

# Safety Committee Names Eight New Members

Into its fourth year at the medical center, the safety committee has been enlarged to include 17 members. The group also invited its first bi-weekly employee, Roland Gooch of the Engineering and Operations department, to serve as a committee member.

The committee's main accomplishment over the last three years has been the compilation of a safety policy manual in which federal guidelines for safety have been reworded for supervisors in all medical center areas.

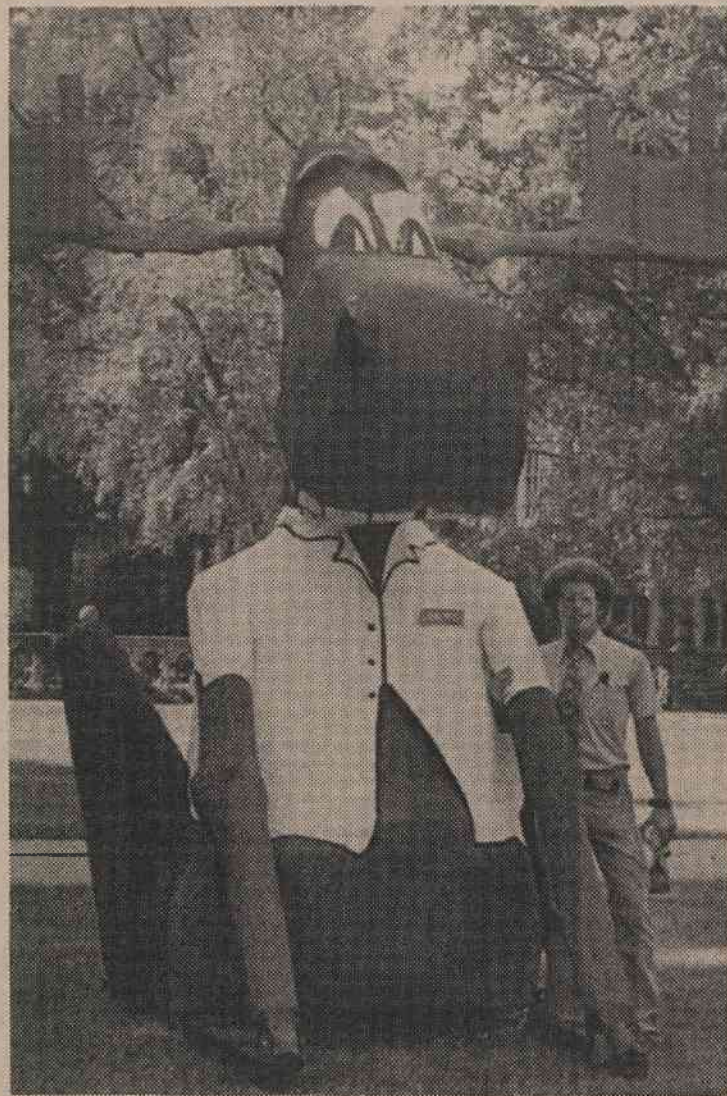
"The manual delegates the responsibility of safety to the department heads and the safety office acts as a consultant," explained Fire and Safety Coordinator Marshall Fowler.

The committee has also designed five training programs for different groups of employees at the medical center. Areas covered in the programs include maintenance, nursing services, office safety, lab safety, and environmental services and dietetics.

"During the next year, the committee will be introducing the Safety Policy Manual as well as the enforcement of its policies," Fowler said. He added that "anyone wanting a copy of the manual may get it from the safety office or by calling ext. 5697."

Other new committee members include Warren Bird, Medical Library; Mary Ann Dell, Inservice Education; Bruce Gebhardt, Ob-Gyn; Margaret Wilson, Surgery; and Frank Kozman, Biochemistry. Robert Metcalf of the hospital's administrative staff has been named the committee's new chairman.

Veteran members of the committee are Mary Higgins, Environmental Safety; Dr. Carol Hogue, School of Nursing; Conrad Knight, Radiological Safety; L. T. Matthews, Engineering and Operations; Dennis Oehring, Environmental Services; Milton Skolaut, Pharmacy; Woodhall Stopford, Employee Health; and Edna Watkins, Nursing Services. Larry Blake of the university safety office and medical center safety officer Marshall Fowler are serving as ex-officio members.



**FRIENDLY VISITOR ON THE QUAD**—Moose season hadn't opened yet, so this large moose made a special trip down from Alaska to invite medical students to a prom held on campus Oct. 12. A personal friend of the moose, fourth-year med student Andy Bonin had a nice chat with the craggy beast during lunch one day before the dance. (Photo by David Williamson)

## Personnel Paragraphs

This is a column for and about employees, faculty and staff at the medical center. The subject matter will cover a wide spectrum of personnel policies, benefits, federal and state regulations, payroll information, wage and salary data, and many other matters affecting employees at Duke.

