MAPA Safety Committee Meeting

Date: April 13, 2017
Place: MAPA Office
1221 Jefferson Street
Jefferson City, MO 65110

Meeting Minutes

10:00 Welcome & Introductions
   • Members present:
     o Don Rosenbarger  Delta Companies
     o Michael Bennett  Chester Bross
     o Tim Brown  Chester Bross
     o Brandon Atchison  MAPA
     o Bruce Menke  Delta Companies
     o Tom Bindbeutel  FWI
     o James Keene  FWI
     o Cynthia Cox  State Tech
     o Jordan Janet  Delta Companies
     o Eric Caldwell  N.B. West and ESC
     o Dale Williams  MAPA
   • Review anti-trust statement
     o MAPA anti-trust statement was distributed and reviewed

10:05 Review Safety Committee Meeting Minutes and Notes
   • Minutes and Notes from March 02, 2017 Safety Committee Meeting were reviewed
   • Revise “newsletter” to “newsletter articles” under Next Steps and Meeting Evaluation
   • Approval upon the changes made
   • Add attendance to future meeting minutes
   • Safety Minute by Dale Williams and Jordan Janet
     o Emergency evacuation procedures
     o Room hazards
     o Work Zone Safety Awareness
   • Review Safety Committee Mission Statement

10:10 Safety Section of MAPA Website tour by Brandon Atchison
   • Suggestion of adding a link for “submit for review”
     o Would allow submission of articles and other material for the committee to review as viable communications to the rest of the members and website visitors
   • Correct the spelling of the following members’ names
     o James Keene
• Tom Bindbeutel

- Brandon will create an alias e-mail address that will distribute to all committee members
  - Jordan Janet will provide Brandon with a list of active members’ e-mail addresses.
- As our database of information grows, subcategories could be added to better organize the included topics.
- Links will be programmed by Brandon Atchison to open in a new window
  - This allows the user to remain on the MAPA website while exploring links
- Members’ companies will be added to the member’s list
  - Company websites will be linked
    - Promotes member’s companies
- Safety Committee meeting schedule will be added as it develops
- Suggestion of adding upcoming training opportunities and events
  - Discussion of how to approve content before publishing to the MAPA Safety website
    - E-mail voting as possible solution
    - Brandon Atchison could also have discretion to posting training events
  - Discussion of website possibly not being the proper venue for promoting events
  - Disclaimer statement should be added to express that events posted here are not necessarily endorsed by MAPA
- Updates on current projects
  - Possible link to MODOT maps/routes
- Videos focused on industry safety
  - Oldcastle “Frick and Frack” video was viewed as an example
    - Not a member, but good example of possible content type
- Insurance companies could be possible resource for “toolbox-talk” topics
  - Source should be found to begin populating section

10:45 Safety Committee Meeting Attendance Improvement
- Suggestion and discussion of the option to provide Skype Meeting to encourage attendance
  - Could offer video conference capabilities via Skype
  - Skype could offer opportunity to virtually attend when not able to travel
    - Could also encourage NOT traveling to the meeting location
    - Often members have experienced lack of engagement through virtual attendance
- Proposed next meeting date for Tuesday @ 10:00 AM at MAPA office
  - Conflicts in schedules
    - Dale Williams will send out a “When is Good?”
- Committee involvement goal is to have one representative from each MAPA Producer and Non-Producer member
11:10 IAPA Sit-In
- IL Asphalt Pavement Association is interested in establishing a Safety Committee as well
  - IAPA has expressed interest in attending a MAPA Safety Committee meeting to witness the process of establishing the committee
  - Meeting could be held in St. Louis to offer a more convenient location for IAPA member attendance
  - Discussion of possible making this an annual event to extend the discussion of safety in our industry to all neighboring states
    - Rotating yearly
    - Hold meeting at convenient location for respective state

11:15 Committee Officers
- Reviewed previously discussed positions
  - Chair
  - Vice Chair
  - Secretary
- Other association officers commonly progress through the chairs from Secretary to Vice Chair to Chair
- July meeting is the goal for Officer election and term length
  - Allows time to grow attendance, define roles and term length
- AGC Safety Committee bylaws will be shared to review officer duties and structure

11:20 Plan next steps – Meeting format, frequency and schedule
- Establish bylaws at May meeting
- Hold elections for officers at July meeting
- Once further established, the Committee could invite members from “partner associations” to collaborate
  - MODOT
  - AGC
  - Outside Speakers
  - Member Speakers
  - Asphalt Institute
    - Example of A.I.’s safety information to industries they serve
- Upcoming MAPA events were discussed – can be found on MAPA website
  - Board of Directors Meeting
  - Summer Social
  - Quarterly Meeting
  - Golf Outing
  - Recently, MAPA’s first legislative event took place where MAPA members wore safety vests
- OSHA extended Silica Rule Enforcement Date to September 24, 2017
  - Companies should still expect to comply
  - Enforcement date could be postponed again
Current trend of White-House Administration

11:40 Meeting Evaluation
- Pleased with progress thus far
- Good to see grassroots start-up
- Good productivity thus far
- Good feedback
- Comfortable group and structure
- Current group demonstrates diversity within MAPA
- Committee has experienced growth at the right pace
  - Not “over our heads”
- Providing good learning opportunities

11:45 Adjourn