

Commonwealth Safety Committee

Meeting Minutes

March 18, 2013

Convened at 9:30am

[x] Les Peterson – chair

[x] Phil Sapp – vice chair

[x] LaDon Larson

[x] Scott Mullens

[x] Brian Hoag

[x] Kristine Rupp – secretary

Safety review of Redwood Estates in Canby, Oregon.

- Office ergonomics
 - Proper desk needed, with a rolling chair and a plastic mat under it
 - No obvious trip hazards inside, perhaps the build of the desk outside presents a problem
 - Lighting conditions were good
 - Fire extinguisher and first aid kit need to be added
- Common Area Fire Safety
 - Need new fire extinguisher with inspection date. Also need to change the emergency number listed
 - Need to install a smoke detector
- Equipment and Equipment storage areas
 - Wiring for the lighting needs to be redone
 - Need to clean things out that should no longer be there
- Chemical Storage
 - Need to rearrange the storage of chemicals and fertilizers
 - Need to start an MSDS (or SDS) manual
- Club House
 - Need first aid kit and new fire extinguisher
 - Need to move smoke detector higher and closer to the source of possible smoke
- Final Score
 - They did well, being new, and we'd like to come back in a year and see how the changes have been made

Next safety meeting set for April 15, 2013.