

# Memorandum

**To:** Hazards Management Committee  
**From:** Michael Rolleri  
**Date:** 11/9/16  
**Re:** Minutes of November meeting

Members of the 2016 – 2017 HAZARDS MANAGEMENT SAFETY COMMITTEE:

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Michael Rolleri, Chair	Paul Green Theatre/Dramatic Art/PlayMakers Repertory Company
Shawn Womack	House Keeping
Todd Going	Life Safety
Brad Barnes	Energy Services
Christine Bhirdo	DLAM
Lisa Daley	Energy Services
Robin Bennington	Risk Management
	DLAM
Richie Grimsley	Athletics
Phillip Spangler	Law School
Lynn Farrar	Student Stores
Mary Crabtree	EHS
Neah Tucker	EHS
Mary Beth Koza, Director	EHS

On Wednesday, November 9<sup>th</sup> the committee met at The Center For Dramatic Art conference room beginning at 2:00pm.

Attending the meeting: Michael Rolleri, Shawn Womack, Christine Bhirdo, Richie Grimsley, Phillip Spangler, Neah Tucker

- #1. Welcome and introductions to new members
- #2. Minutes approved from the August meeting.
- #3. Reviewed work injuries and illnesses related to Hazards Management. Falls still are prevalent and in the Office Environment they seem to be occurring the most. Over all injuries and illnesses are about the same as the previous year.
- #4. Unfinished Business: No unfinished business

#5. New Business: As a committee, come up with at least 2 safety initiatives for the campus as a whole. Some examples-PPE awareness, Hazard Hero Awareness, Fall & Trip Hazards.

#6. Other Business: A reminder, for all accidents, fill out a workman's comp form. Please bring any questions/concerns/ideas for 16-17 to our next meeting.

Remember:

All of the upcoming 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 2016-2017 are listed below.

Next Meeting: Scheduled for February 8th, 2017.

Meeting adjourned at 3:00pm.

Meeting schedule for 2016-2017:

Wednesday August 10<sup>th</sup> 2016, Wednesday November 9<sup>th</sup> 2016, Wednesday February 8<sup>th</sup> 2017, Wednesday May 10<sup>th</sup> 2017, Wednesday August 9<sup>th</sup> 2017. Meetings will be at 2:00 in The Center For Dramatic Art conference room, second floor.