

Chapter Table of Contents

1 COMMITTEE ORGANIZATION	S&HC 7-1
Charter	S&HC 7-1
Membership	S&HC 7-1
DOL Notification	S&HC 7-2
2 ORGANIZATIONAL RESPONSIBILITIES	S&HC 7-2
Information	S&HC 7-2
Training	S&HC 7-2
3 COMMITTEE DUTIES	S&HC 7-3
Organization Committees	S&HC 7-3
Technical Advisors	S&HC 7-3
National Committees	S&HC 7-4
4 FIELD COUNCILS	S&HC 7-4
APPENDICES	
Appendix 7-1: Memorandum, dated June 15, 1993, Subject: “Department of Energy Safety and Health Committees”	S&HC 7-5
Appendix 7-2: Committee Charter Example	S&HC 7-9
Appendix 7-3: Committee Organization Example	S&HC 7-10
Appendix 7-4: Meeting Minutes	S&HC 7-14

1. COMMITTEE ORGANIZATION

Guidance, information, and suggested procedures for operating safety and health committees at DOE operations are addressed in this Chapter. It also addresses Federal Safety and Health Field Councils.

Field or establishment-level safety and health committees effectively assist management with improving policy, working conditions, and practices. Committees can facilitate management and employee participation and program “buy-in.”

Charter

Committee members, who establish goals, objectives, purpose, and membership expectations, should develop the charter. The charter should be revisited annually, before new members are appointed. See **Appendix 7-2** for a sample charter.

Membership

The membership ratio should have management representatives and employees. Members are full voting associates.

Management representatives should be appointed in writing by the facility manager. They should represent a cross-section of managerial positions and have labor or operational functions. Safety and health manager(s) should be excluded.

Employee and management representatives should be equal in the membership. If employees are represented by a union, the bargaining representative should recommend the membership. If employees are not represented by a bargaining unit, membership should be determined by other methods that will provide effective employee representation. Employee input should be solicited on how to select members, or members may be appointed. An election should not be held because it may violate the National Labor Relations Act. Employee membership may be rotated through the organization. Each major organizational unit should be represented. Using volunteers is another approach that may work well, depending on program maturity. See **Appendix 7-3** for a sample appointment process.

Safety and Health Committee and Field Council (see Section 4) shared membership helps improve communication. If shared membership is not feasible, some sort of feedback loop between the two groups should be established.

Membership terms are normally 2-year terms. However, when the committee is first formed, certain memberships should be designated as 1-year terms to ensure membership stability when 2-year terms rotate. See **Appendix 7-3** for a sample rotation scheme.

A chairperson may be elected by the membership and/or rotated between management and employee representatives. Another option is senior management (e.g., manager, deputy manager) may chair the committee, providing visible top management program support. See **Appendix 7-3**.

Technical advisors (nonvoting) or committee consultants should be safety and health professionals.

CHAPTER 7: SAFETY AND HEALTH COMMITTEES AND FIELD COUNCILS

Meeting notification should be made to members, advisors, and general staff. Interested individuals should be encouraged to attend. Committee meetings are conducted in an open forum.

Meeting minutes document committee proceedings. They should be reviewed and concurred on membership and signed by the committee chairperson. Approved minutes should be made available to the employees by posting or general distribution.

Minutes should include a list of members present, previous minutes approval, guest speakers, old business, new business, and summarized actions (on the Action Log). See **Appendix 7-4** for sample.

An action log should be appended to the minutes to track assignment of responsibilities for corrective actions, progress made, issues, and final closure. See **Appendix 7-4** for a sample.

**DOL
Notification**

Committee activities notification to DOL is not required. However, organizations may want to report their activities in the annual report to DOE.

2. ORGANIZATIONAL RESPONSIBILITIES

Responsibilities may vary broadly based on committee functions as defined in the charter. At a minimum, the following elements are normally included. See **Appendix 7-1** for additional guidance on committee functions.

Information

The organization should ensure that the committee receives sufficient information relating to safety and health program issues to permit them to effectively function. Technical advisors can play a major role in ensuring that the committee is kept informed. Information provided should be commensurate with the committee's duties. Information should include the following:

Reports include internal and external inspections or program evaluation reports, accident/incident investigation reports, injury/illness reports, and injury/illness summaries.

Employee Concerns include complaint(s) relating to workplace hazards, as well as program concerns or allegations of reprisal for participating in the program.

Requirements include draft or revised safety and health statutes, regulations, or policies.

