

1/13/21

POST SHUT DOWN MEETING NOTES

PROCEDURES OF OPERATION

- Horn II installation procedure
- Hazard Training
- Point of contact for each project (Who does what?)
- Replace strip line block/ Transport T Block
- Tools Needed for each project
- Photo/diagram guidance
- Drawing Table

Communication is Key!

- i. Action checklist for each Toolbox Meeting (check off item once discussed)
- ii. Summary of tasks to accomplish Daily (Add to SharePoint)
- iii. Provide dates of when each task has been completed
- iv. Provide a timeline for each task to be completed (Keep supervisors in the loop)

SHUT DOWN COORDINATOR SUGGESTIONS

- Store old water lines
- Rewire Trolley Track
- Modify Shielding Block for Horn II (railing does not touch ground)
- Redesign Water line stands to stand on their own
- Check inventory
- Control Contamination
- General Clean up (Stay busy/stay organized)
- Assign Tasks

FINAL REMARKS

- Video Cabinet needs to be replaced or updated
- Make sure tools are available
- Cross train to provide proper coverage for each project