

NC DEPT OF LABOR-ADMINISTRATION UNIT SAFETY COMMITTEE

MEETING MINUTES

JANUARY 9, 2014

Opening:

The regular meeting of the NCDOL Administration Unit Safety Committee was called to order at 10:05am by Chairman Todd McNoldy.

Members Present:

Todd McNoldy, Crystal Talmadge, Jennifer Haigwood, Britne Becker, Stacey Thompson, Chanel Brown, Angela Hamilton

Approval of Minutes:

There were no minutes to approve from the last meeting. Justin DeLancey had volunteered to submit the minutes but left employment and did not submit the minutes.

Old Business:

Chairman McNoldy reported that the fillable Word document inspection form was approved by Steering Committee Chair Connie Deuser. Members can now use the fillable Word document and email it to the committee chair after quarterly inspections. The PDF inspection form is still available and members have the option to print it, scan and email it to the committee chair after quarterly inspections. Both forms are available on the NCDOL Intranet.

Jennifer Haigwood reported that HazCom training has been completed and the Administration Division was in compliance with all employees having received the training. The training required employees to read and respond to an email within a given timeframe.

Stacey Thompson reported that safety release lanyards were available in HR. The ID badge shop had been giving employees non-safety release lanyards so Human Resources ordered some safety release lanyards to replace them.

New Business:

Jennifer Haigwood reported that blood spill kits were available for the Labor building. There were a total of four kits available. The blood spill kits are for one-time use and Jennifer Haigwood should be notified if one is used so a replacement can be ordered. Since the Labor building did not need all four, a motion was made by Chairman McNoldy that two be given to OSH to use in the Old Revenue Building. Crystal

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**Document Name:** Unit Meeting Minutes

**Date Revised:** 01/09/2014

**Document Owner:** Stacey Thompson

Talmadge seconded this motion and it was passed by unanimous consent. It was decided that Angela Hamilton would give the two blood spill kits to Steve Sykes, building manager for the Old Revenue Bldg, and that he would disseminate them.

Chairman McNoldy reported that it was time for new committee members and their alternates to be named. Chairman McNoldy agreed to stay on as a member since his alternate was unavailable. Chairman McNoldy stated that the Steering Committee audits unit committees and that the Administration Unit Safety Committee needed a new chair and secretary for 2014. The new members are as follows: Britne Becker and alternate JJ Bulluck, Mildred Rivera and alternate Chanel Brown, Kathy Canady and alternate Tammy Higgins, Todd McNoldy and alternate Dawain Faison. The OSH Review Commission had not yet named its member and alternate and its member was not present at the meeting. The Budget Division had not named a member and alternate and Crystal Talmadge was not able to find anyone willing to replace her on the committee. Chairman McNoldy made a motion for Jennifer Haigwood to contact Jack Brinson, Division Director for Budget, and ask him to name a member and an alternate since there were no volunteers from his division; and his division is the largest in the Administration Unit. This motion was seconded by Angela Hamilton and the motion passed by unanimous consent.

Chairman McNoldy reported that all quarterly inspections had been completed and submitted with the exception of one. Stacey Thompson stated that she and new alternate Doris Kester would complete the inspection the following week.

Chairman McNoldy asked if there were other issues to discuss. Since there were no further issues, he made a motion to adjourn which was seconded by Angela Hamilton. The meeting was adjourned at 10:45am.

Minutes submitted by: Stacey Thompson

Approved by: