



Commonwealth Safety Committee

Meeting Minutes February 12, 2024

Attendance:

[X] Phil Sapp – Chairperson/Coordinator [X] Michelle Shipman
[X] Missy Sapp - Secretary
[X] Nicole Antons [] Bob Cox and Heidi Propp [X] Audra Orsolini
[X] Heather McDuffie – HR
[X] Ryan Erickson – VP/Washington [] Sarah Hall – Guest RM/Washington
[] Jacob Arntson - Guest RM/Washington

- **Called Meeting to Order:** 10:01 am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
 - No incidents to report!
- **2024 Slogan:**
 - “Safety Rules Are Your Best Tools”
- **Safety and Commonwealth University 2024:**
 - Safety Topic: Safe workplace behavior (or can a safe workplace be unsafe?).
- **Workplace Safety Manual “WSM”:**
 - We started to review the WSM and noted four minor edits from page one through six.
 - Post meeting: Missy will make edits to the working WSM file as we go.
- **New Business/Assignments:**
 - Read and make notes for next WSM chapters 4 and 5 (pages 7 – 11) – Lifting Techniques and Hearing Safety.
 - Phil to review Ladder Safety in the next QMM (April 2024).
 - Commonwealth University will count as the March Safety Committee Meeting.

“Safety Rules Are Your Best Tools”



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- **Reminder:**
 - All Community Managers: Show moss who's the boss! Moss, mildew and algae can make surfaces slippery and unsafe.
 - A couple products that are easy to use and work well:
 - 30 Seconds Cleaner – Spray and Walk Away. Safe on walkways. Kills moss, mildew and algae over time.
 - Moss-B-Ware. Easy to apply powder. Good for walkways and areas with heavy spots of moss.
- **Meeting Adjourned at 11:02 am**

“Safety Rules Are Your Best Tools”