

Commonwealth Safety Committee

Meeting Minutes

December 9, 2013

Convened at 10:00am

☐ Cindy Hagar ☒ Phil Sapp – vice chair ☐ Scott Mullens ☒ Brian Hoag
☒ Kristine Rupp – secretary ☐ Mara Bilyou ☒ Josh Hoffert ☒ Jessica Landreth ☐
Krista Andrews – guest/proxy

- Minutes reviewed from last meeting
 - Need to talk to Melisa
- Any new incidences?
 - A few that involve cars and drivers
- Regional Manager/Community Manager Safety Checklists
 - Community manager fills out and RM goes over it during an inspection
 - Should be quarterly, by-laws state bi-yearly
 - Form needs to be revised, should safety committee do that?
 - Let's give them the safety walk through form that the committee has agreed that's what we want to look at during an inspection
 - Phil will email to Melisa
- Review of Safety Committee By-Laws
 - Available to everyone on the website
 - Minutes should be printed and kept in a binder for all employees, bi-laws should be printed by each member of the committee
 - Need to make a few changes
 - Meetings will be on the second Monday of every month, not the third
 - Bi-laws states that the employee involvement should include concerns raised and then discussed by the committee
 - We don't do this, starting a new year it should be a new focus
- Elect New Chair – moved to next meeting
- Safety@cwres.com is our email, anything sent to this email gets forwarded to the whole group
 - Co-chair should be responsible for bringing any new concerns via email from community managers
- Next meeting set for 1/13
 - Make sure to discuss items for the "pre-spring" safety newsletter