

Memorandum

To: Hazards Management Committee
From: Michael Rolleri
Date: 10/17/08
Re: Minutes of August meeting

Members of the 2008 - 2009 HAZARDS MANAGEMENT SAFETY COMMITTEE:

Michael Rolleri, Chair	Paul Green Theatre/Dramatic Art
Lisa Lackey	UEOHC
Htay Htay	Housekeeping
Durwood House	Facilities Services
Steve Kenny	Risk Management
Linda Goodman	Energy Services
Janice Richmond	Facility Services
Tonya Hargett	DLAM
Lisa Daley	Energy Services
Mary Crabtree	EHS
Joseph Sutton	EHS
Mary Beth Koza, Director	EHS

On Wednesday, August 27th, 2008, the committee met at The Center for Dramatic Art conference room beginning at 2:00.

Attending the meeting: Michael Rolleri, Tonya Hargett, Joseph Sutton

- #1. Welcome and introductions.
- #2. Minutes approved from the May meeting.
- #3. Reviewed work injuries and illnesses related to Hazards Management.
- #4. Unfinished Business: For those that need it, Ladder training is now on line.

- #5. New Business: Compressed Gas training approved. PPE guide lines and training approved. Certificate of Personal Protection Equipment Training (course 6000), Certificate of hazard Communication Awareness Training Program (course 4220)-new forms are available. JSA-reviewed how to write and set up, JSA list is on line, every power tool with pictures should have one, and blank forms are on line to use.
- #6. Other Business: Next meeting we should cover Hazard Management Plan. 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 2008-2009 are listed below.

Next Meeting: Wednesday, November 12th, 2008.

Meeting adjourned at 3:00.

Meeting schedule for 2008-2009:

Wednesday August 13th 2008, Wednesday November 12th 2008, Wednesday February 11th 2009, Wednesday May 13th 2009, Wednesday August 12th 2009. Meetings will be at 2:00 in The Center for Dramatic Art conference room.