Questions from readers are encouraged. If you have a question, send it to: Personnel Paragraphs

Box 3354, Duke Medical Center

All inquiries must be signed, but you may request that your name not be used if your letter is published. All questions will be answered or referred to an appropriate source, but only questions of wide, general interest will be published. "Personnel Paragraphs" is your column, so let us hear from you.

### JURY DUTY

**Q.** I have been called for jury duty. Can I leave my work at the medical center to serve?

**A.** Yes. Duke University also protects its employees from loss of pay while serving jury duty.

**Q.** How can I be reimbursed for my time spent on jury duty?

**A.** Jury duty leave with pay will be approved immediately after you give your department head an authentic summons, subpoena, or notice for such duty as soon as you receive it. You must also present proof of jury duty service upon your return to work, including the dates of service.

**Q.** What is the rate of pay I'll receive while on jury duty?

**A.** You will be paid your current rate of pay for a regularly scheduled work day not to exceed eight hours. This pay will be made for the entire period of jury duty you serve.

**Q.** What if I work on the night shift and must serve on a jury during the day?

**A.** You will be protected from loss of pay to the extent that your jury duty service does not allow you to perform your fully scheduled shift.

### VOTING TIME

**Q.** Can I have time off from work to vote in an election?

**A.** The university provides all employees the opportunity to perform their privilege of citizenship by voting, but ONLY on presidential election days. For this purpose, you may receive time off from work without loss of pay.

**Q.** How do I request time off for voting in a presidential election?

**A.** Your request for time off should be made to your supervisor, who will schedule your time off at either the beginning or the end of the work period or other times most advantageous to maintaining work schedules.

**Q.** How much time may I take off for this purpose?

**A.** If you are a registered voter and request it, you will be granted absence up to two hours with pay to vote in a presidential election.



**FIVE NEW MEMBERS**—Representing the medical center's eight new members of the Safety Committee, left to right, Mary Ann Dell, Frank Kozman, Robert Metcalf, Warren Bird and Margaret Wilson gathered for a few minutes of 'getting acquainted' at a recent meeting.

## Mountford Named New Investigator

The Safety Office recently named Bill Mountford to fill the new position of safety investigator.

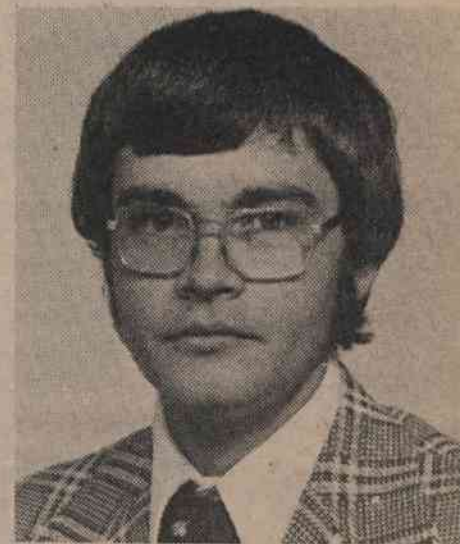
In that capacity, Mountford will be investigating all general accidents of medical center employees. Mountford said his usual route of investigation will use the accident reports filed by the involved employee's supervisor.

"If the accident is very serious," Mountford stated, "I will go to the scene. My duty is to get the employee's remarks on how the accident happened. Then we must determine whether it was due to an unsafe act or an unsafe condition."

According to Mountford, if the accident is caused by an unsafe condition, the Safety Office either takes immediate remedial action or reports the condition to the department head, along with recommendations for future prevention.

Mountford, who says he has gone from "one end of safety to the other," worked with the university athletic department as a trainer last year.

He was graduated from Guilford College with an A.B. degree and received a masters degree in health and safety from Indiana University. His wife, Sara, teaches elementary school in Raleigh, where they live.



**BILL MOUNTFORD**

### MUSICAL NOTES

Duke's Department of Music will present the Ciampi Quartet Saturday evening, Oct. 26, in the East Duke Music Room at 8:15 p.m. The concert will be open to the public without charge.

The department will also present "A Program of Songs of Robert Burns, Read and Sung" by John Hanks, tenor, Dr. James T. Cleland, reader, and Ruth Friedberg, pianist, at 4 p.m. Sunday afternoon, Oct. 27.