



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

**DATE/TIME:** March 21, 2013 / 11:00am

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

**ATTENDING:** Dawain Faison, Todd McNoldy, Angela Hamilton, Jennifer Haigwood, Crystal Talmadge

**CALL TO ORDER:** By Chairperson, Todd McNoldy

**OLD BUSINESS:** No old business from last meeting. Will confer with Carrie Boring.

**NEW BUSINESS:**

- We discussed updating the Safety and Health evacuation plan, as it is outdated. Todd is working with Art Britt and Jiles Manning to determine course of action and identify key personnel as monitors.
- Jennifer Haigwood is the Building Emergency Coordinator for the Labor Building. Sandra Hamm and Wanda Smitherman are the alternates.
- There was a question about which version of the Unit Inspection form to use. There is a version that has a signature included that was used in the past. The other version on the intranet was from 2010 and does not contain the signature. A motion to ask the Steering Committee which form to use passed by general consent.
- A concern was raised about the purpose of different versions of the User Specific Policies across the different committees. This document is part of the **Employee Safety & Health Manual**. For

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example, there 4 different version of the Blood Borne Pathogens (Policy-3C and Lift and Move (Policy-8B) policies across the committees. Want to understand purpose of the different versions. A motion to investigate the differences between the policies and ask the Steering Committee why the Department of Labor does not issue Department-wide policies passed by general consent.

- Todd raised questions about the outdated Fire Extinguishers tests. Jennifer Haigwood is working to resolve this issue.

**ADJOURNMENT:** 11:13am by Todd McNoldy and seconded by Jennifer Haigwood.

**SUBMITTED BY:** Dawain Faison, Scribe.