



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: 07/24/18		Meeting start time: 2:01 p.m.		Meeting end time: 2:14 p.m.	
Attendance (M)anagerment (E)mployee			M		M
<i>Examples:</i>			E		E
	John Smith	M			M
	Mary Brown	E			E
			M		M
			E		E
	Christian Kroiss	M			M
			E		E
	Greg Doyon			Nick Darling	
			M		M
			E		E
	Larry Clark	M			M
			E		E
	Kurt Freeman				
			M		M
			E		E
	Lisa Beach	M			M
			E		E
	Cat Morris				
			M		M
			E		E

Agenda:

Review minutes of our previous meeting dated 5 / 22 / 18 for corrections/approval.

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

NA

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

None Mentioned



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

Four employee injuries resulting in L & I claims and one student injury playing frisbee

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Suggested updates to our Accident Prevention Program

N/A

Other

To Do List:	Assigned to:	Due:
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Minutes written by Lisa Beach		Meeting leader (signature) <i>Lisa Beach</i>
Date next meeting 08/28/18	Start time 2:00 p.m.	Location Building 19, Room 107

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