O'Neal requested window tinting on the work trucks. Ratermann approved the expense.