



Commonwealth Safety Committee

Meeting Minutes November 14th, 2022

Attendance:

Phil Sapp – Chairperson/Coordinator

Cory Dettrich – Vice Chairperson Missy Sapp - Secretary

Nicole Antons Matt Young Lin and Bruce Buer

Ryan Erickson Heather McDuffie – HR Jared Landau – IT

Sarah Hall – Guest RM/Washington

- **Called Meeting to Order:** 10:01am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
 - No new incidents.
 - Discussed the incident at a Washington Property from August.
 - What happened? Employee tripped on rug while walking with a vacuum
 - Where? In the community clubhouse
 - Injuries? Yes, a fractured knee
 - Conclusion and recommendations
 - Employees should take an assessment of work area(s) before starting any task.
 - Stay alert, don't become complacent, especially when performing a task that is familiar.
 - Make sure to remove and dispose of any rug or carpet that could become a trip hazard.
- **Job Hazard Assessment Forms:**
 - Lin and Bruce shared their Job Hazard Assessment Forms for Community Manager (Office) and (Maintenance and Operations). They are going to make some finishing touches and then will submit to our collection. Good Job Lin & Bruce! The forms are detailed and informative.

“Safety is a State of Mind!”



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- **New Business/Assignments:**
 - December's meeting will be held at the Commonwealth Corporate office meeting room. This will be our last meeting of the year and team members may wish to bring a small treat/refreshment.
 - Heather will you please schedule the meeting room for 12/12/2022.
 - Please continue to work on your JHA forms.
- **Meeting Adjourned at 10:56 am**

“Safety is a State of Mind!”