**Advanced Manufacturing Sector Board**

**June 17, 2019 from 4-5 PM**

***The mission of the Advanced Manufacturing Sector Board is to work together as an industry to***

***create an awareness of the careers within the industry and increase the pipeline of***

***potential future workforce***

1. Welcome & Introductions: Vicki Jackson, PMX; Keena Haynes, Whirlpool; Larry Becker, TSF; Cheri Kampman, Kirkwood; Jodi Waha Frontier; Kate Pine, Iowa Works; Melissa Silver, IVRS; Heidi Soethout, 6JD; Mark Williams, QPS; Brian Bedard, New Leader Mfg; Mike McVey, Civco; Whitney Meyer, Clickstop; Erik Lewis, Climate Engineers; Tom Cavanagh, Goodwill; Meghan Davis, WLC; Barb Rawson facilitator.
2. Kate Pine – new data base has some older data Iowaworks.gov new website
   1. Doug Vranek transition to Piper Aircraft in Florida
   2. Mfg Tours will be organized by Mark Williams, QPS – has compiled a list of businesses to tour and will continue as usual.
   3. Roundtable Discussion will be led by Erik Lewis and Tom Cavanagh
   4. AMSB Recruitment– looking for someone to partner with Barb on this – let her know if interested
3. Treasurer Report – Erik Lewis $ this money will sponsor other activities that the AMSB supports. School events, portal post card, costs of promotional events. There was discussion around the multiple partners asks for these opportunities and how to plan this out so that it makes it easier for employers so that they are not receiving so many requests. This will help employers plan out their strategy. The partners at the table will work together and come up with a yearly plan to share with employers.
4. Super Sector Board meeting update – Tom Cavanagh
   1. This meeting was held on 6/4/19 involving executive team members from each of the 6 sector boards to discuss how to best collaborate and work on common industry concerns and goals together. There is Super Sector Board newsletter that goes out quarterly.
5. Elections of Exec Board Members in July (Vice Chair and Treasurer) Tom Cavanagh will move into the chair position. Erik Lewis will run for treasurer, candidates needed for vice chair. Please let one of the exec team or Barb know if you are interested in running.
6. Portal Updates – Whitney Meyer
   1. Presentations on 6/19 to MS/HS Educators
   2. Presentation on 7/11 to the Financial Services Sector Board
7. Strategic Planning for 2019-2020 ballots were given out. The results will be reported on next month.
8. Manufacturing Tour: No tour this month/will reschedule the Prairie HS Tour. International Paper August 29th
9. Advancing the Future Tours October 14-18 registration info below
10. Partner Updates –

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1. Next Meeting July 15, 2019 from 4-5 pm / Roundtable Discussion 3-4pm

Roundtable Discussion

**Topic: OSHA/Safety**

* Re-evaluate your facility and look for OSHA infractions (corner of unnecessary stuff piled up, cords where they are not supposed to be, items plugged into extension cords that should not be, properly installed machine guards)
* Free OSHA on-site consultation with no reporting to OSHA enforcement. This tool for business and industry is confidential. <https://www.osha.gov/dcsp/smallbusiness/consult.html>
* Safety for new hires: entire facility tour to point out areas to be aware of and other safety tips
* Tool Box Talk – weekly standup up to point out safety tips. Topics initiated from workers on the line to help it be relevant. Example – ladder safety, review important safety topics shared during training.
* First Day of Work Safety Checklist – Top 10 things they need to do before they step out on the floor.
* Where a first aid kit is mounted - color that area red, as a quick visual for those who at quick reference can find it on the plant floor. An area that has cleaning supplies - color it yellow.
* Physically show the staff and tour where safety items are located (fire extinguishers, first aid kit etc.)
* 5S and 6S Safety programs are a great reference tool
* Scavenger hunt combined with safety to have new employees look for safety objects in the facility.
* Ergonomics
  + Entire staff does stretches first thing in the morning and right after lunch. Each team stands in a circle they take turns leading.
  + Employees are not necessarily happy about it, but it is part of their job and is not optional. Communicated to staff that it is to help keep them healthy.

**Injuries**

* Work related injuries versus home injuries
  + One company has employees identify if that injury occurred at home versus on the job
  + If the employee notifies work of an injury, they will adjust the workers job duties so that injury is not enhanced.
  + Communication needs to be clear to employees that they will not be punished for the injury, that the company will accommodate their adjusted workload. Need a doctor’s release for work.

**SDS Sheets (Safety Data Sheets)**

* Be alert for the “one off” chemicals that are being purchased, a SDS sheet is required for everything. It does not matter if it is dishwasher soap, air fresheners or processing chemicals.
* Every quarter one company does a chemical inventory to ensure that everything on premises has an SDS sheet or it is disposed.
* Companies reported some have paper copies of SDS at the facility or many have the on-line copies available.

**Emergency Response Team/First Aid Team**

* Specific team or people are designated trained
* One company has their first responder wear red shoelaces in their company shoes. Some companies have first responders wear a red hat.

**Teen workers hints**

* Have the under 18 year olds wear a different color shirt or hat if that they are under 18.
* Have a “Rated R” poster near or on machines that operators must be over 18 to operate.