



**Meeting Minutes
N.C. Department of Labor
Administration Unit Safety and Health Committee**

DATE/TIME: Monday, March 2, 2009 / 9:00 am

LOCATION: Commissioner's Conference Room, Room 205, Labor Building

ATTENDING: *Member, Bureau/Division Represented*

Neal O'Briant (Outgoing Chair, alt.), Library/Communications

Jack Brinson, Budget

Jennifer Haigwood, Commissioner's Office/Legal Affairs

Paulette Hernandez (alt.), Human Resources

Mildred Rivera (alt.), OSH PSIM

Nick Vincelli, Library/Communications

Members Absent, Bureau/Division Represented

Kathy Canady, OSH Administration

Evelyn Zoldak, Research & Policy/IT

Cathy Craig (Ex-Officio), Labor Building Emergency Coordinator

CALL TO ORDER:

Neal O'Briant (Outgoing Chair) called the meeting to order at 9 a.m.

OLD BUSINESS:

1. Unit Inspections – Neal reported that the unit inspections completed in January went very well. Only a few safety minor safety concerns (electrical cords, storage issues) were identified and corrected.

2. Hot Water – At the January meeting, it was reported that an employee had complained that the bathroom sink water was not hot enough to safely wash hands or utensils and dishes. Neal researched the issue and learned that water temperature makes no difference on the amount of bacteria remaining when washing hands. Neal conferred with Hollis Dickens about the washing of utensils and dishes. Since these are personal items, facilities to wash them are outside the scope of what has to be provided by the department. This information has been passed along to the employee who made the complaint.

NEW BUSINESS:

1. Election of New Officers – Neal stated that it was time to elect new officers for 2009. The following members were unanimously elected to serve as 2009 officers.

Chair – *Kathy Canady, OSH Administration*

Representative to Central Steering Committee – *Cathy Craig,*
Commissioner's Office

Secretary – *Jennifer Haigwood, Commissioner's Office*

2. Tornado Drill – Neal reported that there will be a tornado drill on Wednesday, March 4, at 9:30 a.m. Neal suggested that everyone review the drill procedures, which are described on the NCDOL intranet, and remind their co-workers about the procedures.

3. Upcoming Audit – Neal reported that the Central Steering Committee will be conducting a safety audit this summer. The last such audit was in April 2006. Boiler Safety will be the first bureau to participate in an audit, followed by Administration.

4. Scheduling of Quarterly Inspections – Neal suggested that quarterly inspections be done before the next meeting of the Central Steering Committee on April 7. The last week of March would be a good time. Kathy Canady, incoming chair, will be responsible for assigning members to bureaus/divisions for inspections. Neal recommended that members be responsible for inspecting bureaus/divisions other than their own.

5. Subcommittee Review of Policies – Neal suggested that this year's committee may want to consider appointing a subcommittee to review unit safety and health committee policies.

NEXT MEETING:

The Central Steering Committee will meet on April 7. No meeting date was set for the Administration Unit Committee.

ADJOURNMENT:

Neal adjourned the meeting at 9:25 a.m.

Submitted by Jennifer Haigwood, Secretary, on March 2, 2009