

Commonwealth Safety Committee

Meeting Minutes

October 21, 2013

Convened at 10:00am

[x] **Phil Sapp – Acting Chair** [x] **Scott Mullens** [] **Brian Hoag** [] **Cindy Hager**
[x] **Mara Bilyou** [x] **Josh Heffer** [x] **Jessica Landreth**
[] **Kristine Rupp – Administrative Coordinator**

[x] = **Present**

- Reviewed the Meeting minutes from last meeting.
- Discussed the need to come up with a list of “Safety Tidbits” for the Commonwealth Newsletter.
 - Scott suggested that we get on the Saif website during our next meeting and come up with topics that are seasonally relevant: Equipment Maintenance in the Fall, Slippery Conditions in the Winter etc.
 - Josh is going to put together some information on office safety such as trip hazards from power cords, etc.
 - Phil will get some information to Krista about Leaf blower safety.
- Scott is still waiting to hear back from Saif on the GHS/SDS training webinar. He expects to be able to have an answer as to when the training will be available. We are still working out how we are going to record what employees have completed the training.
- We discussed the roles of the Safety Committee and how we are an advisory committee that is primarily focused on Employee Safety.
- Discussed, briefly, the future of the Washington properties Safety Committee. We are not there yet, however, we do see that in the future the need for Washington properties to have their own community.
- We agree that it would be a good thing to have an actual Corporate Safety Coordinator to administer training and handle safety related issues. Many of these responsibilities are being assigned to our Committee at this time.

