



Commonwealth Safety Committee

Meeting Minutes December 12th, 2022

Attendance:

[X] Phil Sapp – Chairperson/Coordinator

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

[X] 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:** 10:05am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
 - No new incidents.
- **Job Hazard Assessment Forms:**
 - Discussed the Job Hazard Assessments
 - Maintenance Worker/Community Manager
 - Office/Community Manager
 - Office/Corporate
 - Regional Manager
 - Cleaning and Janitorial
 - The JHA's are being completed and the next step will be to put them into the newest version of the Workplace Safety Manual.
- **Safety Slogan was chosen by the group for 2023:**
 - “Stay Focused on Safety”
- **New Business/Assignments:**
 - The January 2023 meeting will be held on the 3rd Monday of the month (1/16/23), Phil is having surgery. We will have committee elections.
 - Make sure to keep Emergency Contacts up to date for residents.

“Safety is a State of Mind!”



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- Emergency and Important numbers can be entered on the “Important Phone Numbers” form that the Safety Committee designed and distributed earlier as part of the Community Manager Emergency Communication Plan.
- A defective furnace in a RV at Center Street nearly caught on fire after a furnace tune up. The “Fire Box” in the gas furnace had been filled with a mouse nest. Once the furnace was turned on it burned the mouse nest and filled the trailer with smoke. This is not common but is possible with RV’s that have been sitting empty for a time.
- Make sure to watch for pedestrians who may or may not be watching for you. Phil had a close call in his work truck during early morning rounds of Giadanj Lake Estates and Terri Lynne Terrace. While waiting for traffic to clear and looking to the left, a pedestrian crossed right in front of Phil’s truck, when the traffic cleared Phil began to go but just as he was ready to hit the gas he saw the man, dressed in dark clothing and just inches from the front of his truck. This could have been a horrible accident.
- **Meeting Adjourned at 11:06 am, we had refreshments and celebrated 2022. Wishing everyone Happy Holidays! Welcome in 2023.**

“Safety is a State of Mind!”