

December 8, 2020

Monthly Safety Meeting

Staff present:

Radu, Matt, Flavius, Monika, Nicu, Sandu, Ica, Anja, Jeff, Iacob, Alvi, Yuriy, Mario, Julio

We are slowly settling in. The permit process is also going great. Everyone has been doing a great job organizing their areas. Your new stations look so nice and organized. We recently had Bob (RDC) visit our shop with a potential (big) client. They visited a few other of our competitors and were impressed with how clean and organized our shop is. Keep up the good work!

- Forklift training had to be postponed due to a scheduling problem on behalf of the trainer. It will be in January. Will keep you posted ASAP.
- A few fire extinguishers need to be bolted to the wall. Monika to buy the screws and hardware
- Monika bought boot covers for the racking. nicu thanks for bolting them to the ground. One rack is defective and could not be installed. Monika to return to vendor for credit
- 2 racks that were sitting in the shop were sold on Craigslist. Good job MONika we have \$\$\$ for the coffee fund
- December a we had almost -4 degrees. Monika bought some driveway salt. Matt, since you are the first one in the morning, please make sure to sprinkle it every morning to prevent slips/falls.
- no news on when the spray-booth is operational. We are having major issues with the supplier. They moved the delivery date . Again. So we continue outsourcing and shipping out to MM Construction. Careful when loading/unloading the parts , **seek help. As** a condition of us granting MM construction the job they agreed to help with loading and unloading.

Thanks for all the improvement ideas you guys brought to the table.

Flavius and Matt. Same as the shop guys, from tomorrow we need to take 20 min for improvements every day, YOU TOO , need to work on it. Here is a quick recap on the meeting the 5 of us had on Friday and the email I got from Anja with her ideas of improvements . Max 2 for each.

Flavius : This will help limit your stress level :)

Problem: - needs more info before starting a job

Action to take : -Radu & Flavius to schedule time before starting engineering on a new project.

Flavius to call/schedule the meeting

Action -Radu to always fill in the master sheet , by doing so has a chance to review the info one more time and correct errors

Problem: not being interrupted once he starts working on the job

Action: Gabriel & Matt to have most of the answers before the job is released to the shop so they can answer the shop guys questions

Remember Hearing test January 7. No one can miss this day please

Next meeting January 12,2021