



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: 09/25/18		Meeting start time: 2:01 p.m.		Meeting end time: 2:18 p.m.	
Attendance (M)anagerment (E)mployee		Nick Darling	M		M
		Hannah Precour	E	Loren Davis	E
<i>Examples:</i>		Lisa Wolcott	M		M
John Smith	M	Sadie Hollenbach	E	Tula Mollas	E
Mary Brown	E	Larry Clark	M		M
Christian Kroiss	E	Sam Hardy	E	Greg Doyon	E
Dean Massey		Kirk Walker	M		M
Sheli Sledge	E	Michael Smith	E		E
Kurt Freeman			M		M
Lisa Beach	E	Loree Chiaro	E		E
Julie Watts					

Agenda:

Review minutes of our previous meeting dated 8 / 28 / 18 for corrections/approval.

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

Waiting for a response from Facilities regarding air quality in Building 16 and generator readiness.

Contractor safety discussed with IT.

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

Carpet trip hazard Building 14 - Hannah Precour will submit work order.

Building 17 - West - Horse Chestnut hazzard reported by Lisa Wolcott. Lisa Beach will inform Facilities.

Building 8 - Loree Chiaro reported a large number of big spiders. Lisa Beach will inquire with Facilities.

Next Drill - Kurt Freeman inquired when and what. Lisa will advise shortly. Likely evacuation drill.



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

Four employee accidents: bee sting, fall while floor striping, cut knee on cabinet, vehicle backing accident.

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Suggested updates to our Accident Prevention Program

N/A

Other

Discussed new door locks, new notification system (RAVE), and LED parking lot lights.

To Do List:

Assigned to:

Due:

Minutes written by
Lisa Beach

Meeting leader (signature)

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: