

Minutes
Health & Safety Support Service Environment Committee
Tuesday, December 5, 2000 (Health & Safety Office)

Members Present: Steve Pomeroy (Chair) Jeff McCracken Mike O'Brien
 Tonya Harget James Kea Teresa Branch
 Ruth Riggsbee Pete Reinhardt Debbie Howard

Members Absent: Tommy Brickhouse Charles Brock Sheila Perry

1. Introduction & Minutes

Meeting was called to order. Pomeroy introduced new Health & Safety Director Pete Reinhardt.

2. Report of Support Service Environment

Workplace Safety Statistics reported for September 1 through December 1, 2000.

<u>Type of Injury</u>	
Accident Type/Other	2
Bodily Reactions	5
Falls	7
Repetitive Motion	1
Struck Against Object	1
Struck by Flying Object	1
Struck by Other Object	3
Toxic Material Exposure	1

Bodily Reactions Included the following: three back strains, hurt rib and hip; twisted foot.

Upon review of workplace injuries, James Kea asked what Health & Safety's procedure was to keep the accident from happening again. This led to a discussion of who followed up on all workplace accidents for each different group. Kea suggested that when an accident happened in a certain department (i.e. DLAM) then an "E-mail Flash" should be sent to the different supervisors in that department to inform them and to keep it from happening again. Howard & Reinhardt to follow up.

3. Ergonomic Position Update:

Ergonomics title has been selected. It has been classed at an Industrial Hygienist. Advertising to fill the position will be completed soon.

4. Review of HMP Training Sheet

Pomeroy and O'Brien questioned the use of the HMP training sheet. They want more clarification on who needs training and when. Howard told them the HMP training sheet is used to identify internal training needs. If those internal needs cannot be met by your training coordinator, then Deb Howard volunteered to help out with any

training needs. This led into a discussion of databases for training. O'Brien stated we need a database that is impeccable. He mentioned that HR is using Empower and Bill Burston (Training Manager in Facilities Services) has his own database. Can we pull all databases together to make sure we are in compliance? Pomeroy & O'Brien both want to streamline training. O'Brien stated that when training times are announced, a significant part of his work force have to attend. How do we make it easier for them to attend?

5. Web Training & Web Page

Howard discussed streamlining training by putting it on the web site. This will make it convenient for everyone that has to have yearly training. Pomeroy said there was a lot of software out that you can build your web-based training around. He will pull the information together and send to Howard. A Web Task Force has been assembled at Health & Safety to assess training and customer needs. If you have any web page ideas e-mail Deb Howard at debhoward@unc.edu.

6. Self-Inspection Checklist

Howard brought it up that the self-inspection checklists needed to be revised. The group brought up why we needed self-inspection checklists and what was the frequency. It was suggested that if they are required, then they should be gone over with supervisors when an inspection is being conducted. Howard to follow up.

Note: it was suggested that in future the agenda should contain more detail in order to prepare the committee for discussions.

Meeting adjourned at 12:15 P.M.

Next meeting Wednesday, March 7 at 11 A.M.