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**[admin\_super] Important OSHA Safety Information – Dissemination to Your Teams**

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**From :** Angi Meyer <meyer\_a@4j.lane.edu> Fri, Dec 15, 2023 02:06 PM  
**Sender :** admin\_super <admin\_super-bounces@4j.lane.edu>  
**Subject :** [admin\_super] Important OSHA Safety Information –  
Dissemination to Your Teams  
**To :** admin super <admin\_super@4j.lane.edu>  
**Cc :** Risk Management <risk@4j.lane.edu>

Level Directors/Administrators/Supervisors/Managers/Professionals,

I am writing to bring your attention to safety information that needs to be disseminated to your respective teams. Please include this in your weekly memos/team communications. Your responsibility is in ensuring that this information reaches every member of your staff is important in maintaining a safe working environment. (*Each item in blue is a link providing additional guidance.*) I will be reviewing these items at the next all admin meeting.

#### **Prohibition of Flammable Materials:**

It has come to our attention that there is a need to reinforce the prohibition of flammable materials within our workspaces. Please communicate this information clearly to your **staff** and ensure that all necessary measures are taken to eliminate potential hazards.

#### **OSHA Visit Guidance:**

In preparation for potential OSHA visits, it is imperative that everyone is aware of the proper protocols and procedures to follow. Familiarize your **front office teams** with OSHA guidelines and ensure that they are equipped to respond appropriately to any inquiries or inspections. Encourage a proactive approach to safety measures to avoid any potential issues. *This will be reviewed at the Secretary meeting in January.*

#### **SDS Sheets:**

Emphasize to **all staff** the importance of understanding Safety Data Sheets and how they provide vital information on the properties of chemical products. This knowledge is crucial for safe handling, storage, and disposal.

#### **Safety Committee Meetings (New Step):**

We are introducing a new step in our safety protocols – regular **Safety Committee** Meetings. Please ensure that all relevant information is shared and addressed.

#### **Piano Update:**

In light of the recent guidelines concerning piano handling, I wanted to provide some clarification and additional information for your reference.

Your cooperation in disseminating this information is highly appreciated. If you have any questions, please do not hesitate to reach out.

Best,

Angi and the Risk team

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Updated 10/25/23 SM

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