

# Memorandum

**To:** Hazards Management Committee  
**From:** Michael Rolleri  
**Date:** 10/29/09  
**Re:** Minutes of August meeting

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## Members of the 2009 - 2010 HAZARDS MANAGEMENT SAFETY COMMITTEE:

Michael Rolleri, Chair	Paul Green Theatre/Dramatic Art/PlayMakers Repertory Company
Holly Hong	UEOHC
Larry Henry	Cogen
George Devinney	Chilled Water
Susie Smith	Dept. of Chemistry
Alana Maffessanti	Facilities
Steve Kenny	Risk Management
Lisa Daley	Energy Services
Mary Crabtree	EHS
Joseph Sutton	EHS
Mary Beth Koza, Director	EHS

On Wednesday, August 12<sup>th</sup>, 2009, the committee met at The Center For Dramatic Art conference room beginning at 2:00.

Attending the meeting: Michael Rolleri, Joseph Sutton, Alana Maffessanti, Susie Smith

- #1. Welcome and introductions.
- #2. Minutes approved from the May meeting.
- #3. Reviewed work injuries and illnesses related to Hazards Management. Support Services are down this quarter, a slight rise this quarter in IMAC an Office; In general over all still looking good and numbers down.
- #4. Unfinished Business: no unfinished business

- #5. New Business: Reviewed and passed updates and revisions for **Machine Safeguarding Requirements**. This will go on line.

Reviewed and passed updates and revisions to **Hand and Portable Power Tool Safety**. This will go on line.

Reviewed updates and revisions to **Lockout Tagout Policy**. This was tabled to next meeting for further review and discussion.

- #6. Other Business: Discussion on a Flash Policy, this should be developed and approved by our committee and then sent to the University Safety and Security Committee.

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 2009-2010 are listed below.

Next Meeting: Wednesday, November 11th, 2009.

Meeting adjourned at 3:30.

Meeting schedule for 2009-2010:

Wednesday August 12<sup>th</sup> 2009, Wednesday November 11<sup>th</sup> 2009, Wednesday February 10<sup>th</sup> 2010, Wednesday May 12<sup>th</sup> 2010, Wednesday August 11<sup>th</sup> 2010. Meetings will be at 2:00 in The Center For Dramatic Art conference room.