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MINUTES
OF THE 14 JANUARY 1981
MEETING OF THE CENTRAL INTELLIGENCE AGENCY
SAFETY COMMITTEE

1. An informal, opening session, this meeting was chaired by the Associate Deputy Director for Administration, William N. Hart. Then, [redacted] was introduced. He described himself as a technical consultant to the Committee and gave a brief summary of his background. After other introductions, Mr. Hart began the discussion.

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3. Mr. Hart asked the Committee members to contact the Collateral Duty Officer (CDOs) in their areas. [redacted] office will send a list of the CDOs to each member. Mr. Hart suggested that the Committee be briefed on the training process and responsibilities of the CDOs at the March meeting. Members were asked to encourage the people they deal with to report safety problems.

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4. Mr. Hart also made the following suggestions:

--the Committee should meet the industrial hygienist;

--a viewing of the educational multimedia film should be scheduled;

--a notice should be put out informing Agency personnel of this Committee and its members. [redacted] office will put out such a notice.)

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5. The meeting was adjourned.

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