Training

Members should be provided training to familiarize them with the basic program requirements. One way to accomplish this is to have the technical advisor(s) present one element of the program as an agenda item at each meeting.

If the committee members take an active role in the programs, such as participating in inspections, investigations, or program evaluation, then additional training will be required in hazard recognition, accident investigation, document review, interview techniques, and report writing. Training curriculum should be tailored to their need to know. Overview classes are probably more realistic than detailed professional course curriculum.

3. COMMITTEE DUTIES

Committee duties are generally the responsibility of the voting membership, and safety and health professionals normally serve only as technical advisors. This helps ensure maximum ownership and participation by manager and employee representatives.

Organization Committees

As previously stated, committee duties should be determined by local policy and the membership. These duties should be documented in a charter. Generic suggestions are offered.

Monitor Program

- Participate in internal supervisor or safety and health inspections at the work site(s).
- Participate in program evaluations conducted by external entities.
- Track corrective actions to ensure appropriateness and timeliness.
- Monitor program effectiveness and make improvement recommendations.
- Review and recommend revisions for existing or developing additional organizational policy.
- Recommend changing the level of effort in terms of program resources.

Investigate

- employees' concerns, complaints, allegations of reprisal, and suggestions and recommend changes to the program as required.
- reported accidents, incidents, and injury/illnesses trends. Emphasize reducing the frequency and severity of injuries and illnesses.
- unsafe condition trends that may lead to severe injury or illness. Root cause identification is key to long-term abatement of problems.

Recommend

- changes to senior management on program policy, management commitment in terms of resources, and employee involvement programs.

Participate

- in safety and health awareness programs.

Technical Advisors

Advisors will normally consist of safety or health professionals and may include others on an as-required basis (e.g., health physicists, ergonomists, or engineering specialists). Advisors are available to provide required technical advice or training to committee members. Advisors should not serve as committee voting members.

National Committees

Reserved for a later revision.

4. FIELD COUNCILS

The DOL Office of Federal Agency Programs (OFAP) sponsors an initiative called Federal Safety and Health Councils. The intent is for these Field Councils to become the mechanism for delivering useful and current information and training. It is also hoped that the Councils serve as forums where Federal safety and health managers exchange program information.

According to 29 CFR Part 1960.84, the Field Councils “consist primarily of qualified representatives of local area Federal field activities whose duties pertain to OSH, and local area Federal field activities.” The basic objective of Field Councils, according to 29 CFR Part 1960.87, is “to facilitate the exchange of ideas and information to assist agencies to reduce the incidence, severity, and cost of occupational accidents, injuries, and illnesses.” For more details about Field Council functions, membership, organization, and operating procedures, see Subpart K of 29 CFR Part 1960.

DOE Elements are encouraged to participate in Field Councils. If you have not been involved with the Councils in the past and would like to become involved, contact DOL’s OFAP at (202) 219–8081. You may also contact Dennis Lubow, Manager, DOE FEOSH Program at (301) 903–2075. □

APPENDIX 7-1

DOE # 13267
(5-88)
SFO 47-63

United States Government

Department of Energy

memorandum

DATE: JUN 15 1993

REPLY TO
ATTN OF: EH-31.1

SUBJECT: DEPARTMENT OF ENERGY (DOE) SAFETY AND HEALTH COMMITTEES

TO: Distribution

The purpose of this memorandum is to provide guidance for Safety and Health Committees throughout the Department. Recent decisions of the National Labor Relations Board in separate cases involving Electromation, Inc. and E.I. du Pont de Nemours & Company may ultimately impact the conduct of committee activity. We are in the process of analyzing these decisions and will provide further guidance if appropriate.

In her news conference of May 5, 1993, Secretary O'Leary announced a comprehensive occupational safety and health (OSH) initiative to emphasize the Department's strong commitment to safety and health issues. One of the immediate goals of that initiative is the establishment of safety and health committees at all DOE sites. This memorandum states my strong support for the Secretary's initiative and reiterates my belief in the effectiveness of these committees. I fully agree with the Secretary that empowering employees is one of the most important ways of enhancing workplace safety and health. My belief in employee participation as a means of strengthening safety and health programs is based on the experience of the most successful businesses in the private sector. These enterprises place great emphasis on involving their employees - listening to, and learning from, what workers have to say about operations and actively seeking their input in establishing organizational goals and objectives, including those of the workplace safety and health program. Members of safety and health committees have established impressive track records in safety and health by ensuring that quality decisions are made throughout the organization, improving communication between management and employees, and providing management with input on virtually every function and activity that has the potential to impact safety and health.

