

**UNIVERSITY SAFETY AND SECURITY COMMITTEE  
MINUTES  
September 19, 2003**

Members Present: Laurie Charest, Carolyn Elfland, Melissa Exum for Dean Bresciani, John Olsen, Derek Poarch, Michael Rolleri, Leslie Strohm, Tony Waldrop

Members Absent: Lorriane Alexander, Lester Kwock, Pete Reinhardt, Bruce Runberg, Gene Scarborough, Nancy Suttentfield, Marie Zeldin

Guests: Mary Crabtree, Ron Howell, Roger Sit

**1. Policy on Enforcement of Training and Medical Surveillance**

Mary Crabtree, Workplace Safety Manager in Environment, Health and Safety, made a presentation on the need for a policy for the enforcement of requirements for safety training and medical surveillance. EHS notifies employees of the need for training or medical surveillance but the completion rate is not good. Except for physicians, where enforcement includes potential action by the UNC Hospitals Credentials Committee, and employees working in laboratories using radionuclides, where materials orders are not processed if anyone in the lab is not in compliance, there are no mechanism to require compliance with these requirements. Ms. Crabtree presented a draft enforcement policy, which was discussed by the Committee. The policy was approved pending the inclusion of some editorial changes suggested by the Committee.

**2. Policy on Laser Safety**

Roger Sit, University Radiation Safety Office, made a presentation on the need for a laser safety program. The University has just recently begun developing the laser safety program, and the EHS Radiation Safety section is in the process of inventorying lasers. The Committee made several suggestions regarding mechanisms for identifying campus laser users. Mr. Sit also presented a draft policy, which was discussed and approved by the Committee.

**3. Indoor Air Quality Report**

Mr. Ron Howell, Industrial Hygienist and indoor air quality specialist in Environment, Health and Safety presented the annual indoor air quality report. An indoor air quality committee, composed of members from Facilities Operations, Building Services, HVAC Systems, Architectural and Engineering Services, Facilities Planning, Housing Support, Medical School Planning, Housekeeping, and Environment, Health, and Safety, reviews buildings with indoor air quality issues and prioritizes the need for corrective action based on health hazards, condition of building systems, occupant complaints, code deficiencies, and level of maintenance required. The lack of any repair and renovation funding from the state for the last three years has hindered ability to address these issues in state-funded buildings; however, several buildings are being addressed as part of the higher education bond program. The Committee recommended that buildings that are used for living, eating, or health care should be given high priority. Parties responsible for receipt-supported buildings will be asked to fund the needed projects.

There being no further business, the meeting was adjourned.