



# Commonwealth Safety Committee

## Meeting Minutes

March 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    [] 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 February 13, 2021, we will discuss and investigate in April 2021 meeting.
- **2021 Property Visit updates:**
  - We have a preliminary list of properties with RM approval. (Thanks!)
- **Accident Investigation and Root Cause**
  - Accident occurred at a Washington property, 1/18/2021 at 10:18am involving a maintenance worker who cut his finger operating a hedge trimmer.
  - Listed hazardous conditions.
  - Listed hazardous practices.
  - Examined surface causes.
  - Examined root causes.
- **New Business/Assignments**
  - Phil and Missy will finalize Accident Investigation Report, Flow Chart, Corrective Actions/Recommendations and distribute to members and management.
- **Meeting Adjourned at 11:15 am**

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