



# Commonwealth Safety Committee

## Meeting Minutes

September 9, 2019

### Attendance:

[X] Phil Sapp – Chairperson/Coordinator    [ ] Marcus Vance    [ ] Amy Jaques  
[ ] Nicole Antons    [X] Missy Sapp    [ ] Susan Jaramillo-Secretary  
[X] Sara Alexander    [X] James Umfleet    [ ] Kristine Rupp – HR    [X] Robert Hammers

- **Called Meeting to Order:** 10:00 am
- **Reviewed minutes from last meeting:**
  - We did not have a formal meeting last month; reviewed property inspections.
- **Safety update with Kristine Rupp, HR:**
  - Although Kristine was not in attendance there are no new safety incidents reported.
- **Property Visits 2019:**
  - Visited Swiss Meadow Village in Sandy, OR. New manger had done a great job of setting up her office and equipment storage. We found no major issues.
  - Visited Hood Course Acres in Welches, OR. This was a follow-up visit. Managers have been making improvements to exterior lighting, parking areas, security cameras and overall community cleanliness and organization.
  - Brief walk through of Cedar Glen in Welches, OR. Manger was off work due to a none work related injury. Nice property, very well maintained
- **Training:**
  - Phil will look into the OSHA training for Washington. Robert and Phil have found some online courses for OSHA training.
- **SDS and Safety Committee Meeting Note books:**
  - Sara will bring up to other RM's the possibility of making these a once a month check at properties.
- **New Business/Assignments:**
  - Brainstormed ideas for new KIT information. Proper lifting, Slips, Trips and Falls, Change in seasons, the 5S's and BLT.
  - Robert was assigned to present Safety information at his QMM meeting.
- **Meeting Adjourned at 11:05 am**

***“Safety is No Accident”***