This memorandum describes the basic functions and attributes of the safety and health committees that will be established throughout the DOE community. These safety and health committees do not have to be created anew in those many DOE facilities that already have effectively functioning committees for addressing workplace safety and health issues. The first step in responding to this memorandum should, therefore, be for each facility to fully review its policies and procedures to determine whether existing mechanisms are already achieving the goals and objectives set forth below.

The foundation of DOE's corporate "vision" for safety and health is that all organizations understand that every employee is eager to participate in the program and to improve safety and health conditions at their workplaces and throughout the facility. When management is committed to safety and health and employees are empowered to lend their unique viewpoints and hands-on

APPENDIX 7-1

2

knowledge to the program, workplace accidents and injuries decline, employee morale increases, and productivity soars.

At each DOE site, a committee charter should be developed that clearly sets forth the purpose of the committee. The charter should clearly state that the committee's purpose is to strengthen existing safety and health programs and activities by providing a forum for the exchange of work-related safety and health information throughout the workplace. Safety and health committees are also often able to resolve safety problems or mitigate health hazards by suggesting controls or changes in work practices that will reduce risk to workers and improve productivity. In some cases, the committee might elevate an issue to management's attention and recommend that a process improvement team be called in to evaluate a problem.

Clear and specific performance-based goals should also be established for each committee. These goals should be responsive to the dynamics of the workplace and should be revised as necessary to accommodate changes in operations, technology, and materials, as well as, to reflect tasks completed by the committee. In addition, the committee's goals should be tailored to the circumstances prevailing at each site. The overriding principle governing the committee's actions should be to ensure that every employee, regardless of level of responsibility in the organization, contributes to and strengthens the safety and health program.

The functions of safety and health committees should include, at a minimum, the following activities:

- o Review written safety and health plans and procedures, and if necessary, develop recommended revisions.
- o Provide an open forum for the exchange of information and ideas on safety and health-related issues.
- o Offer cost-effective solutions to safety and health issues.
- o Enhance employee awareness of workplace safety and health issues and the importance of their involvement in the program.
- o Provide an opportunity to generate and discuss effective and innovative solutions to problems and resolve employee safety and health concerns.
- o Disseminate hazard abatement information.
- o Provide employee training in hazard identification and control.

Committee members should be drawn from managers and employees working at the site who are genuinely interested in, and committed to, achieving optimal levels of safety and health in the workplace. In addition, representatives of top management and labor should participate in the work of these committees to demonstrate their commitment to the program and to ensure that the committee's recommendations are brought to the attention of labor and

APPENDIX 7-1

3

management for implementation. Safety and health committees are generally small (e.g., 3-10 members), and many sites have more than one committee to address different work areas. Where work areas overlap, or where multiple contractors are operating on the same site, safety and health councils that have the necessary mechanisms for transferring information should be established to address cross-cutting issues. The results of such information sharing should then be disseminated to the councils and respective committees.

The responsibilities of each safety and health committee should be clearly stated in writing. The activities of the committee should be consistent with, and fully supportive of, the Total Quality Management goal of empowering the workforce. The committee's responsibilities should be clearly set forth in the committee's charter and should reflect, at a minimum, that the committee has the following rights and responsibilities:

- o Address any safety and health-related issue brought to the committee.
- o Review existing safety and health programs and develop procedures for recommending improvements.
- o Refer non-safety and health-related concerns brought before the committee to appropriate channels for resolution.
- o Have unobstructed access to any necessary records, locations, and personnel deemed necessary to investigate any safety and health concern fully.
- o Review safety and health records, illness and injury records, and statistical information maintained by the employer (except confidential medical and security-sensitive materials).
- o Review OSH hazard abatement logs, abatement plans, and/or proposed modifications to such documents.
- o Implement procedures to address classified or otherwise sensitive issues.
- o Observe the measurement of employee exposure to toxic materials and physical agents.
- o Develop necessary procedures and protocols to ensure employee access to members of the safety and health committee.
- o Establish procedures for exercising the rights and responsibilities of the committee.

Safety and health committees should meet with sufficient frequency to address all concerns brought before the committee. At a minimum, meetings should be held at quarterly intervals, although a more frequent schedule may be necessary to optimize the efficiency and effectiveness of the committee.

