



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

DATE/TIME: 03/28/12; 2:00pm

LOCATION: Labor Building, 2nd floor conference room

ATTENDING: Carrie Boring, Pamela Short, Amy Jager, Tammy Higgins, Angela Hamilton, Todd McNoldy, Joyce Bulluck.

CALL TO ORDER: Carrie Boring, called meeting to order at 2:02pm

OLD BUSINESS: Fire Extinguisher data has been compiled and submitted to Connie Deuser.

NEW BUSINESS: Intranet page for Admin Safety Committee is completely up to date. Need to vote on whether to continue inspection each others' spaces or our own; unanimous vote to keep inspections as they are. Also, we will be using the "Unit Inspection Form" listed on the intranet under "Forms" header, instead of the "Administrative Unit Inspection Form," previously listed under the Admin Unit Committee page, but has been removed.

ADJOURNMENT: 2:25

SUBMITTED BY: Carrie Boring, Chair