

**UNIVERSITY SAFETY AND SECURITY COMMITTEE  
MINUTES  
March 3, 2011**

Members Present: Lorriane Alexander, Matt Brody for Brenda Malone Carolyn Elfland, Steve Kenny, Mary Beth Koza, Jeff McCracken, Richard Mann, John Olsen, Mike Roller, Will Tricomi  
Members Absent: Robert Adams, Leslie Marson, David Kaufman, Robert Lowman, Chris Payne, Bruce Runberg, Dalton Sawyer for Cindy Taylor  
Guests: Mary Crabtree, James Hill, Deb Howard

**1. Biological Safety Annual Review**

Deb Howard presented the annual review of the Biological Safety Program. Online Fed Ex shipping was implemented this year, significantly reducing the chance of violating FAA and other regulations regarding shipping covered materials. UNC Chapel Hill is the largest shipper of such materials in North Carolina, and we have undergone two FAA inspections this year. The Bunsen burner policy, online autoclave training, joint sewage spill response training with Facilities Services, and a joint medical alarm callback policy for Public Safety and EHS are other highlights for the year. The Institutional Biosafety Committee reviewed over 400 protocols, and Dr. Olsen was recognized for his long and outstanding leadership of this Committee.

**2. Occupational Health and Clinical Safety Committee**

Mary Beth Koza presented a modification to the Occupational Health and Clinical Safety Committee. The Clinical Occupational Exposure Subcommittee for Students and Staff is being established as a part of this Committee to ensure that policies for students and staff are consistent. This will be a multidisciplinary committee chaired by Dr. Mary Covington of Campus Health.

**3. Travel Policy**

Dr. James Hill, Director of the University Employee Occupational Health Clinic, presented a new Travel Policy for employees. To date, the University has had a clear travel policy for students but the policy for employees has been less well established. This new policy covers immunizations, international health care provision, medical evacuation, and establishes that departments with employees traveling internationally are responsible for identifying the funding to pay for travel immunizations at the UEOHC. The University Safety and Security Committee approved the new policy.

**4. Policy on Investigation of Injuries, Illness, and Near Misses**

Mary Crabtree discussed this new policy, which is driven by OSHA regulations and workers' compensation claims. The goal is to ensure that workplaces and equipment are safe and well maintained to provide a healthy work environment. The new policy requires that injuries, illnesses, and near misses be investigated to clearly identify the causes and that corrective actions be implemented to prevent future occurrences, reduce liability, and enhance regulatory compliance. The University Safety and Security Committee approved the new policy.

**5. Kenan Stadium Tabletop**

Jeff McCracken presented the after-action report on the recent tabletop emergency plan exercise involving Kenan Stadium. The exercise was well-attended by senior representatives of all agencies and the responders worked well together. The exercise provided an opportunity to test the specific emergency plans for Kenan Stadium as well as the University's overall Emergency Plan. A detailed report with action items and responsible parties will be used to guide improvements to the existing plans.

There being no further business, the meeting was adjourned.