



Commonwealth Safety Committee

Meeting Minutes

April 11, 2022

Attendance:

[X] Phil Sapp – Chairperson/Coordinator

– Vice Chairperson [X] Missy Sapp - Secretary

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

Lin and Bruce Buer Ryan Erickson Heather McDuffie – HR

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

- **Called Meeting to Order:** 10:05am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
 - Reviewed the recent investigation report
 - Missy will distribute to management
- **Projects/Goals:**
 - The documents for Disaster Preparation have been reviewed, making a few final tweaks and will distribute.
 - Missy will ask/work to have the documents distributed through a Safety KIT.
- **New Business/Assignments:**
 - All members are assigned to complete the newly proposed Job Hazard Assessment form for their position (continue working on).
 - The selection for yearly Safety Property Visits will be delayed until May meeting.
 - Evan Kerkhoff is no longer with Commonwealth. A new Vice Chairperson will need to be elected. Phil and Missy will reach out to Tom Petit about corporate attendance and membership.
- **Meeting Adjourned at 10:52 am**

“Safety is a State of Mind!”