

## Recordkeeping Committee

### Meeting Minutes

(Spring Conference – 2010)

**Date:** April 26, 2010

**Time:** 7:00 AM

**Place:** Royal Sonesta Hotel, New Orleans, LA

**Members Attending:** Chuck Kelly - EEI  
Keith Williams - Intec  
Joe O'Connor - Intec  
Mark Kulow - Indianapolis Power and Light  
Sanita Walker-Resper - PHI  
Shelly Killingsworth – Kansas City Power and Light  
Linda.DeBorde – Center Point Energy  
Levi Davenport- Center Point Energy  
Jen Shih – Southern California Edison

**Members Absent:** Rick Hoffman – American Electric Power  
Matt Batis - Allegheny Energy Supply LLC|  
Pat Bush - Westar Energy, Inc.  
Craig Ellis - Progress Energy  
John Dugan – Northeast Utilities

**Guests:** Jim Tomaseski - IBEW

**Recorded By:** Keith Williams

#### Agenda Items:

- Review Survey Data  
The data was reviewed by the committee and accepted for publication.
- Motor Vehicle Interface  
The committee members requested that the Motor Vehicle Interface be adjusted to make “No Data Available” the default setting, to better explain the definitions checkbox, and to further simplify the interface if possible.
- Motor Vehicle Participation  
The committee members requested that Intec contact those organizations that participated in the Total Motor Vehicle Accident section but not the Preventable Motor Vehicle Accident section to determine why.
- OSHA Recordkeeping Changes  
The committee has directed Intec to monitor changes in OSHA Recordkeeping requirements and adjust the survey interface as needed.

- Survey Training  
The committee has requested that an online flash presentation be developed and provided on the eSafetyLine website to train survey participants.
- Illness/Injury Validation Test  
The formula for the Injury/Illness Validation Test will be changed to:  
Formula = (Deaths + Lost Day Cases + Restricted Days Cases + Other Reportable Cases) = (Injuries + Illnes)
- Addition of Survey Categories  
Linda Deborde recommended that we add the reporting categories Transmission, Distribution and Substations to the survey. This will be discussed further at the next meeting.
- **Next Meeting:** The next meeting will be held at the Fall Occupational Safety & Health Committee Conference, on Monday, September 27th at the Rosen Plaza in Orlando, FL.