

# Commonwealth Safety Committee

## Meeting Minutes

November 19, 2013

Convened at 10:00am

[x] Cindy Hagar	[x] Phil Sapp – vice chair	[ ] Scott Mullens	[x] Brian Hoag
[x] Kristine Rupp – secretary	[x] Mara Bilyou	[x] Josh Hoffert	[x] Jessica Landreth

- Minutes reviewed from last meeting
- New SDS Training Rollout
  - Video being sent out in email to all employees
  - ALL Commonwealth employees need to watch it and email [HR@cwres.com](mailto:HR@cwres.com) to document that they watched it
  - Shared with OSHA and they loved it and it's now on their website
- Guest: Krista on Safety Committee emails
  - Clarified details, email good to go!
- OSHA Training Classes
  - Josh & Jessica have been to several trainings recently:
    - Safety committees, safety systems, root cause analysis
  - There should be a safety inspection of each property every month
    - As a committee we focus on employee safety but this talks about community safety
    - It could be the community manager doing an audit of their own property every month, it at least has to be once a quarter. They just need to be trained what to look for and how to do it.
    - Cindy has a checklist she's used at a previous company we can discuss next meeting
    - Once the checklist is filled out during the inspection of the property, each property has a red binder where they keep the notes for each inspection. When the RM is at the property they can check to make sure it's done and when OSHA shows up they have documentation at the property that it's been done on a regular basis
  - Reviewing incident reports and finding patterns to try and prevent more
    - We have not been doing this and should
    - We would get data from Melisa

- Should be done by committee to do our acting part
- Office Safety
  - A list that Josh made from what he's learned
  - We can send out a piece with each tidbit email and a bigger chunk with each newsletter – an outside safety piece and an inside safety piece
    - We can create a visual for each safety tip and put it on Pinterest and Facebook
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- New Business?
  - Krista – need new safety shirts but its winter so what about safety sweatshirts?
  - CHS is growing and need safety clothes for outside
  - What about safety vests? They're more expensive but we don't need as many. Without personalization they can be interchanged from communities
  - We should have shirts and vests available (maybe sweatshirts) for owners to buy as they choose
- Next meeting set for 12/9