



# Commonwealth Safety Committee

## Meeting Minutes February 8, 2021

### Attendance:

[X] Phil Sapp – Chairperson/Coordinator    [X] Sara Alexander – Vice Chairperson

[X] Nicole Antons    [] Matt Young

[X] Sarah Smith    [X] Meera Taneja - Washington

[X] Missy Sapp - Secretary    [] Jared Landau – IT    [X] Kristine Rupp – HR

- **Called Meeting to Order:** 10:02am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
  - An incident was reported from Seattle, Washington area.
  - The employee cut his hand with a hedge trimmer. The injury required stitches.
  - Kristine will supply Phil with Accident Report.
  - The committee will investigate during our next scheduled meeting in March 2021.
- **Welcome new Members:**
  - Sarah Smith – Oregon CWRES
  - Meera Taneja – Washington CWRES
- **Plan 2021 Property Visits:**
  - We began to plan our 2021 property visits.
  - We gathered a list of eight or nine potential properties throughout Oregon and Washington.
  - Phil and Missy will contact the RM's to coordinate property visits/dates and times.
  - We hope to begin visits by May 2021.
  - We are planning smaller visiting teams to each property (due to COVID-19 protocols.)
- **Online OSHA Safety Training (Safety Committee Training Suite):**
  - Missy will send Sarah and Meera the link for Safety Committee Suite Training (Oregon OSHA Online Training.)

***“The Key to Safety is in Your Hands!”***



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- **New Business/Assignments**
  - Phil referred all members to the Washington State Labor and Industries Online training page. There are several modules that all members need to look at. Members are also encouraged to review and recommend any other topics that they think would be beneficial to committee members.
  - Please review the following:  
<https://www.lni.wa.gov/safety-health/safety-training-materials/online-safety-training>.
    - [Accident Investigation Basics](#)
    - [Accident Prevention Program \(APP\)](#)
    - [Chemical Hazard Communication for Employees](#)
    - [Ergonomics for Home Offices](#)
- **Meeting Adjourned at 11:15 am**

***“The Key to Safety is in Your Hands!”***