



# Commonwealth Safety Committee

## Meeting Minutes January 16, 2023

### Attendance:

[X] Phil Sapp – Chairperson/Coordinator

[X] Cory Dettrich – Vice Chairperson      [X] Missy Sapp - Secretary

[X] Nicole Antons      [X] Lin and Bruce Buer

[] Ryan Erickson      [] Jared Landau – IT      [X] Heather McDuffie – HR

[] Sarah Hall – Guest RM/Washington

- **Called Meeting to Order:** 10:02am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
  - No injuries or accidents to report.
- **Election results for Committee Offices are:**
  - Phil Sapp – Chairperson/Coordinator
  - Cory Dettrich – Vice Chairperson
  - Missy Sapp - Secretary
- **Reviewed Job Hazard Assessments / Workplace Safety Manual (WSM):**
  - WSM is located on the Commons under Resources/Safety Material
  - Section 8 (PPE) page 17-21. Discussed how we could edit this section, change the title to Hazard Communication and PPE or vice-versa.
  - Additional edits to this section of the WSM would be to include the Job Hazard Assessments (JHA) that the committee has been working on.
  - Missy and Phil will make the updates and edits and get final approval.
  - This would complete this project!
- **New Business/Assignments:**
  - The committee has been assigned by Phil to read section 8 to the WSM.

*“Stay Focused on Safety”*



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- Missy will follow-up with Tom about adding an additional corporate member to the committee.
- Should Community Managers equipped themselves with NALOXONE (Narcan) to administer to someone who has overdosed from opioids on the property? The committee discussed this question and ultimately decided that this presents a liability and we did not come to a consensus that would support doing this.
- Commonwealth University (Oregon) is coming on 3/22/23. Phil has emailed Marion County to ask if there is a speaker that could address dealing with difficult people. He is also working on putting together a topic for Safety.
- Missy will plan to have order sheets available for Safety Shirts, First Aid Kits and No Smoking/No Vaping Stickers.
- **Reminder:**
  - A reminder to all community mangers: If you or someone in the community is planning to dig, call 811 for LOCATES. Avoid a broken water line or worse! The person doing the work must be the one to make the call.
- **Meeting Adjourned at 10:57 am**

*“Stay Focused on Safety”*