



## Safety Committee Record of Minutes

Date: 3/24/2022 Time Started: 2:00 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 February meeting were approved by everyone in attendance.

### III. Old Business

NO.	Recommendation(s) Not Completed
1	Air Box Calibration
2	Tool Sign out procedures
3	Lift certifications
4	OSHA 10 and 30 certifications for employees

NO.	Recommendation(s) Completed	Date Completed
1	Inventory of First Aid Kits and Fire Extinguishers in vehicles	3/21/2022
2	Safety Orientation form – Project Start up	3/18/2022
3	Recertification Meeting at Joyce Office	3/24/2022
4	Review Safety Manual – Is everything applicable to Multiscape	3/11/2022

1. Air box calibration materials are here. Kevin and John will calibrate Air Box
2. Still need to come up with tool sign out procedure sheet and distribute
3. Need to make arrangement for lift/boom certification
4. John is putting together list of employee training to determine what trainings have been completed by employee

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

New recommendations discussed at meeting.

NO.	Recommendation(s)
1	Introduction Memo to all employees about safety committee
2	Posting meeting minutes on website under employee section
3	Look into fire extinguisher inside stickers for vehicles
4	
5	

1. John will put together a memo to all employees discussing safety committee
2. John will create a section on website to post safety committee meeting minutes.
3. Willie mention that based on DOT rules there should be a fire extinguisher inside sticker on vehicles with DOT number on it

#### **Review of accidents/incidents reported since the last meeting.**

Date Occurred	Injury/Illness Type	Department
	No injuries	

#### **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 (3:30 pm). The next meeting will be held (4-21-22 2:00 pm at Multiscape Office).