

Date: January 2, 2023 Time: 10:00 am Place: Conference Room

|  |  |  |  |
| --- | --- | --- | --- |
| ***Members*** | ***Title*** | ***Present*** | ***Absent*** |
| Gary Ravitsky | President | Y |  |
| Joe Ravitsky | Vice President | Y |  |
| Maria Muniz | Plant Manager | Y |  |
| Aron Garcia | HR Manager | Y |  |
| Guests | None |  |  |

Agenda

Item NO. Discussion Action By

1. PPE – What we need more of Gary Ravitsky

What new items need to be purchased

 2 Accidents – None Maria Muniz

 3 Resolutions – Order more safety glasses, Aron Garcia

 Gloves and first aid items

***Conclusion***: Aron will order needed PPE items. Maria will continue to make sure all employees follow safety protocol while in the plant.

Next Meeting Date: February 1, 2023 Time: 10:00 am Place: Conference Room

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plant Manager HR Manager



Date: February 1, 2023 Time: 10:00 am Place: Conference Room

|  |  |  |  |
| --- | --- | --- | --- |
| ***Members*** | ***Title*** | ***Present*** | ***Absent*** |
| Gary Ravitsky | President | Y |  |
| Joe Ravitsky | Vice President | Y |  |
| Maria Muniz | Plant Manager | Y |  |
| Aron Garcia | HR Manager | Y |  |
| Guests | None |  |  |

Agenda

Item NO. Discussion Action By

1. PPE – Is it ok for employees to use Gary Ravitsky

Their own PPE equipment?

 2 Accidents – None Maria Muniz

 3 Resolutions – It is ok for personal PPE Gary Ravitsky

 to be used as long as it is approved

 by plant manager

***Conclusion***: Aron will inform employees that approved PPE from home can be used. Maria will continue to make sure all employees follow safety protocol while in the plant.

Next Meeting Date: March 1, 2023 Time: 10:00 am Place: Conference Room

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plant Manager HR Manager



Date: March 1, 2023 Time: 10:00 am Place: Conference Room

|  |  |  |  |
| --- | --- | --- | --- |
| ***Members*** | ***Title*** | ***Present*** | ***Absent*** |
| Gary Ravitsky | President | Y |  |
| Joe Ravitsky | Vice President | Y |  |
| Maria Muniz | Plant Manager | Y |  |
| Aron Garcia | HR Manager | Y |  |
| Guests | None |  |  |

Agenda

Item NO. Discussion Action By

1. PPE – Reminder that phones are not Gary Ravitsky

allowed out in the plant

 2 Accidents – None Maria Muniz

 3 Resolutions – Inform employees that Aron Garcia

 they will be written up if phones are out

***Conclusion***: Aron will inform employees that phones are not to be taken out while in the plant. Maria will continue to make sure all employees follow safety protocol while in the plant.

Next Meeting Date: April 3, 2023 Time: 10:00 am Place: Conference Room

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plant Manager HR Manager

Date: April 18, 2023 Time: 10:00 am Place: Conference Room

|  |  |  |  |
| --- | --- | --- | --- |
| ***Members*** | ***Title*** | ***Present*** | ***Absent*** |
| Gary Ravitsky | President | Y |  |
| Joe Ravitsky | Vice President | Y |  |
| Maria Muniz | Plant Manager | Y |  |
| Aron Garcia | HR Manager | Y |  |
| Guests | None |  |  |

Agenda

Item NO. Discussion Action By

1. PPE – Order for PPE equipment will Gary Ravitsky

be here Thursday (4/20) or Friday (4/21)

 2 Accidents – None Maria Muniz

 3 Resolutions – Check on PPE order Aron Garcia

***Conclusion***: Aron will check on PPE order. Maria will continue to make sure all employees follow safety protocol while in the plant.

Next Meeting Date: May 1, 2023 Time: 10:00 am Place: Conference Room

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plant Manager HR Manager

Date: April 28, 2023 Time: 12:00 pm Place: Break Room

|  |  |  |  |
| --- | --- | --- | --- |
| ***Members*** | ***Title*** | ***Present*** | ***Absent*** |
| Gary Ravitsky | President | Y |  |
| Joe Ravitsky | Vice President | Y |  |
| Maria Muniz | Plant Manager | Y |  |
| Aron Garcia | HR Manager | Y |  |
| All Present Empl. | None | Y |  |

Agenda

Item NO. Discussion Action By

1. Safety Gary Ravitsky

 2 Cleanliness

 3 Maintenance

 4 The 5 S’s

***Conclusion***:

Next Meeting Date: May 5, 2023 Time: 12:00 pm Place: Break Room

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plant Manager HR Manager