Safety Committee Meeting Minutes

Location	Date	Time		
Computer lab annex	August 10, 2021	11:30 am		
Attendees				
Name	Department			
Megan Caputo	District Office			
Ryan Vaughn	Mainentance			
Joey Digiovannangelo	Facilities			
Bobby Bair	Custodial			
Lauren Wood	Custodial			
Member	s Absent			
Name	Department			
N/a	N/a			
Meeting Minutes				
Introduction				
Set goal for the committee, schedule safety inspections at buildings, schedule meetings out for the next 6 months, determine what information should be presented in the Staff Handbook, add Safety Committee tab to Staff Resources on website, add fillable Safety & Maintenance Form to new Safety Committee tab				
Discussion of New Safety Hazards and Concerns				
Staff should not be bringing their own cleaning chemicals into the buildings MSDS at each building need to be up to date and accessible				
Review of Recent Safety Incidents and Investigations				
N/a				

Review of Safety Suggestions Subn	nitted to the Committee			
N/a				
Review of Scheduled Safety Hazard	d Inspections			
N/a				
Additional Discussion Items				
Next Safety Inspection is Aug 30 at Next Safety Meeting is Sept 14	PES			
Treat salety meeting to sope 11				
Open Action Items				
Action Item	Person Responsible	Date Assigned	Date Due	
Up to date MSDS	All buildings	8-10-21	9-14-21	