

# Memorandum

**To:** Hazards Management Committee  
**From:** Michael Rolleri  
**Date:** 11/12/08  
**Re:** Minutes of November meeting

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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, November 12<sup>th</sup>, 2008, the committee met at The Center For Dramatic Art conference room beginning at 2:00.

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

- #1. Welcome and introductions.
- #2. Minutes approved from the August meeting.
- #3. Reviewed work injuries and illnesses related to Hazards Management. Support Services and IMAC are down, office Support is up.
- #4. Unfinished Business: JSA Library coming on line soon.

- #5. New Business: Approved the following: working over or near water; Chemical Hazard Communication Program and Hazard Communication; Hazards Management plan-forms for Hazards Management Plan will be on line under IMAC or supervisors to use.
- #6. Other Business: 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, February 11th, 2009.

Meeting adjourned at 3:00.

Meeting schedule for 2008-2009:

Wednesday August 13<sup>th</sup> 2008, Wednesday November 12<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.