

COMMITTEE MINUTES FORM

Agenda Item	Subject, Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken Action By (who & when)	Status
A. Call to Order	Meeting called to order 10:16 a.m. *Quorum met	Chair Gina Schiak	
B. Approval of Agenda		Motion by Kyle Macdonald Seconded by: Doug Williams	Approved
C. Acceptance of Minutes	For Review September 15, 2023	Motion by Katherine Breward Seconded by Doug Williams	Approved
D. Business Arising from the Minutes	Action Items		

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

(X) Print name of Employee Chair Gina Schiak () Print Name of Worker Co-Chair Natasha Taiarol

Signature _____ Signature _____

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Action Items:

When the new locking system is ready, if there is ever a need for a campus lockdown, all doors will lock with the push of a button. (Kyle)

Action Items:

Committee members inquired about Fire Warden Training. More volunteers are needed, Wade to put out communication and set up training sessions

Action Items:

Discussion brought up by Kevin Smith on the importance of committee members attending inspections as part of their duties as a WSH Committee Member. Some suggestions were made on how to schedule inspections for committee members using a doodle poll or a machform sign up so when a date and location is taken, it will be removed from the list, this will make it easier for committee members to coordinate inspections based on their availab

At 11:30 AM, the meeting adjourned.

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2. Lost time

3. Incident & Fire Report (Kess)

4. Security of EMC /LB.36 0.80n4 0.80n4Tj EMC /P <</MCMC /L4

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		switch suppliers, we could possibly have the same technical requirements. We are doing our best to comply with AMA standards and being compliant. Facilities is working to have parts stocked on site in case certain parts break down. Facilities post notices that certain equipment is down.	
H. Next Meeting	March 15, 2024		
I. Adjournment	Moved to adjourn at 2:01 a.m.	Motion by Christopher Brauer Seconded by: Beata Beirnacka	Approved

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