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| ACEC IL HR Committee Meeting |  |

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| Meeting date: Wednesday, October 17, 2018; 9am. Meeting was held at Collins Engineering, Chicago, IL | | | |
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| Meeting called by: | Kristy Allen | Type of meeting: | Committee meeting |
| Chairperson: | Kristy Allen | Note taker: | Kristy Allen |
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| Attendees: | See attached Sign-in Sheet |

# Minutes

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| Agenda item: | Presentation: Heath & Safety | Presenter: | **Terence M. Browne, CSP, P.E.**  *Vice President / Corporate Safety Officer*  *Collins Engineering* |

#### Discussion:

Terry Browne presented data from a national survey regarding safety in the A/E industry. The overview of the survey results provided data and conversation topics for attending firms. Topics included training for new and current employees, mandatory training requirements, PPE, risk assessment and job hazard analysis.

In addition, it was discussed for Kristy Allen to survey committee members for upcoming meeting topics of discussion and a meeting date targeting January 2019 as a meeting date. It was also discussed to consider an afternoon meeting with a social event after the meeting.