APPENDIX 7-1

4

Many DOE facilities find that monthly meetings increase employee awareness of the committee's activities and thus help to achieve the goal of employee involvement.

Records of all committee actions should be made and retained. Maintaining accurate records of committee activities is important because committees use these records to track committee progress and to identify issues and trends. An appropriate mechanism should be developed and implemented to disseminate information regarding the committee's actions to the workforce at large. Committee minutes, employee newsletters, employee bulletins, and similar media are useful means of accomplishing this goal.



Peter N. Brush
Acting Assistant Secretary
Environment, Safety and Health

cc:

Joseph Fitzgerald, EH-30
Harry Pettengill, EH-40
Neal Goldenberg, NE-70
Tom Rollow, Acting NS-1
Glenn Podonsky, EH-4
Mark Gilbertson, EH-5
Ray Beruba, EH-20
Roy Gibbs, EH-31
Rick Jones, EH-41
Alan Knight, CP-20
Dick Black, NS-30
Joseph Hopkins, EH-31.1
Phil Wilhelm, EH-31.1
Tom Traceski, EH-20
Jacqueline Rogers, EH-412
P.K. Niyogi, NS-20
Mary Haughey, NE-72

APPENDIX 7-2

DOE/NV OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

REPORTS TO Manager, DOE/NV

AUTHORIZATION DOE Order 3790.1B, Chapter VI, 2.b.

FUNCTIONS Serves as an advisory council to the Manager, DOE/NV. Specifically, the council will:

1. Monitor, review and evaluate the adequacy of the DOE/NV safety and health program.
2. Provide management with a forum for discussing and understanding the many dimensions of the safety and health program and to generate ideas and recommendations that will improve the safety and health for all employees.
3. Provide a forum whereby employees can use their knowledge at their workplace to assist in improving policy, conditions, and practices of the safety and health program.
4. Review employee concerns, internal and external evaluation reports, procedures for handling employee suggestions, responses to reports of hazards conditions and program deficiencies.
5. Participate in periodic safety and health inspections to determine progress in achieving the objectives of applicable laws, regulations and of the DOE/NV implementing procedures.
6. Identify problem areas related to safety and health issues and develop a workable solution to ensure compliance with applicable regulations.
7. Promote safety awareness through education and publication.

APPENDIX 7-3

CHAPTER VI**SAFETY AND HEALTH COMMITTEES/FIELD
FEDERAL SAFETY AND HEALTH COUNCILS**

1. **PURPOSE.** To establish an employee Safety and Health Committee and to provide procedural guidelines for the committee's operation.
2. **RESPONSIBILITIES AND AUTHORITIES.**
 - b. **Heads of Field Elements with Delegated Personnel Authority.** The DOE/NV Manager establishes a DOE/NV Safety and Health Committee and:
 - (1) Appoints the Deputy Manager as chairperson.
 - (2) Will appoint a management and nonmanagement member from the offices that report to the Manager's office.
 - c. **Deputy Manager.** Serves as chairperson for the committee. Ensures employees are selected to fill nonmanagement positions on the committee.
 - d. **Assistant Manager for Environment, Safety, Security, and Health.** Ensures that:
 - (1) SD provides a technical advisor to the committee.
 - (2) HPD provides technical advisors to the committee.
3. **PROCEDURES.**
 - a. The committee membership shall consist of eight members with at least one, and no more than two, members from each organization that reports directly to the Manager's office. The committee shall include four management and four nonmanagement employees. Each co-located Federal agency may also be represented by having a member on the committee. SD and HPD shall each provide a technical advisor for the group, but should not have a representative as a member of the committee.
 - (1) The committee membership shall be selected as follows:
 - (a) Each Assistant Manager will select a management and a nonmanagement representative to serve on the committee.

APPENDIX 7-3

- (b) The Manager will appoint the Deputy Manager to the committee as the chairperson, and will also appoint the other three management members.
- (c) The committee membership may be augmented by one representative from each co-located Federal agency. Each co-located Federal agency will conduct elections to determine whether they will be represented on the committee and, if so, by whom.
- (d) Except for the Deputy Manager, the members shall serve one 2-year term each, except that approximately half of the first members (management and nonmanagement) will serve only 1 year each. The Deputy Manager will be a permanent member of the committee. This will maintain experienced members on the committee as terms expire.

b. Meetings.

