



# Commonwealth Safety Committee

## Meeting Minutes January 15, 2024

### Attendance:

- [X] Phil Sapp – Chairperson/Coordinator                      [X] Michelle Shipman  
[X] Missy Sapp - Secretary  
[X] Nicole Antons    [X] Bob Cox and Heidi Propp                      [X] Audra Orsolini  
[] Heather McDuffie – HR  
[] Ryan Erickson – VP/Washington                      [] Sarah Hall – Guest RM/Washington  
[] Jacob Arntson - Guest RM/Washington

- **Called Meeting to Order:** 10:05 am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
  - No incidents to report!
- **Office Elections:**
  - Phil will remain as chairperson/coordinator
  - Michelle will become the Vice Chair
  - Missy will remain as secretary
- **2024 Slogan:**
  - We will come to a decision in the February meeting.
  - Note: The Giadanj Lake Estates office remodel will be taking place in March, we will be able to have the February meeting after all.
- **New Assignments:**
  - Missy will send Oregon OSHA Online Safety training suite to new members.
  - All members are assigned to read the Workplace Safety Manuel (WSM), print a copy, go through it with a marker/highlighter and notate changes, edits, etc.
- **Reminder:**
  - All mangers, Commonwealth employees please be careful with the ongoing freezing weather. Remember the penguin walk.
- **Meeting Adjourned at 10:30 am**

*“Stay Focused on Safety”*