

**Meeting Minutes**  
**NC Department of Labor**  
**Administration Unit Safety & Health Committee**

**Date/Time:** 1/8/2015 – Meeting began at 10:10 am

**Location:** Labor Building – Room 249

**Attending:** Britne Becker, Carrie Boring, Chanel Brown, Kathy Canady, Jennifer Haigwood, Jacquelyn Haley, Alberta Hall, Tammy Higgins, Todd McNoldy, Mildred Rivera, Janet Rust

**Old Business:** Minutes from last meeting approved.

- 1) **Space heaters in buildings** – Jennifer Haigwood stated that Jiles Manning, on the Steering Committee, is working on the issue. OSHR sent out memo October, 2014, concerning space heater use guidelines. Jennifer checked with Facility Management and technically they do not have control over what we can and cannot do concerning space heaters. Jiles is rewriting DOL policy and will send to Jennifer when completed. The policy will also be submitted to legal and HR for approval.
- 2) **AED/Floor Monitors** – Britne stated that she is still trying to obtain a current list of people trained on AED and the floor monitors for ORB. Tammy indicated that some personnel have not wanted their names listed in the past. Jennifer stated that they can just include the names of staff that want to be on the list and also reminded that others can still use the AED even if they have not received official training.

**New Business:** We will be nominating/electing a committee chair as well as a committee secretary at the next quarterly meeting (April 2015). The alternates on the committee will now move to member status and a new alternate will be added such that new members can get experience conducting an inspection prior to the next meeting. (See attached list.)

**Adjournment:** 10:26 am

**Submitted by:** Kathy Canady