



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

DATE/TIME: July 1st, 2013 / 11:00am

LOCATION: 205 Labor Building (Commissioner's Conference Room)

ATTENDING: Dawain Faison, Todd McNoldy, Angela Hamilton, Erin Gould, Justin DeLancey, Carrie Boring, Crystal Talmadge

CALL TO ORDER: By Chairperson, Todd McNoldy

OLD BUSINESS:

- In the last meeting, questions arose over which form committee members should use during safety inspections. Todd McNoldy confirmed that the Safety Committee is to use the inspection form found on the NCDOL Safety and Health Intranet website.
- Policy issues – The Committee passed a measure to ask the Steering Committee about inconsistencies in safety policies and lack of standardization. Todd McNoldy consulted with the Steering Committee and learned that they working on revamping policies procedures to address these exact issues. The process is ongoing.
- The issue of fire extinguishers being out of date (some more than three years old). Jennifer Haigwood, the Labor Building Emergency Coordinator, will be responsible for checking and testing fire extinguishers.
- The evacuation and building monitor contact plan needs to be revamped. Jiles Manning and Art Britt are tasked with this. To date, Labor building already has identified building monitors. Todd McNoldy announced the hall monitors:

Basement	-	M. Daniels, D. Bullock
1 st Floor	-	L. White, S. Thompson
2 nd Floor	-	A. Britt, W. Smitherman/S. Hamm
3 rd Floor	-	J. Baker, A. McLean, D. Quesenberry
4 th Floor	-	J. Luckado, B. Wood

NEW BUSINESS:

- Erin Gould would like the current CPR/AED list part of the hall monitor listing. Todd McNoldy made a motion to obtain the current CPR/AED list and post it to the Intranet. The motion was seconded by Dawain Faison and passed by general consent.
- The Labor Building ordered five blood spill kits, one for each floor.
- There will be a fire drill in July, but no date has been identified.
- Todd McNoldy proposed a new steering rule. To ensure that unit managers receive timely copies of inspection reports, Mr. McNoldy moved that committee members file all inspection reports by e-mail and send them directly to the committee chair for further dissemination to unit managers and the Safety & Health Steering Committee. The motion was seconded by Erin Gould and passed by unanimous consent.

ADJOURNMENT: 11:28am by Todd McNoldy and seconded by Angela Hamilton.

SUBMITTED BY: Dawain Faison, Scribe.