

# Commonwealth Safety Committee

## Meeting Minutes

January 13, 2014

Convened at 10:00am

<input type="checkbox"/> Cindy Hagar	<input checked="" type="checkbox"/> Phil Sapp – vice chair	<input checked="" type="checkbox"/> Scott Mullens	<input checked="" type="checkbox"/> Brian Hoag
<input checked="" type="checkbox"/> Kristine Rupp – secretary	<input type="checkbox"/> Mara Bilyou	<input checked="" type="checkbox"/> Josh Hoffert	<input checked="" type="checkbox"/> Jessica Landreth
<input checked="" type="checkbox"/> Krista Andrews – honorary member			

- Minutes reviewed from meeting with Melisa
  - Need to do quarterly review of properties
    - Can be done by resident manager, regional manager needs to be involved at least twice a year
  - Need to discuss reporting incidents at the next quarterly manager meetings
    - Near misses need to be reported anyways
  - Phil came up with a new inspection checklist (off his child's school report card)
  - Melisa should come into the meeting for the first five minutes to discuss incidents and near misses, like the bylaws say
  - Accident reporting would be a good topic for the next Commonwealth University
- Any new incidences?
  - None through workers comp in a while
- Safety Newsletter email topics – material due 2/6
  - Mold prevention tips – Josh going to complete and email to team & Phil will forward to Krista when we all approve (by 2/6)
  - Equipment safety – Phil going to complete
    - PPE
    - Safety star
  - Maybe clothing ordering available
- Safety Tidbit email topics – material due 1/17 & 3/10
  - Indoor air quality
  - Lighting for the office and industry
  - Illness at work
    - Keeping your workplace safe from sickness
    - Kristine going to submit to team and & Phil will send to Krista (by 1/17)
- Elect New Chair – moved to next meeting
- Next meeting set for 2/10
  - Planning tidbits for the year