



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

DATE/TIME: Monday, June 1, 2009 / 9:00 am

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

ATTENDING: *Member, Bureau/Division Represented*

Evelyn Zoldak (Chair), IDA/Research & Policy/IT

Chris McManaman, Budget

Jennifer Haigwood, Commissioner's Office/Legal Affairs

Kathy Canady, OSH Administration

Chanel Brown, OSH PSIM

Nick Vincelli, Library/Communications

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

CALL TO ORDER:

Evelyn Zoldak called the meeting to order at 9 a.m. Evelyn passed around a list of committee members and asked that members update their contact information.

OLD BUSINESS:

1. Unit Inspections – Evelyn reported that the unit inspections completed in March went very well. The following unit information was reported:

1. **Human Resources** – No violations found.
2. **Library** – A few items of concern were noted including obstruction of fire extinguishers and boxes stacked near heat sources. These items were addressed. Fire extinguishers should always be accessible in case of a fire outbreak and inspections that must be performed by building Physical Facility Managers and the Facility Management Division. Caution should always be used in keeping objects a safe distance of at least 2-3 feet from any heat source.
3. **OSH Administration** – A few items of concern were noted including storage within 3 feet of a heat source. Committee members also noted that a MSDS book was not readily available. Distances from heat sources same as caution indicated in item two. The MSDS book is not required to be kept in the Labor and ORB buildings because chemicals only come into play in the printing area of the Labor building and this is accessible on the DOL Intranet under the Safety and Health Program.
4. **Communications** – At the time of inspection, employees from the State Auditor's Office were using the Communications Conference Room. Committee members noted several issues in the conference room, such as electrical cords that could be tripping hazards or access to the window fire escape if needed. The issues were addressed and the representatives from the Auditors office know to

bring tape/supplies to cover cords from their equipment to prevent any safety hazards.

5. **Legal Affairs/Commissioner's Office** – No violations found.

6. **IT/R&P** – No violations found.

7. **Budget** – Two items were noted, both concerning the vault. Committee members suggested that caution tape be placed on the step into the vault. Also, Evelyn will speak with Jack regarding the boxes stacked in the vault. Cathy Craig will contact Facility Management to address and correct this issue to all of the vault entrances in the Labor building. Evelyn will contact Jack in Budget about the storage issue. Jack said, he is in the process of purging files, thus eliminating the height of storage in the vault. At the direction of Hollis Dickens, the round step stools that exist in many areas/departments are being researched to see if there is a safety issue that needs to be addressed.

8. **PSIM** – Carpet needs to be repaired in Anne Weaver's office – could be a tripping hazard. Evelyn is to contact the Physical Facility Manager in the ORB building. LuJuana Patterson was contacted in the ORB building and will coordinate with the Facilities Management Division to correct the problem and notify the safety committee when this has been completed.

NEW BUSINESS:

1. **Report on Members and Alternates** – Evelyn confirmed that all members updated their contact information.

2. **Upcoming Audit** – Evelyn reported that the steering committee will soon be conducting safety and health audits of the administration units. More information will be coming soon with tentative dates in July to perform these audits.

3. **Scheduling of Quarterly Inspections** – Evelyn reported that quarterly unit inspections should be completed by the end of June. She suggested that the best time to complete these may be during the third week of the month. Evelyn will send an email soon with committee member assignments and a date for completion of inspections.

4. **New Fire Alarm System** – Cathy Craig reported that the Labor Building's new fire alarm system is complete. Final inspection will take place on Thursday June 4th. Some testing may be done during the day.

NEXT MEETING:

The Central Steering Committee will meet sometime in July or August. Cathy Craig and Kathy Canady will represent the Administration Unit. The next meeting date for the Administration Unit Committee will take place September 01, 2009. Time and details will be sent out closer to the meeting date.

ADJOURNMENT:

Evelyn adjourned the meeting at 9:45 am.