



## Safety Committee Record of Minutes

Date: 2/24/2022 Time Started: 3:30 PM  
 Chairperson: John Gruttadauria

### I. Membership Attendance

Members Present	Members Absent
	Willie Rinaldi
John Gruttadauria	
Dan Maguschak	
Kevin Mayewski	
	Nick Crawford
Jeff Hughes	

### II. Approval of Minutes

Meeting minutes from January meeting were approved by everyone in attendance.

### III. Old Business

NO.	Recommendation(s) Not Completed
1	Inventory of First Aid Kits and Fire Extinguishers in vehicles

NO.	Recommendation(s) Completed	Date Completed
4	Safety Harness Check	2/21/2022
2	Review Safety Manual – Is everything applicable to Multiscape	2/22/2022
3	Safety Orientation form – Project Start up	2/21/2022

1. Inventory of First aid kits almost completed. Need to check on a few vehicles
2. Project start up form approved. Next step is to roll out to foreman to use

3. *Safety manual review complete and approved. Next step is to have all employees sign off on it*

#### **IV. New Business**

New recommendations discussed at meeting.

NO.	Recommendation(s)
1	Air Box Calibration
2	Tool Sign out procedures
3	Lift certifications
4	OSHA 10 and 30 certifications for employees
5	Work with Tom on Certification meeting

Review of accidents/incidents reported since the last meeting.

Date Occurred	Injury/Illness Type	Department
	No injuries	

1. *Kevin mentioned that we need to calibrate the Bullard air box. Calibration kit is on order. Believe it may be out of stock.*
2. *Kevin mentioned that we should re-educate and enforce the tool sign out sheet. Form is already created. Will have a communication attached to paychecks coming from Mike.*
3. *Jeff mentioned that we should have our lifts certified by an outside organization. This should be done yearly. Will get with Mike to arrange*
4. *Discuss with Mike how we get employees set up with online course for OSHA 10 or 30 depending on employees needs*
5. *Will work to get certification meeting scheduled*

#### **V. Reports**

*Two site inspections were completed. One at FedEx and one at SCI Waymart*

#### **VI. Other Good for Committee**

#### **VII. Meeting Adjournment**

Meeting adjourned at (4:20 pm). The next meeting will be held (3-24-22 2:00 pm at Joyce insurance office).