

**Safety & Health Committee Meeting
January Quarterly Meeting
Conference Room, Winston-Salem
4964 University Parkway, Ste 202**

Meeting Minutes

Date/Time: January 20, 2015 – Meeting started at 10:00 am

Presenter – Sherry Philips

Attendees:

Winston Salem – Doug Jones, Kyle Baker, Robby Jones, Michelle Evans (SCRIBE)

Asheville – Cheryl Smith

Lake Boone – Tom O’Connell, Doreen Mayaka, Jeff McClaren

Charlotte – Lee Peacock, Paul Sullivan, Michelle Mann, Lee McKinney

Wilmington – Nathan Chapoton

Agenda: UPDATES are in red.

Good morning, meet and greet for new committee members – welcoming of the committee, introduction to group. Thanks to all area’s for having representation.

Office Layouts – Need current updates, if no updates need the most current one from each office – Provide site layout via email to sherry.phillips@labor.nc.gov or fax (336) 767-3989. Provide each office Emergency Action Plan as well. Due date 1/27/15.

Office Inspections – send to me by Friday January 23, 2015. Identified the need to have all offices complete the office inspection. Currently not all offices have an identified person to complete the monthly inspections. There is a sample inspection form that can be found on the intranet, NCDOL Forms. Further discussion after the group had left the video conference, identified that Sherry did not need a copy of the inspection; however an email indicating that it had been completed would be sufficient.

300 logs – copies of last years and new updates for 2015 posting– need copies. Robby Jones to follow up to provide the required copies to Sherry. Human Resource should be providing all the office locations their copy to be posted by mid-January. The postings must be up in the office areas from February 1st – April 30th.

Review all AED's in office -- if any are out of date send the necessary purchase request to Karen Kelly and Jackie Spangler and notify me when all are up to date and the expire dates for the batteries. Reminder that the supplies that come with the AED's need to be inspected as well. These include, but are not limited to, pads to be used during an emergency.

Fire Marshall Inspections: Send last and all current copies for each office as they happen. Doug Jones has Winston Salem inspections to provide to Sherry. Paul Sullivan will follow up in the Charlotte office, Doris use to maintain the copies of the inspection. Asheville, Lake Boone, Wilmington to provide last copy of inspection report.

Round table discussion:

- Recommendation on reviewing the Safety & Health chapters located on the intranet.
- Recommendation to review annual refresher training requirements. Identify what is required to be trained on and frequency. Document in district meeting notes for training tracking purposes.
- Meetings will be held quarterly

Adjournment: 10:40 am

Next meeting to be held on - **April 7, 2015**

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Committee Meeting Minutes
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