Department of Labor and Industries
Division of Occupational Safety and Health
www.lni.wa.gov/safety - 1-800-423-7233

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:	Meeting start time:	Meeting end time:
3/27/18	2:05 p.m.	2:40 p.m.

Attendance (M)anagement (E)mployee					
			M		M
			E		E
Examples: John Smith	M		M		M
Mary Brown	E		E		E
Christian Kroiss	M		M		M
Greg Doyon	E		E		E
	M		M		M
	E		E		E
Lisa Beach	M		M		M
Don Sosnowski	E		E		E

Agenda:

☒ Review minutes of our previous meeting dated / / for corrections/approval.

☒ Progress report on last meeting's "To Do" list:

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

Water pipe repair left a huge hole by Building 6

Over to complete

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

None since last meeting

Meeting date:	Meeting start time:	Meeting end time:
02/27/18	2:05 p.m.	2:40 p.m.

☒ Suggested updates to our Accident Prevention Program

N/A

☒ Other

Discussion regarding ladders from second story buildings

To Do List:	Assigned to:	Due:

Minutes written by		Meeting leader (signature)
Lisa Beach		Lisa R Beach
Date next meeting	Start time	Location
04/24/18	2:00 p.m.	Building 19, Room 107

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