

## Safety Committee Meeting Minutes

<b>Location</b>	<b>Date</b>	<b>Time</b>	
Hood River Ballroom	2/23/12	0900	
<b>Attendees</b>			
<b>Name</b>		<b>Department</b>	
Hal Jordan		IT	
Dick Grayson		Sales	
Steve Smith		MFG Floor	
LeMarcus Brand		Shipping / Receiving	
Steve Ballmer		Management	
<b>Members Absent</b>			
<b>Name</b>		<b>Department</b>	
Joey Bass		Design	
<b>Meeting Minutes</b>			
Introduction			
Open Meeting			
Welcome new member of safety committee, Steve Smith.			
Discussion of New Safety Hazards and Concerns			
Training for the new press machine needs to be completed and machine guarding must be verified.			
Janitors are leaving wet spots in the hallway without marking them.			
Forklift lanes need to be remarked.			
Review of Recent Safety Incidents and Investigations			
Recent eye injury attributed to lack of PPE and lack of training on its required use.			
Review of Safety Suggestions Submitted to the Committee			
An extra eye wash station should be added to MFG floor. Steve Smith will review the suggestion and coordinate the response.			
Review of Scheduled Safety Hazard Inspections			
None for this month.			
Additional Discussion Items			
None			
<b>Open Action Items</b>			
<b>Action Item</b>	<b>Person Responsible</b>	<b>Date Assigned</b>	<b>Date Due</b>
<b>Review MSDS binders and remove old MSDS.</b>	<b>LeMarcus Brand</b>	<b>1/8/12</b>	<b>3/8/12</b>