



SAFETY MEETING MINUTES

The record for this safety meeting must be kept for one year.

Employer Clover Park Technical College					
Worksite location 4500 Steilacoom Blvd SW, Lakewood, WA 98499					
Meeting date: 10/23/18		Meeting start time: 2:03 p.m.		Meeting end time: 2:37 p.m.	
Attendance (M)anagerment (E)mployee			M		M
<i>Examples:</i>		Rebecca Haggerty	E	Loren Davis	E
	John Smith		M		M
	Mary Brown		E	Tula Mollas	E
Christian Kroiss		Larry Clark	M		M
Din Sosnowski		Sam Hardy	E	Greg Doyon	E
		Kirk Walker	M		M
Kurt Freeman		Michael Smith	E		E
Lisa Beach			M		M
Cat Morris		Loree Chiaro	E		E

Agenda:

Review minutes of our previous meeting dated 9 / 25 / 18 for corrections/approval.

Progress report on last meeting's "ToDo" list:

Shared Response regarding Bldg 16 air quality and generator readiness.

Facilities informed of horse chestnut hazzard.

Facilities questioned regarding spiders in Bldg 8. Still awaiting response.

Discuss hazards, concerns, self-inspections, other inspections, etc., since our last meeting.

Bldg 8 - Loree Chiaro guidance needed on hazardous chemicals - specifically hair color. Lisa will follow-up.

Bldg 19 - Don Sosnowski questioned Bldg 19 air quality. Larry explained that RMI money if received will repair ducts.

Bldg 2 - Loree Chiaro mentioned a trip hazard at the entrance. Christian will follow-up.

Bldg 21 - Rebecca Haggerty - question regarding Bldg 21 opening time. Christian will follow-up.

SHC - Greg mentioned a problem with students parking on the street 8-12 and increased drug use. Christian will follow up.



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Review accident/near miss reports to determine if causes were identified and corrected

2 employee - injured back moving table and seizure. 3 student - 1 fainting, 1 seizure, 1 marker ink in eye

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Suggested updates to our Accident Prevention Program

N/A

Other

Request to place Building Captain Handbook on the web. Lisa and Christian will follow-up.

Month of November - 6 evacuation drills by building groups. Christian will contact building captains.

To Do List:	Assigned to:	Due:
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Minutes written by Lisa Beach <i>Lisa Beach</i>	Meeting leader (signature) <i>[Signature]</i>	
Date next meeting 11/27/18	Start time 2:00 p.m.	Location Building 19, Room 107

Additional attendance, members absent, guests (from front) or other notes: