

Industry Practices Task Force

Meeting Minutes

Date: Tuesday, September 27, 2011

Time: 7:00 AM

Place: Marriott City Center, Charlotte, NC

Members Attending: Chuck Kelly – EEI
Joe O'Connor – Intec
Bill Mattiford – Henkel's and McCoy
Bill Young - OGE Energy Corp.

Keith Williams - Intec
Frank Ginocchi - AEP
Levi Davenport- Center Point Energy
Gary Boswell – Portland General Electric

Recorded By: Keith Williams

Items Discussed:

- Safety Performance / Corporate Profit Study

The status of the Safety Performance / Corporate Profit study was discussed. Based on recommendations provided at the Benchmarking Workshop, the correlation study will be completed using the data provided by the EEI Financial Analysis Office and the EEI Safety Survey. A report will be given at the next Task Force meeting and a presentation made at the next Benchmarking Workshop.

- Job Hazard Analysis

The task force discussed the status of the JHA/JSA project. It was determined that JHA's will continue to be collected. Task Force members agreed to provide additional content. Improved solicitations to the membership will be developed and implemented.

- Industry Practices

The task force discussed new procedures for the development of Industry Practices. Effective practice guides and model programs, developed and acquired through the Contractor Safety Program will be presented to the task force for review. The guides and models will be adjusted, approved, published and added to the database. The anticipated availability of guides and model documents is September, 2012.

- EEI eSafetyLine Website

The design and content on the website were reviewed by the Task Force. Content that includes JHA's, model documents, and conference materials will be added to the database. Web pages will be adjusted to accommodate additional information and links required for the Contractor Safety Program, JHA section, and Contact Page.

- Promoting the Website

The task force recommended that the website continue to be promoted through Conference Presentations and the email discussion list (list server). Flash presentations will be developed to assist members in navigating the site and using the features.