

# Memorandum

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**To:** Hazards Management Committee  
**From:** Michael Rolleri  
**Date:** 5/28/08  
**Re:** Minutes of May meeting

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Members of the 2007 - 2008 HAZARDS MANAGEMENT SAFETY COMMITTEE:

Michael Rolleri, Chair	Paul Green Theatre/Dramatic Art
Lisa Lackey	UEOHC
Clarence Harris	Housekeeping
Larry Henry	Facilities Services
Steve Kenny	Risk Management
Linda Goodman	Energy Services
Janice Richmond	Facility Services
Tonya Hargett	DLAM
Lisa Daley	
Mary Crabtree	EHS
Joseph Sutton	EHS

On Wednesday, May 28<sup>th</sup>, 2008, the committee met at The Center For Dramatic Art conference room beginning at 2:00.

Attending the meeting: Michael Rolleri, Steve Kenny, Joseph Sutton

- #1. Welcome and introductions.
- #2. Minutes approved from the February meeting.
- #3. Reviewed work injuries and illnesses related to Hazards Management. Lower injuries reported in all areas compared to last quarter.
- #4. Unfinished Business: No unfinished business

- #5. New Business: Stairways & Ladders training approved. This should be added to Section V- Identification of Required Safety Training for the individual employee if needed. On line training for this should go up soon.

Fork lift training-a reminder to everyone that you must be retrained and certified every three years.

- #6. Other Business: Next meeting we should cover compressed gases. All of the up coming meetings we will be reviewing updates to the Health & Safety manual, please make every effort to come so you can have input to this process and relate changes back to your departments and units.

Meeting dates for 2007-2008 are listed below.

Next Meeting: Wednesday, August 13th, 2008.

Meeting adjourned at 3:00.

Meeting schedule for 2008-2009:

Wednesday August 13<sup>th</sup> 2008, Wednesday November 8<sup>th</sup> 2008, Wednesday February 11<sup>th</sup> 2009, Wednesday May 13<sup>th</sup> 2009, Wednesday August 12<sup>th</sup> 2009. Meetings will be at 2:00 in The Center For Dramatic Art conference room.