

Safety & Staff Meeting Minutes
May 29, 2025 – 2:30 PM – BCRSD Conference Room

SAFETY IS A PERSONAL RESPONSIBILITY

MEMBERS PRESENT: Drew Perkins, Wendy Wiegers, Caleb Rittenour, , Seth Cozean, Roy Freeman, Jesse Stephens, Jason Horton, Jason Wolf, Kenneth Eskew, Robbie Hill, Spencer Nichols, Kevin Sublett, Daniel Cunningham

MEMBERS ABSENT: Scott O’Neal

Safety Topic – Preventing Workplace Hazards: Basic Electrical Safety Training

The team reviewed a training video on **Basic Electrical Safety**, which highlighted key practices for preventing workplace hazards. The video emphasized the danger of electrical incidents even at low voltages and identified common risks such as exposed live wires, overloaded circuits, damaged cords, and misuse of extension cords. Safe work practices were discussed, including turning off power before maintenance, following lockout/tagout procedures, and promptly reporting faulty equipment. The importance of using appropriate personal protective equipment (PPE), such as insulated gloves and flame-resistant clothing, was stressed, particularly when working with high voltage or in hazardous conditions. The video also addressed environmental factors like wet or damp areas, which increase the risk of electrical shock. Regular inspection and maintenance of tools, cables, and outlets were recommended to ensure safety. Emergency response guidance was provided, instructing employees not to touch a shocked individual until power is off and to have first-aid resources accessible. The video concluded with a reminder to stay alert, follow established protocols, and communicate any safety concerns without hesitation.

Accidents or Near Misses: Wires were chewed on at Sturgeon plant. He was standing on grating that didn’t have any rubber mats. When Jason turned on the power, it arced. Luckily there were no injuries.

Cyber-Security Training from Ninjio Dojo – “Aware S10|E05 – Can You Spot the Bot”

The team participated in an interactive training module titled **“Cybersecurity Basics: Recognizing and Preventing Threats”**. The training outlined the growing risks of cyber threats in professional environments and highlighted common tactics used by attackers, including phishing emails, suspicious links, and malicious attachments. It emphasized the importance of verifying sources before clicking, maintaining strong and unique passwords, and being vigilant when handling sensitive data. The module guided users through realistic scenarios, helping staff identify red flags in email communications and emphasizing the need to report suspicious activity promptly. It also covered best practices such as using multi-factor authentication, regularly updating software, and locking devices when unattended. The training reinforced the collective responsibility of all employees in maintaining a secure digital workplace and concluded with a reminder to stay informed about evolving threats.

Status of Safety Works-in-Progress & Annual Items

ACC will come in within the next few weeks to correct our phone lines and alarm system.

Other Business – Project/HR Status Updates:

1. Project Status Update :: Boli Road update, work in progress. They have the force main in and they are working on the control panel. Need to report any mowing/spraying issues at sites.
2. HR Update :: Provided an Injury Management Kit paper packet. Wendy shared the steps and options when an illness or injury takes place.

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Equipment Safety: Nothing to discuss.

Old Business: Completion of Surveys for phones and retirement plans. Anthem situation hasn't changed yet with the University.

New Business: New employees need some lock out tags' kits and other electrical safety equipment. Need rubber mats for sites to prevent any type of electrical shocks. OSHA -10 training/certification is underway with an incentive for a safety bonus upon completion.

Meeting Adjourned at 3:30 p.m.