



Commonwealth Safety Committee

Meeting Minutes January 17, 2022

Attendance:

[X] Phil Sapp – Chairperson/Coordinator

[X] Evan Kerkhoff – Vice Chairperson [X] Missy Sapp - Secretary

[X] Nicole Antons [X] Matt Young [X] Janice Pingo [X] Cory Dettrich

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

[X] Sarah Hall – Guest RM/Washington

- **Called Meeting to Order:** 10:00am
- **Welcomed new corporate members:**
 - Janice Pingo – Corporate Admin
 - Cory Dettrich – RM
 - Thank you to Sarah Hall for substituting for Ryan Erickson
- **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
 - Evan Kerkhoff – Vice Chairperson
 - Missy Sapp - Secretary
- **Reviewed Safety Committee By-Laws:**
 - Located on the Commons under Resources/Safety Material
- **New Business/Assignments:**
 - Discussed training requirements for new members. Missy will send links to new members to Oregon OSHA online training “Safety Committee Suite”.
 - Lin and Bruce Buer from Center Street MHP (Salem, OR) will be joining the Safety Committee starting in February 2022. Welcome Aboard!

“Safety is a State of Mind!”



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- **Projects/Goals:**
 - A quick reference for Emergency Preparedness
 - Job Hazards Analysis Forms
 - Increase the number of Safety Inspection Visits outside the Portland Metro area.
 - Have all new members complete the online Oregon OSHA training. Please supply completed training certificates to Heather in HR.
- **Meeting Adjourned at 10:45 am**

“Safety is a State of Mind!”