Commonwealth Safety Committee

Meeting Minutes
October 10th, 2022

Attendance:

[X] Phil Sapp – Chairperson/Coordinator

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

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

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

[] Sarah Hall – Guest RM/Washington

- **Called Meeting to Order**: 10:00am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
    - Incident in Washington that occurred in August – a late report. Cleaning person tripped on rug while vacuuming in the Glenwood club house.
    - Lin and Bruce mentioned that they had a resident that had a house fire. Thanks to quick thinking neighbors and a great response from Salem Fire there were no injuries and damage was kept locally to the home.
- **Briefly discussed Property Visits.**
    - Laurel Park Community in Tumwater, WA.
    - Anglers Pointe (Deer Run) in Graham, WA
- **Job Hazard Assessment Forms:**
    - Phil explained his JHA for office worker (community manager) and maintenance worker (community manager).
    - It is important to reference the WSM on the assessment form as an element of hazard control.
    - Every job position at CWRES should have a Hazard Assessment form: Community Managers, Regional Managers, Maintenance Workers, Office Employees and Corporate Employees. Each of these positions may see Hazards specific to that job.
- **New Business/Assignments:**

"Safety is a State of Mind!"

- o Lin and Bruce are to look into Smoke Detector and free installations for the community residents.
- o Phil will investigate steps a manager can legally take if an animal entering the property doesn't belong to a resident.
- o The committee discussed potential need for Fire Plans/Route/Map for Community Club Houses. By law do they need them. We will investigate further
- o Phil will talk to Tom about Fire Plans/Route/Map for the corporate office.
- o Safety Team continue to work on your JHA's.
- o Discussed having our December meeting at the Corporate Office to close the year.
- **Meeting Adjourned at 10:42 am**

"Safety is a State of Mind!"