



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: 11/27/2018		Meeting start time: 2:01 p.m.		Meeting end time: 2:35 p.m.
Attendance (M)anagement (E)mployee			M E	M E
<i>Examples:</i>	John Smith Mary Brown	M E	M E	M E
			M E	M E
	Christian Kroiss	M	M	M
	Greg Doyon	E	E	E
	Lisa Beach	M	M	M
	Kurt Freeman	E	E	E
		M	M	M
	Michael Smith	E	E	E

Agenda:

Review minutes of our previous meeting dated 10 / 23 / 18 for corrections/approval.

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

Bldg 8 Hazardous chemical issue is being worked on by Lisa Beach.

Bldg 2 Trip hazard, Christian Kroiss reported nothing found.

Bldg 21 Advised auto lock system set for 6 a.m. open and 8 p.m. close.

SHC Parking and drug issue. Security is taking extra time when at SCH to review these issues. Signs are being placed in the smoking shelter. Lisa suggested to Greg that perhaps student conduct staff could present at SHC.

Bldg Captain handbook has been placed on the website.

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

Multiple evacuation drills took place over the month. After action reports are being completed and outcomes will be shared at the January meeting.

Bldg Captain supplies checked and ordered. New vests coming soon!

