MAPA Safety Committee Meeting

Date: January 26, 2017
Place: MAPA Office
1221 Jefferson Street
Jefferson City, MO 65110

Meeting Notes

10:00 Welcome & Introductions
- Members present:
  - Cynthia Cox
  - Jordan Janet
  - Eric Caldwell
  - Don Rosenbarger
  - Bruce Menke

10:05 Review anti-trust statement
- MAPA anti-trust statement was distributed and reviewed

10:10 Define the purpose of Safety Committee
- Don Rosenbarger shared his vision for the Safety Committee
  - To raise awareness of safe behaviors and safe practices across the MAPA membership and our industry.
  - Providing resources (written and digital) for members to utilize for in-house training of their employees
  - Provide Tool Box Talks for members to utilize with their crews.
  - Share articles and photos of members “doing things right” in the field.
  - Utilize MOAsphalt website as the sharing platform
  - Send out a monthly email with updates a resources
  - Perhaps it could grow into a place to ask questions and seek advice before making a mistake in the field
  - Perhaps it could grow in to a “chat room” for safety professionals and others interested in safety.
  - Safety awards program
- We will have spot available on MAPA website
  - Could provide communications here
  - Could utilize for safety awards program updates
- National resources could be used to “pre-populate” at the early stages
  - IE silica regulations that are upon our industry
  - Asphalt Institute could be used as a plant resource
10:30 Draft, revise and adopt ground rules for meetings, committee structure, and positions
  • Members could be surveyed to poll what they would like our purpose to be
    o Using Survey Monkey or similar
    o How we can serve the masses
  • Make engaging MODOT via some form of safety partnership is a key mission
    o Similar to AGC Safety Committee
      ▪ Beneficial to creating policy and language
  • Committee structure should include the following:
    o Chair
    o Vice-Chair
    o Secretary
  • Electing members should take place when more members are present

10:50 Draft Safety Committee “Mission Statement”
  • The following statement was drafted:
    o It is the mission of the MAPA Safety Committee to promote a healthy and safe work environment for the benefit of all members through education and communication of safe work practices.

11:30 Adopt goal/vision for the group’s planning
  • The following points were drafted as goals/visions of the Safety Committee
    o Equip members with resources to promote and provide safe work environments in our industry
    o Communicate and share ideas
    o Provide a forum/think tank for members to consult/share/warn with regards to safety
    o Foster a positive attitude/culture with regards to advocating safety in a friendly, non-judgmental environment (catch them doing things right)
    o Sharing industry best practices – who is using/practicing what and how it works

11:45 Identify challenges to the goal/vision and strategies for addressing challenges
  • These can be addressed after official adoption of Mission Statement and the committee’s goals and visions

11:55 Committee membership; recruitment of members
  • There was more expressed-interest than attendees for the first committee meeting
  • Re-communicate to members the formation of the committee and the date and time of the next meeting.
    o Don Rosenbarger
  • Assure that the communication is reaching all members.
    o Don Rosenbarger
12:00 Plan next steps
- Next meeting set for Thursday, March 2, 2017 at MAPA office
- Communicate to requesting members the minutes from first meeting
  - Jordan Janet
- Complete adoption of Mission Statement, committee goals/vision and committee structure at next meeting
- Elect positions at next meeting

12:05 Meeting Evaluation
- Attending members felt the meeting was beneficial with good discussion and collaboration.