## Safety Committee
### CY13 Safety Goals

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<th>Goal</th>
<th>Objectives</th>
<th>Owners</th>
<th>Due Date</th>
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| Conduct annual building safety inspections | 1. Pair up members for inspections.  
2. Inspect 100% of buildings.  
3. Track completion of corrective actions | Kevin Brist | 2Q13 |  
4Q13 |
| Material handling awareness | 1. Review injuries associated with material handling  
2. Identify high risk tasks  
3. Develop education/training  
4. Track material handling injuries over time (may be longer than FY13) | Sandea O’Bryant/Roselyn Rockman | 2Q13 |  
4Q13 |
| Continued promotion of defensive driving, fleet safety, especially awareness of construction activities around capitol campus | 1. Continue to communicate availability of online course to supervisors and managers.  
2. Ensure the most up-to-date version of the MNDot defensive driving course is available on the Risk Management website.  
3. Reinforce goal for all drivers to attend a defensive driving course at least every 3 years.  
4. Recommend to departments that they track % of drivers taking course.  
5. Help ensure communication of traffic changes to staff. | Todd Christenson/Joe Dinnebier/Sandea O’Bryant | 2Q13 |  
2Q13 |  
4Q13 |
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| **Provide GMWs with better equipment that will help to reduce the chance of injury** | 1. Review equipment that GMW uses.  
2. Research equipment that will be less likely to cause or aggravate injury, and that will still accomplish the work.  
3. Provide recommendations for equipment changes to PMD management. | Roselyn Rockman/Sandea O’Bryant |
| **Provide monthly safety chat/training/information to PMD employees on appropriate topic** | 1. Provide information to supervisors to be used in monthly safety chats/training  
2. Meet with employees monthly and discuss relevant safety topic/training subject. | Sandea O’Bryant/Safety Committee PMD Supervisors |

**Notes:**
- 4Q13 indicates the quarter and year for each action item.