



# Commonwealth Safety Committee

## Meeting Minutes

April 8, 2024

### Attendance:

[X] Phil Sapp – Chairperson/Coordinator

[X] Michelle Shipman – Vice Chairperson      [X] Missy Sapp - Secretary

[X] Nicole Antons    [X] Bob Cox and Heidi Propp      [X] Audra Orsolini - Admin

[X] Heather McDuffie – HR

[X] Ryan Erickson – VP/Washington      [] Sarah Hall – Guest RM/Washington

[] Jacob Arntson - Guest RM/Washington

- **Called Meeting to Order:** 10:00 am
- **Reviewed minutes from last meeting:**
- **Safety update with Heather McDuffie, HR:**
  - No incidents to report!
- **Workplace Safety Manuel “WSM” edit project**
  - Reviewed Chapter 4 “Lifting Techniques”
    - One minor edit.
  - Reviewed Chapter 5 “Hearing Safety”
    - Research statistics and confirm that they are current. This may require some edits.
- **Washington CWRES 2024 University:**
  - Phil will present “Workplace Safe Behavior”.
  - Missy will distribute First Aid Kits, “No Smoking / No Vaping” Stickers and Safety Shirts and will also take any additional orders.
- **QMM Topic**
  - This quarter’s topic will be “Ladder Safety”.
- **New Assignments / Business:**
  - Read Chapter 6 and 7 of the WSM edit project.
  - Missy will work with Heather, Tom and Ryan for JO property visits.
  - Phil will research “Round Up” (Glyphosate) hazards and alternatives.
- **Meeting Adjourned at 10:45 am**

***“Safety Rules Are Your Best Tools”***