



# Commonwealth Safety Committee

## Meeting Minutes October 9, 2023

### Attendance:

[X] Phil Sapp – Chairperson/Coordinator

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

[X] Nicole Antons      [X] Bob Cox and Heidi Propp

[X] Heather McDuffie – HR

[X] Ryan Erickson – VP/Washington      [] Sarah Hall – Guest RM/Washington

[] Jacob Arntson - Guest RM/Washington

- **Called Meeting to Order:** 10:00 am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
  - There was a minor injury (pulled back) at a Washington property in August. No loss time from work and no accident investigation was required.
  - Reminder to all employee's, practice safe lifting habits, wear lumbar support and/or get help for lifting heavy items.
- **Property visits for 2023:**
  - Reviewed property visit to Pine Ridge. Thanks Bob and Heidi.
- **New Business/Assignments:**
  - Discussed future property visits to JO Properties new to Commonwealth.
  - Missy will work with Heather, Ryan and Tom to select properties the committee could visit, starting as early as spring 2024.
  - A suggestion was made that the committee visit properties in the winter months. Chairperson has made the decision that winter month inspections would travel during inclement weather. At this time, we will continue visiting properties in the spring, summer and fall.

*“Stay Focused on Safety”*



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- **Reminders from Phil to all employees:**
  - Drought conditions are great environments for yellowjackets, wasps and hornets. Managers should be on the lookout for any nests in the community.
  - Please review Workplace Safety Manual for Slips, Trips and Falls. Reference chapter 16.
  - The Fall/Winter season is here; watch for resident walkers and kids coming/going to/from school.
  - Shorter days and longer nights; ensure all community lighting is working.
  - Keep street drains clear to avoid any flooding.
  - Check and clean gutters as needed at managers home, office, shop, clubhouse, etc.  
REMEMBER ladder safety! Reference chapter 3 in the WSM.
- **Meeting Adjourned at 10:42 am**

*“Stay Focused on Safety”*