

**OSH Compliance Unit
Safety and Health Committee Meeting Minutes
September 2, 2015**

Location: Winston-Salem (Video and Teleconferencing)

Date: September 2, 2015

Time: 10:00 a.m.

Attendees:

1. Winston-Salem - Sherry Phillips
2. Asheville (Video Conference) - Robby Jones, Cheryl Smith
3. Charlotte (Video Conference) - Paul Sullivan Chris Scholar DQ Holland Richard Kramer
4. Wilmington (Teleconference) - Julie Martin
5. Raleigh (Video Conference) - Nichole Brown Jeff McLaren

Call to Order:

Sherry Phillips called the meeting to order and welcomed all committee members at 10:00 am.

Old Business:

Sherry stated that all monthly office inspections need to be sent in.

OSHA 300 logs should have been posted.

Check AED's during monthly inspections. Check the expiration date on the pads and let Jackie Spangler know if more need to be ordered.

Sherry needs all Fire Marshall Inspection reports.

The Steering Committee is working on policies 6, 8 and 10. They are asking for volunteers to help work on these policies. Contact William Gerringer in Raleigh if you are interested in volunteering. The heater policy is still being worked on. There is still a question as to whether or not employees can use a portable heater in a cubical. The distance between the portable heater and any cubical walls or chairs is not 3 feet in most cases. The steering committee will let us know when it is complete.

New Business:

New members are needed for the OSH Compliance Safety and Health Committee.

There was a Safety and Health Steering committee meeting held on August 18, 2015. Policy updates were completed for 1, 2, 3, 4, 7, 12, 13, and 14.

During the district inspections, ensure that you are inspecting plugs and cords in cubicles and in the break room. Refrigerators, microwaves, coffee pots, and fans may not be plugged into a power strip. A power strip can only be plugged into a receptacle and can only have computer equipment plugged into it.

No storage on top of refrigerators.

Check cubicles and offices for housekeeping, tripping hazards such as cords and paper on the floor.

Phone usage in State vehicles was discussed in the Safety Steering Committee meeting. Phone usage is not prohibited but a speaker or hands free device needs to be used for GPS and conversations. No music is allowed.

Round Table Discussion:

Paul Sullivan asked Robbie about CSHO's receiving locks and tags to take on inspections. Robbie's response was that CSHO's should not expose themselves to lockout/tagout hazards. CSHO's would have to be trained on the employer's procedures to actually be able to use the locks and tags.

Next Meeting:

October 14, 2015

Division/Bureau: Safety and Health/Administrator
Document Name: OSH Compliance Unit Safety and Health
Committee Meeting Minutes
Date Created: September 17, 2015
Document Owner: Sherry Phillips