

## Safety Meeting Minutes

024-014

**Company:** Bubba's Digging Inc.

**Date:** October 14, 2024

**Location:** Bubba's Digging Office

**Time:** 8:30am to 9:00am

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### Attendance:

- **Jerry Leisinger** - Owner/Operator
  - **Kristi Leisinger** - Owner
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### Meeting Agenda and Discussion:

#### 1. South Dakota One Call Laws:

- A reminder was provided to all team members about the importance of adhering to the South Dakota One Call Notification Board regulations.
- It was emphasized that before any digging or excavation begins, particularly outside cemetery locations, both on public and private property, Bubba's Digging must ensure that proper One Call notifications have been made.
- The notification process must be initiated regardless of whether the project is new or mid-project if One Call has not been initiated.

#### 2. Safety and Precautions During Excavation:

- Safety protocols for excavations were reviewed, with specific attention to ensuring all crew members are fully aware of the dangers involved in working on public and private locations.
- Excavation safety outside cemetery grounds was discussed, including using appropriate barriers, signage, and safety gear to protect both the workers and the public.

#### 3. Engagement in Ongoing Projects:

- Discussion was held about ensuring that any ongoing projects are compliant with One Call requirements.
- Before re-engaging in a project that has been paused or re-initiated, the status of South Dakota One Call notifications must be checked and renewed if necessary.
- Proper communication and documentation must be maintained for all jobs to ensure that Bubba's Digging is in full compliance with legal requirements and safety standards.

#### 4. Compliance with Notification OC24-014 (Dated 09/23/2024):

- This safety meeting fulfills the requirements of the South Dakota One Call Notification OC24-014, issued on September 23, 2024.

OC24-014

- All safety procedures and One Call compliance were discussed to ensure adherence to the requirements outlined in this notification.

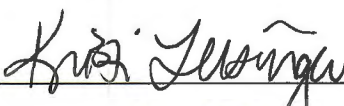
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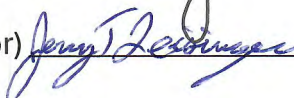
**Action Items:**

- Confirm that all upcoming and ongoing excavation projects have South Dakota One Call notifications filed.
- Review and update any internal policies to ensure compliance with South Dakota One Call laws before initiating excavation activities.
- Reiterate safety protocols during team briefings and ensure all employees understand the procedures before beginning any excavation work.

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**Signatures:**

Kristi Leisinger (Owner)  Date: 10/15/2024

Jerry Leisinger (Owner/Operator)  Date: 10/15/2024

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**Document Completed By:**

Kristi Leisinger, Owner  
Bubba's Digging Inc.

10/15/2024