



Commonwealth Safety Committee

Meeting Minutes April 12, 2021

Attendance:

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

[X] Nicole Antons Matt Young [X] Evan Kerkhoff

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

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

- **Called Meeting to Order:** 10:07am
- **Reviewed minutes from last meeting:**
- **Safety update with Kristine Rupp, HR:**
 - No incidents to report
- **2021 Property Visit updates:**
 - **First Round – 5/14/2021**
 - Spring Meadows, Kaiser, OR
 - Redwood Estates, Canby, OR
 - **Second Round – TBA**
 - Forrest Hills, Cornelius, OR
 - Qual Run, Forest Grove, OR
 - **Third Round – TBA**
 - Vancouver Mobile Terrace, Vancouver, WA
 - Sam's Good RV Park, Vancouver, WA
 - **Fourth Round – TBA**
 - Columbia Heights, Troutdale, OR
 - Wood Village, Troutdale, OR
 - Orient Drive, Boring, OR
- **Accident Investigation and Root Cause**
 - Accident occurred at an Oregon property, 2/13/2021 at 7:29pm involving the manager pulling his hamstring muscle.
 - Listed hazardous conditions.
 - Listed hazardous practices.
 - Examined surface causes.
 - Examined root causes.

“The Key to Safety is in Your Hands!”



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- **New Business/Assignments**
 - Phil and Missy will finalize Accident Investigation Report, Corrective Actions/Recommendations and distribute to members and management.
 - Missy and Phil will add two new fields for the Property Visit Safety Checklist.
 - Maintenance log verification
 - COVID-19 PPE verification

- **Meeting Adjourned at 11:07 am**

“The Key to Safety is in Your Hands!”