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 f	or one year.			Page 1 of 2
Employer Clover Park Technical College					
Worksite location		WA 09400			
4500 Steilacoom Blvd SW, Lakew Meeting date:		Meeting start time:		Meeting end time:	
11/27/2018		01 p.m.		:35 p.m.	
Attendance (M)anagement (E)mployee  Examples: John Smith Mary Brown	M E		М		М
		Rebecca Haggerty	E	Dean Massey	E
			М		M
		Nick Darling	E		E
Christian Kroiss	M		М		М
Greg Doyon	E	Sam Hardy	E		E
Lisa Beach	М		M		М
Kurt Freeman	E	Sadie Hollenbach	E		E
	М	=	М	3 <del></del>	М
Michael Smith	E	Tula Mollas	E		E
Agenda:		Tutu Wollus			
Review minutes of our previous meeting	g date	d 10 / 23 / 18 for correc	ctions/approv	al	
Progress report on last meeting's "Tol			- пополаррно		
Bldg 8 Hazardous chemical issue is	beir	ng worked on by Lisa Beach	l.		
Bldg 2 Trip hazard, Christian Krois	s rep	orted nothing found.			
Bldg 21 Advised auto lock system s	set fo	or 6 a.m. open and 8 p.m. clo	ose.		
SHC Parking and drug issue. Secur	rity is	s taking extra time when at	SCH to rev	view these issues. Sign	ns are being
placed in the smoking shelter. Lisa	sugg	gested to Greg that perhaps	student co	nduct staff could prese	ent at SHC.
Bldg Captain handbook has been pl	aced	on the website.			
			_		
Discuss hazards, concerns, self-inspection	ons, otl	ner inspections, etc., since our last me	eeting.		
Multiple evacuation drills took place	e ove	er the month. After action re	eports are	being completed and o	outcomes
will be shared at the January meetin	g.				
Bldg Captain supplies checked and	ordei	red. New vests coming soon	n!		

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## SAFETY MEETING MINUTES

The record for this safety meeting must be kept for one year. Page 2 of 2 Review accident/near miss reports to determine if causes were identified and corrected 1 student minor injury on hand with a blade in Esthetics. 1 visitor twisted ankle in Building 10. Meeting date: Meeting start time: Meeting end time: 11/27/2018 2:35 p.m. 2:01 p.m. Suggested updates to our Accident Prevention Program Road shows by emergency management and/or security to stress the importance of drills to students. Other To Do List: Due: Assigned to: Minutes written by MeetingAeader (signature) Lisa Beach Date next meeting Location Start time 01/22/2019 2:00 p.m. Building 19, Room 107 Additional attendance, members absent, guests (from front) or other notes: