

# Memorandum

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**To:** Nagui Rizkallah  
**CC:** IMAC  
**From:** Michael Rolleri  
**Date:** 07/10/2007  
**Re:** Minutes of January Meeting

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Members of the 2000 - 2001 IMAC Work Safety Committee:

Michael Rolleri, Chair	Paul Green Theatre
Dwight Morgan	Cogeneration Plant, Maintenance
Louis Buarotti	Facility Services, Carpenter Shop
Bill Burston	Facility Services, Training
James Fedash	Cogeneration Plant, Maintenance
Robert Gales	Outdoor Facilities Operations
Rodney Davis	Facilities Services, Electronics Shop
Lee Packer	Facilities Services, Housing Support
James Edwards	Facilities Services, Refrigeration
Kenneth Hawkins	Facilities Services, Hardware Shop
Robby Roberson	Facilities Services, Sheet Metal Shop
Philip Thompson	Physics Instrument Shop
Nagui Rizkallah	Health & Safety Liaison

On Tuesday, January 9th, 2001, the committee met at The Center For Dramatic Art conference room beginning at 2:00.

Attending the meeting: Michael Rolleri, Robby Roberson, Dwight Morgan, Bill Burston, Nagui Rizkallah, Neal Johnson, Jim Edwards, Lee Packer, Jim Fedash.

- #1. Welcome and introductions.
- #2. Minutes from the October meeting approved. Remember, minutes are now posted on the Health & Safety web site. All committees are now posted.
  1. Go to Health & Safety web sit; [www.hsafety.unc.edu](http://www.hsafety.unc.edu)
  2. Click on Workplace Safety Committees.
  3. Click on Industrial, Maintenance & Construction.
  4. Please select the minutes to be reviewed.
- #3. Injuries and illnesses for IMAC Environment for the year 2000 was discussed and reviewed. A total of 89 reported accidents for the year, no “serious” injuries for the year. This year is an improvement from previous years.
- #4. The new OSHA 1910.900 “Ergonomics Program Standard”; was discussed through a slide presentation. You can down load the standard from the OSHA web site.
- #5. IMAC goals & objectives for the year 2001 was discussed and reviewed:

Goals & Objectives for the year 2001:

  1. Monitor the Hazards Management Plan (HMP) program to address compliance relating to personal protective equipment (PPE), general and job-specific training, hazardous materials and equipment management, hazardous waste management, and environmental protection.
  2. Implement a system to ensure identification of new (to the University) chemical commodities and to ensure employees are trained on the management of commodities before they are introduced into workplaces.
  3. Consolidate management of potential hazardous/environmental materials to ensure compliance with regulations (launderable rags, parts washers, and used motor oil).
  4. Inspects all IMAC work units at least annually for compliance with Health & Safety and environmental regulations.
  5. Evaluate all IMAC work units for hazardous chemicals exposure and physical agents such as exposure to noise, heat, and the risk factors that causes musculoskeletal disorders (MSD).
  6. Review work place incidents and injuries and evaluate corrective measures as a means of reducing risks to workers.
  7. Revise the IMAC safety manual and booklet to incorporate the new and updated OSHA & EPA health and environmental regulations.
- #6. Other Business: Remember, there is now a suggestion program in use at The Facilities Services; some suggestions have come in already. Make your suggestions each month and win a prize. The Health & Safety Office has added an Ergonomist position; the search to fill this position has started.

*July 10, 2007*

Meeting adjourned at 3:00.

Meeting schedule for 2001:

Tuesday January 9th, 2001; Tuesday April 10th, 2001; Tuesday July 10th, 2001, Tuesday October 9th, 2001.  
Meetings will be at 2:00 in The Center For Dramatic Art conference room.