

## ADMINISTRATION UNIT SAFETY AND HEALTH COMMITTEE MEETING

JULY 10, 2014

The Administration Unit Safety and Health Committee met July 10, 2014, in the Labor Building second floor conference room. The meeting was called to order at 10:00 am by Britne Becker, Committee Chair. A signup sheet was made available to everyone present. The following members attended: Carrie Boring, Chanel Brown, Joyce Bulluck, Kathy Canady, Jacquelyn Haley, Doris Kester, Todd McNoldy, Mildred Rivera and Janet Rust.

Britne Becker was elected in April to be the new chairperson of this committee. She welcomed everyone in attendance and asked the group to state our names and where we work. Britne thanked everyone for submitting their inspection forms. She brought up the need to update the Hall Monitor/CPR/AED lists on each floor, as some employees on the list have moved, retired, etc. Todd McNoldy moved to bring this issue to the Safety and Health Steering Committee's attention and try to get the lists updated by August 2014. Joyce Bulluck seconded that motion. Britne asked if anyone else had any concerns or questions for the committee to discuss.

Mildred Rivera, who works in ORB-PSIM, asked why the Agriculture Safety and Health (ASH) Bureau is not included in the Administration Unit inspection process. Todd McNoldy stated that in the Safety and Health Steering Committee, the units are grouped by hazards and we deal with office hazards. Britne said she will talk to Jiles Manning, who is the Safety and Health Coordinator, for more clarification.

Another concern was expressed by employees related to exiting the buildings for fire drills/emergencies. PSIM has one employee who is disabled or has mobility issues and getting her out of the building without having to walk long distances, is an issue. ORB-ASH division also has one employee who has received permission to use alternate access to exit the building. Britne Becker will ask Jiles Manning about the evacuation plan/ policy. Further information will be available at our next meeting.

The meeting was adjourned at 10:17 am.

Kathy Canady, Scribe