

MINUTES

Unit Safety Committee Meeting

November 5, 2019

10:00 am – 10:30 am

Meeting called by Terri R. Harris

Attendees: Britne Becker, Natalie Bouchard, Felicia Gore-Hoover, Rose Gray, Carter Grimes, Angela Hamilton, Beth Henley, Avery Horton, Mildred Rivera, Crystal Williams

10:00 – 10:05 Welcome

10:05 – 10:15 Review Steering Committee Meeting Minutes

Critical Identification Notification System (Assurance) – Jiles Manning, Todd McNoldy and management staff viewed a video demonstration of the Assurance system and agreed that the system is acceptable for implementation. There was a question from a committee member about the \$5 per user/per year cost, which is a break down of how much it will cost our agency per year to use the Assurance system. **Ex:** For 360 employees it will cost our agency \$1800 a year to subscribe.

Fire Extinguisher tags have been replaced in the Labor building and in ORB. The Review Commission needs two new tags and Terri will make the request to Jiles Manning.

Active Shooter Response procedures are still being worked out based on three unresolved issues: 1) safety room identification; 2) drill procedures; 3) how training will be administered and tracked. Once resolved and completed, the Active Shooter Response procedure will be included in the perspective Emergency Action Plans.

OSHR Pedestrian Safety Initiative created by NCDOT and the City of Raleigh, hosts an online survey where state employees can get involved in identifying hazardous areas, common pedestrian issues, walking routes, crosswalks, etc. The survey is still available with no deadline noted. Here is the link to the survey: <http://downtownraleighpedsafety.com/default.asp>

Labor Building Security System is in the final stage of installation where entrants can be viewed on camera and buzzed in from the front desk. Once the system is operable it will be communicated to DOL employees.

Terri Harris

10:15 – 10:20 Old Business/Unit Updates

Andy Sterlen, in ETTA, has offered dates to train the CPR class. The dates the committee settled on to request are 12/12 or 12/13. Terri to contact Andy on 11/6/19 with the request.

The attendees agreed that Tuesday remains the best day for the Admin Safety Committee quarterly meeting and it should continue to follow the Safety Steering Committee Meeting.

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

Everyone

10:20 – 10:30 New Business/Next Meeting

Safety topic: We briefly discussed Seasonal Affective Disorder (SAD) and how it affects many people at this time of year due to the time change and early sunset. The time change and decrease of sunlight affects our internal body clocks and can cause decreased concentration and focus, moodiness, loss of energy among other symptoms. Getting outside when it's still daylight, exercising, or getting a therapy light, as Mildred Rivera suggested, helps offset the effects of light deprivation, which can help us keep a good level of energy and motivation.

The next Safety Steering Committee meeting is scheduled for 1/14/2020. Our meeting will follow on 1/21/2020 or 1/28/2020. Please respond by email with your date preference and the date with the most interest will be chosen. An invite will be sent from Outlook, once the date and location are determined.

Everyone

10:30 Adjourned