

MEETING MINUTES
N.C. DEPARTMENT OF LABOR
ADMINISTRATION UNIT SAFETY & HEALTH COMMITTEE

DATE/TIME: Thursday April 18, 2019– Meeting commenced at 10:00 am

LOCATION: Meeting held at The Old Revenue Building 3rd floor large conference room

ATTENDING: Rose Gray (PSIM), Mildred Rivera (PSIM), Terri Harris (HR), Avery Horton (Financial Services Div.), Beth Henley (Financial Services Div.), Carter Grimes (Administration), Jennifer Haigwood (Administration) Barbara Westphal (OSH Review Comm.), Felicia Gore Hoover (OSH Review Comm.) Britne Becker (Legal Affairs)

Old Business:

1. Quarterly inspection reports have been received and sent to Amanda to post on the intranet.

New Business:

1. Critical Incident Notification System Jiles Manning has contacted State ITS. Jiles is still waiting for a response back from them.
2. ORB basement is still having some housekeeping issues related to the carpet installation that is still ongoing with the Secretary of State & Auditors side of the building. Kevin Beauregard has spoken to the contractors about hazard issues.
3. June is **Safety Month** we have a tentative date of June 10th for a safety stand for the department. We discussed in the Steering Committee that Jiles provide a hazard list for committee members to use. Once we have a list and this goes forward we will provide the list to the committee members. Once we receive more information about this it will be shared with the committee members.
4. The Active Shooter response procedures once Jiles reviews and approves them they will be sent to Bureau Chiefs in the Standards and Inspection Division and OSH Division then to Art Britt, Phil Hooper and Kevin Beauregard. Safe rooms will need to be designated. I suggest everyone take a look around their areas and discuss possible safe rooms. Terri Harris advised in the Steering Committee that this could possibly be implemented into the LMS system to track training and be accessible to to all.
5. Committee Members Barbara Westphal & Felicia Gore expressed they did not receive information on the Active Shooter training. Carter Grimes advised she would email the active shooter video. Garter Grimes did send a copy of the Active Shooter Power Point presentation. This no plan for a future date of new training class at this point.
6. Terri Harris will be our new Chair going forward welcome aboard Terri and our new committee members.

Next meeting: The meeting will be in July date to be determined by Terri Harris.