- (1) At the first meeting, the committee shall elect a vice chairperson and a secretary. A secretary will be designated on a 6-month basis from the five major organizations; AMA, Assistant Manager for Environmental Restoration and Waste Management, AMESSH, Assistant Manager for Operations, Manager's Office, and co-located Federal agencies.
- (2) The committee shall meet monthly, provide notice of its meeting schedule to DOE/NV employees, and encourage input to the committee from employees with safety and health concerns.
- (3) The committee shall conduct systematic reviews of concerns raised by the committee members and concerns brought to the committee by other DOE/NV employees.
- (4) Each recommendation from the committee shall be provided to the Manager, with a copy to the manager of each organization where the concern that prompted the recommendation is known to exist. Disposition of the recommendation shall be coordinated by the senior responsible manager in each organization where the concern exists. Responsible managers shall keep the committee informed of the status of each recommendation that has not been satisfactorily abated.
- (5) The Manager may designate officials to evaluate committee recommendations, take corrective action where necessary, and communicate the disposition of corrective action on recommendations back to the committee.

APPENDIX 7-3

- (6) A record of the disposition of each employee's recommendations shall be provided to the employee by the committee secretary.
- (7) The secretary shall keep minutes of the committee meetings. A preliminary copy of each meeting's minutes will be sent to each committee member within 2 weeks of the meeting. The secretary shall also present the minutes of the previous meeting at the beginning of each meeting for corrections and approval. Upon approval, the secretary will route a copy to the committee members, deliver a copy to the chairperson, send a copy to the Manager and each member of the DOE/NV Principal Staff, and file a copy. The file will be turned over to the SD as each secretary's term on the committee expires.
- (8) On a rotating basis, two Division Directors shall be invited to attend the monthly committee meeting.

APPENDIX 7-3

**Department of Energy**

Nevada Operations Office
P.O. Box 98518
Las Vegas, NV 89193-8518

MAY 22 1995

J. K. Magruder, AMO, DOE/NV, Las Vegas, NV

**MEMBERSHIP TO THE SAFETY AND HEALTH COMMITTEE/FIELD FEDERAL
SAFETY AND HEALTH COUNCIL**

In accordance with DOE Order 3790.1B, a Safety and Health Committee was established, effective November 2, 1992. The committee membership consists of eight members (four management members and four nonmanagement employees).

Michael J. Childers, NTSO, has served as a nonmanagement representative since formation; because he is now management, we need you to appoint an AMO nonmanagement representative to replace Mike. Please convey our sincere appreciation to Mike for all his great support and enthusiasm during his involvement with the committee.

In accordance with the Order, a secretary will be designated on a 6-month basis from the five major organizations, commencing with AMA, AMEM, AMESSH, AMO, Manager's Office, and co-located Federal Agency. AMA and AMEM have already served and AMESSH's duty will terminate effective June. Please designate a representative from your area to serve as secretary commencing July and ending December 1995.

Committee meetings are held the second Wednesday of every month at 2 p.m. in the MIC Room. The next meeting will be held June 14, 1995. Please call Ruby Lopez-Owens, Safety Division, at 5-1589, with the names of your representatives as soon as possible. If you have any questions, please call Ruby.

A handwritten signature in cursive script, reading "Joseph N. Fiore".

Joseph N. Fiore, Chairperson
FEOSH Committee

cc:

R. A. Lopez-Owens, SD,
DOE/NV, Las Vegas, NV

APPENDIX 7-4

**Department of Energy**

Nevada Operations Office
P.O. Box 98518
Las Vegas, NV 89193-8518

FEB 16 1995

Distribution**DOE/NV OCCUPATIONAL SAFETY AND HEALTH COMMITTEE (OSHC)**

The subject committee was established in December 1992 in accordance with the requirements of DOE Order 3790.1A. Local implementation requires that the committee Secretary provide the DOE/NV Principal Staff with a copy of the meeting minutes.

Enclosed are the minutes of the February 8, 1995, meeting of the DOE/NV OSHC. Distribution of the minutes within your organization is suggested to allow maximum exposure of this employee safety program.

One of the primary functions of this committee is to provide a forum whereby employees can use their knowledge at their workplace to assist in improving policy, conditions, and practices of the DOE/NV Safety and Health Program. All employees are encouraged to participate in this endeavor by contacting one of the committee members, listed in Attachment IV, with their safety concern(s). Attachments I through IV are provided for your information.

Should you desire additional information regarding the DOE/NV OSHC and/or the enclosures, please contact me at 295-0904.

