

**PAN UNIVERSITY SAFETY POLICY COMMITTEE  
MINUTES  
December 12, 2000**

Members Present: Bill Burston, Mary Crabtree, Al Doherty, Carolyn Elfland, Ray Hackney, Drake Maynard, Richard Miller, Billy Mitchell, Peter Reinhardt, Nagui Rizkallah, Sheldon Wiggins, John Worthington

Members Absent: Susan Ehringhaus, Robert Lowman

Guests: Christy Vetter, Ray DuBose, Roger Hayes, Deborah Howard

**1. Indoor Air Quality**

Mr. Worthington reported on indoor air quality. About 15-20 complaints are received a year. There have been no actual diseases, such as Legionnaire's disease, as a result of poor indoor air quality in University buildings but some people have experienced symptoms such as respiratory problems. Specifications for new buildings are designed to prevent indoor air quality problems, and these specifications are applied to renovations as well. Health and Safety evaluates existing buildings and makes recommendations for changes. These recommendations run the gamut from minor to major. If the entire HVAC system requires replacement, then Facilities is asked to estimate the cost and include the replacement in the annual Repair and Renovation program. The Facilities Condition Assessment Program (FCAP) has formalized this process. The University Employee Occupational Health Clinic sees employees with symptoms that may be the result of poor indoor air quality, and has found that most of the time the employees have a pre-existing allergic condition. The Pan University Safety Policy Committee noted that major fire alarm system improvements had been made in recent years following a formal prioritization of the need, and requested that Health and Safety and Facilities work together on categorization and prioritization of buildings in need of indoor air quality improvements. Human Resources, the University Employee Occupational Health Clinic, Health and Safety, and University Counsel were asked to work together on a draft policy on managing employees complaining of poor indoor air quality in the workplace.

**2. Ergonomics Standard**

Mr. Doherty and Ms. Crabtree presented an update on the OSHA Ergonomics Standard, which was enacted on November 14, 2000 and will go into effect on January 16, 2001. North Carolina has adopted the federal standard, with a compliance date of October 14, 2001. Health and Safety presently is advertising for a professional ergonomist, who will head the development of an ergonomics program in compliance with the new standards.

**3. Health and Safety Fact Sheet**

Mr. Reinhardt presented the Health and Safety Fact Sheet. He noted that three big challenges are clean up of the University's old waste sites, development of an improved ergonomics program, and expansion of web-based information including training and other services.

**4. Future Direction**

Mr. Reinhardt led a discussion of the future direction of the Committee. Broadening the membership was discussed, as well as issuing invitations to individuals who can make contributions at a particular meeting.

There being no further business, the meeting was adjourned.