

Commonwealth Safety Committee

Meeting Minutes

May 16, 2013

Convened at 10:00am

[x] Les Peterson – chair

[] Phil Sapp – vice chair

[x] Scott Mullens

[x] Brian Hoag

[x] Kristine Rupp – secretary

[x] Mara Bilyou

Safety review of Sundial MHP in Salem, Oregon

- Office Ergonomics
 - Furniture was well adjusted
 - Trip hazards might be loose cords, need to bundle them
 - Lighting conditions were good, lots of windows
 - Fire extinguisher and first aid kit were accessible
- Common Area Fire Safety
 - Availability of fire extinguishers was excellent
 - Fire extinguishers were up to date on servicing
 - Lit exit signs were clearly visible
- Equipment and Equipment Storage Areas
 - Condition of tools and equipment was excellent
 - Tools and equipment were stored properly and were very organized
 - Proper ladders were used and stored correctly
 - Personal protective equipment was stored well and used correctly
 - Proper lifting techniques were being used
 - All caution signage was available and used correctly
 - Extension cords and corded equipment were in good condition
- Chemical Storage
 - Chemicals were stored in a secure location
 - MSDS manual in all necessary locations
 - Chemicals for the pool were well organized and labeled
 - Chemicals for landscaping could be better labeled
 - Knowledge of chemical spill cleanup was great, working on availability of an eye wash
- Club House
 - First aid kit and fire extinguisher were available
 - Fire extinguisher was up to date

- Overall
 - First aid kits were everywhere!
 - Everything was very organized and well kept
 - Only recommendations are to label the storage of fertilizer and perhaps have one person on staff who is certified for chemical handling