

MINUTES

Unit Safety Committee Meeting

January 28, 2020

10:00 am – 10:45 am

Meeting called by Terri R. Harris

Attendees: Britne Becker, Natalie Bouchard, Sarah Carr Barnes, Julie Daniels, Felicia Gore-Hoover, Rose Gray, Jennifer Haigwood, Michael Hayhurst, Beth Henley, Avery Horton, Mildred Rivera, Crystal Williams

10:00 – 10:05 Welcome and Introductions – We have a few new members and the committee went around the room to introduce ourselves, stated how long we've been on the committee, and shared one thing we like most about participating on the safety committee. Welcome new members, Sarah Carr Barnes and Julie Daniels!

Terri R. Harris

10:05 – 10:20 Review Steering Committee Meeting Minutes – The steering committee minutes were emailed to the members prior to the 1/28/2020 meeting for review.

Critical Identification Notification System (Assurance) – The Assurance system MOU has been signed and approved. Home-based and teleworkers will be included. Employees will voluntarily give permission to use their personal cell phones to be notified by the system if or when there is an emergency event. Julie Daniels asked how employees would be notified if they did not furnish their personal cell phone number and Jennifer Haigwood stated that emails would be sent to work email address and supervisors might use a phone tree to contact employees.

Fire Extinguisher - Fire extinguisher tags have been requested for the Review Commission.

Hazard Reporting Tool – It has been confirmed that the hazard reporting tool (form) will be electronic and accessible on the intranet once all processes and procedures are complete.

Workplace Violence policy/procedures - Robert Smith (Raleigh PD) did a walkthrough at ORB to evaluate and identify safe rooms in relation to combining the workplace violence procedures with emergency evacuation plan.

Terri Harris/Jennifer Haigwood

10:20 – 10:30 Old Business/Unit Updates

Congratulations to Administration committee members who completed the CPR training in December with Andy Sterlen! The certification is valid for 2 years. Terri suggested she would request another course the 3rd or 4th quarter of 2020 for other committee members and DOL staff who would like to be CPR certified. Mildred Rivera asked if CPR certified employees would be required to be on a list to be called if an emergency happened. Jennifer Haigwood responded that there is a CPR list, but it is not mandatory to be listed.

We recapped our discussion from our November meeting about seasonal affective disorder (SAD) and the happy light and now we all would like to have one 😊

There were no other old business or updates from the units.

Everyone

10:30 – 10:35 New Business/Next Meeting

The start of the year can be very busy so the safety tip for the first quarter of the year is to stay hydrated, remember to get up and move around or stretch, and when you feel a bit overwhelmed, get up and treat yourself to the **Super Hero** stance, then get back to it.

There was a suggestion to possibly have virtual meetings, but the majority of the group would like to meet in person. In times of challenging weather conditions, we may consider teleconferencing the members who have the furthest to come.

The Review Commission needs an AED. Terri will research.

The next meeting is scheduled for **Tuesday, April 21, 2020** at 10:00 am in the 3rd floor conference room at the ORB.

Safety Inspections due by Thursday, April 15, 2020. Reminder will be sent late March (new).

Everyone

10:40 Adjourned