



Commonwealth Safety Committee

Meeting Minutes
March 14, 2022

Attendance:

[X] Phil Sapp – Chairperson/Coordinator

[X] Evan Kerkhoff – Vice Chairperson [X] Missy Sapp - Secretary

[X] Nicole Antons [X] Matt Young [] Janice Pingo [X] Cory Dettrich

[X] Lin and Bruce Buer [] Ryan Erickson [] Heather McDuffie – HR

[X] Sarah Hall – Guest RM/Washington [] Jared Landau – IT

- **Called Meeting to Order:** 10:02am
- **Welcomed and introduced Bruce and Lin, our newest members, to the rest of the committee.**
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
 - Discussed a recently reported injury. An employee pulled a very uncomfortable muscle lifting a barrel of yard debris.
 - Phil will complete an investigation form based on the Committee's discussion.
- **Reviewed online training requirements for Committee members.**
- **Projects/Goals:**
 - Documents designed to aid with Disaster Preparation were shared with the team.
 - Emergency Contacts – Quick reference guide for managers
 - List of suggested supplies for Disaster Prep
 - Emergency supply inventory form
 - We did not really get into Safety Visits for 2022 in depth, however, we did discuss some of the criteria for how a property is selected for a Safety Visit.
- **New Business/Assignments:**
 - All members are assigned to complete the newly proposed Job Hazard Assessment form for their position.
 - Missy will talk with Jared about need for camera's/sound for Nicole, Bruce and Lin for Online meetings.
- **Meeting Adjourned at 11:14 am**

“Safety is a State of Mind!”