Allene Kitchen
Allene Kitchen, Secretary
DOE/NV OSHC

SD:AK-46

Enclosures:
As stated

APPENDIX 7-4

**DOE NEVADA OPERATIONS OFFICE OCCUPATIONAL SAFETY
AND HEALTH COMMITTEE (NV/OSHC)**

The twenty-third meeting of the NV/OSHC was held on February 8, 1995. A list of attendees and agenda items are enclosed as Attachments I and II, respectively.

The meeting convened at 2 p.m. Minutes of the previous meeting were approved.

Old Business

The status of current OSHC "concerns and suggestions" was presented and are included as Attachment III, and updates are as follows:

- . Renzo Casillas, HPD, provided an in-depth briefing on the ergonomics survey conducted with 40 employees.
- . Ruby Lopez-Owens reported her findings regarding unannounced safety inspections and follow-up with divisions that have not yet responded.
- . Bill Montana responded to the ballast problem and reported that a copy of REECO's investigation will be submitted as soon as it is received.
- . An announcement was released concerning the speed bump issue, and it has been removed.
- . A response was prepared to the WSI suggestion for the use of wheelchairs at DOE/NV. A memo dated 1/24/95 was prepared and submitted to OQUL denying the request.
- . Charles Saylor was appointed as the nonmanagement representative from OAMESSH replacing William C. Suiter.

New Business--New Safety Concerns**DOE/NV Elevator**

- . Bill Montana, PD, presented the issue of installing an elevator in the DOE/NV Building for handicapped individuals. He asked for our suggestions and input regarding this concern, since our move to the new building will be within two years.

Committee Action Items. None

The next meeting is scheduled for March 8, 1995.

The meeting adjourned at 3 p.m.

APPENDIX 7-4

DOE/NV
OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

MARCH AGENDA

ADMINISTRATIVE DUTIES:

- . CALL TO ORDER
- . APPROVAL OF MINUTES
- . INTRODUCE VISITING DIVISION DIRECTORS

OLD BUSINESS:

- . STATUS OF OSHC CONCERNS/SUGGESTIONS
- . UPDATE ON VISIBILITY OF QUARTERLY INSPECTIONS--SD
- . STATUS ON FEOSH COMPLIANCE INSPECTION ABATEMENT--SD
- . STATUS OF BALLAST PROBLEM IN JOHNSON BLDG.--PD

NEW BUSINESS:

- . INTRODUCE NEW SAFETY CONCERNS AND/OR SUGGESTIONS--ALL

APPENDIX 7-4

NV/OSHC SAFETY CONCERNS

SUBJECT: Visibility of quarterly safety inspections
Submitted by: J. D. Ross
Submitted date: August 1994
Action taken: Assigned to SD and ECMD
Required Division Director quarterly safety inspections are not being done consistently. It was suggested that this problem may be alleviated by having more visibility.

Completed date:

SUBJECT: Results of July 1994 unannounced safety inspection
Submitted by: Ruby Lopez-Owens
Submitted date: August 1994
Action taken: Assigned to the Assistant Managers
In July 1994, an unannounced safety inspection was performed and 53 findings were discovered.

Completed date: --

SUBJECT: Ballast Problem in the Johnson Building
Lisa Johnson
January 11, 1995
Assigned to SD and PD
During a one week period, three ballast went out and caused obnoxious odors. Concern about fire hazard and harmful gases.

Completed Date:

SUBJECT: Speed bump at the entrance of back parking lot.
Ruby Lopez-Owens
January 11, 1995
Assigned to AMA
There was a concern about automobiles being damaged from the speed bump.

Completed Date: Announcement 95-011, dated 2/7/95

APPENDIX 7-4

<u>MEMBERSHIP</u>		<u>ORGANIZATION</u>
Joseph N. Fiore, Chairperson		OM
Kathy D. Izell, Vice Chairperson		AMESSH
Allene Kitchen, Secretary		SD
Linda Schmith, Secretary		SD
Kenneth W. Powers	(management)	AMA
James K. Magruder	(management)	AMO
Michael J. Childers	(nonmanagement)	AMO
Charles Saylor	(nonmanagement)	AMESSH
G. Leah Dever	(management)	AMEM
Raymon D. Cox	(management)	FCFO
Randy L. Swartz	(nonmanagement)	FCFO
Lisa M. Johnson	(nonmanagement)	AMA
Ruby A. Lopez-Owens	(tech advisor)	SD
Donald C. Boyce	(tech advisor)	HPD
Allen Barr		SORD
Eric C. Shanholtz		DNA