

MINUTES OF OFFICE SAFETY COMMITTEE

MARCH 2, 1977

TO: Harold Lacy
SHAC Chairman

Arnold Glass - Loss Prevention and Safety

C. E. Yoas
Marjorie Grady
Juanita Hicks
Weldon Nonnenmacher
Jim Sheehan
Gerry Kelley

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The Office Safety Committee met on March 2, 1977, in Chuck Yoas' office. Present were: Marjorie Grady, Juanita Hicks, Weldon Nonnenmacher, Jim Sheehan, Gerry Kelley and Chuck Yoas, Chairman.

The First Quarter Office Safety Meeting will be held on March 10 and 11 at 10 am and 2 pm in the Research Conference Room. Notices will be sent to all office personnel. A film on safe use of a lawn mower will be shown and a discussion will be held on safe use of lawn maintenance equipment. The following will conduct the meetings:

March 10:	10 am	- Chuck Yoas
	2 pm	- Jim Sheehan
March 11:	10 am	- Gerry Kelley
	2 pm	- Weldon Nonnenmacher

Weldon Nonnenmacher will be responsible for setting up the projector for the showings.

The subject of when this committee's term of office ends was discussed. The committee agreed that the committee would offer to serve through June and would present a program on "Office Safety" as the fourth program to be put together by the committee. Chairman Yoas will check with the SHAC committee to see what their wishes are.

Suggestions for the subject matter of an "Office Safety" program were to put together a black and white video film in various locations throughout the plant to depict "set-up" or existing unsafe or potentially dangerous equipment. Ideas suggested were:

- Paper shredder
- Staple guns and staples
- Stairs
- Foreign objects on floors (especially paper clips)
- File cabinets
- Lifting
- Blind Corners
- Paper cutters

The next meeting of the committee will be March 30 at 1 pm.

Gerry Kelley, Secretary

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