



Commonwealth Safety Committee

Meeting Minutes

October 14, 2019

Attendance:

[X] Phil Sapp – Chairperson/Coordinator [X] Marcus Vance [] Amy Jaques
[X] Nicole Antons [X] Missy Sapp [] Susan Jaramillo-Secretary
[] Sara Alexander [X] James Umfleet [] Kristine Rupp – HR [] Robert Hammers

- **Called Meeting to Order:** 10:00 am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
 - Although Kristine was not in attendance there are no new safety incidents reported.
- **Training:**
 - Robert was not in attendance; however, Phil has suggested that two online training courses will be very informative for Washington Safety. Those courses are: Accident Prevention Policy and Accident Investigations. These training courses can be found at <http://lni.wa.gov/safety/trainingprevention/online/default.asp>
- **SDS and Safety Committee Meeting Notebooks:**
 - Sara was not in attendance; however, we did discuss with Marcus about how the committee thinks it's a good idea for RM's to check the Safety Committee Meeting Notebooks on their monthly visits. Additionally, RM's could, periodically, check that there is a SDS Notebook available too.
- **New Business/Assignments:**
 - Phil and Missy addressed Emergency Preparedness and a new committee project to help community managers develop an emergency plan for their community. The committee will develop a check list/reference guide template so that each manager can create a form that includes phone numbers and general instructions of what to do after a disaster. We are thinking of a two-sided form that can be laminated and referenced when needed. Some of the items brainstormed for the form were: sandwich sign boards, printed updated resident phone list, resourcing residents with special skills (electrical, carpentry, plumbing, etc.).

“Safety is No Accident”



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- All committee members are assigned to read the Emergency Preparedness section of the Work Place Safety Manual. Be ready to discuss at November Safety Committee Meeting.
 - The MHCO article regarding Fire Hydrant requirements in Marion County was discussed. It was decided that this information should be brought up at upcoming QMM's so that all managers are made aware of this article.
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- **Meeting Adjourned at 11:10 am**

“Safety is No Accident”