

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

DATE/TIME: Tuesday, June 3, 2010 / 10:00 am

LOCATION: Labor Building, 2nd Floor Commissioner's Room

ATTENDING: Member, Bureau/Division Represented

Dawain Faison (Chair), Information Technology

Jane Christopherson, Budget and Management

Jennifer Chrisohon, Commissioner's Office/Legal Affairs

Tammy Higgins, OSH Administration

Neal O'Briant, Communications

Pam Short, Human Resources

Paulette Hernandez, Human Resources

CALL TO ORDER:

Dawain Faison called the meeting to order at 10:00 am. Thanked everyone for submitting inspection results.

OLD BUSINESS:

1. The stability of the Fire Escape in the Labor Bldg was mentioned. Questions were raised on just how much weight it could hold, and when it had been examined for safety last. Question for Cathy Craig.
2. Dawain will be reviewing the Policies and Procedures before the next Unit Safety and health meeting.
 - a. General Policies
 - b. Policy 1: Establishment of the Department of Labor Employee Safety and Health Program
 - c. Policy 3: Review of Purchases and Services Contracts for Safety and Health Concerns
 - d. Policy 4: Review of New Construction, Renovation and Leases for Safety and Health Concerns
 - e. Policy 6: Recordkeeping
 - f. Policy 7: Safety and Health Inspections
 - g. Policy 9: Investigation and Reporting of Events
 - h. Policy 10: Imminent Danger

New Business

1. Dawain mentioned that we should use the inspection form that is on the Intranet because it is the most current version and has a line for the inspector's signature at the bottom.

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2. Subject of emergency lights: there is a section on the form for the inspection of these, but Facility Management is actually responsible for their inspection and operation.
3. 3 problems from last inspections---2 from Chris McManaman—
 - a. (Library, room #C325) one was a walk space being less than 28" as well as a burned out or missing light in Room C325.
 - b. Running electrical cords in walk-way (OSH room#C324). Tammy Higgins says that a solution is in progress.
 - c. The final violation was an narrow walkway (only 24 inches) in Research and Policy (4th floor of Labor Bldg). Since there is limited space, we may need to discuss further to implement a viable solution.
4. Fire extinguishers are checked monthly by Cathy Craig. Jane asked if there would ever be a training class on the operation of the extinguishers and Jennifer noted that mgmt. would prefer we just exit the bldg and this is why there is no formal training on operation. Dawain agreed to look still at training as minor fires can probably be dealt with without evacuating the entire building.
5. Some offices have to exit via a window. Those windows should have a stool or something sturdy under them to aid in climbing out the window. The question was raised as to whether those windows opened or were painted shut, since most windows in the Labor Bldg are painted shut. Jennifer said those windows are not painted shut.
6. Elevator inspections: We will continue to use the old sheet posted inside elevators with Jonathon Brooks' name on them until they run out, even though Jonathon is no longer with the agency.
7. Paulette asked if there were some place that listed the duties of the members of the Safety and Health Committee. Neal and Dawain said these can be found on the Intranet under Policies and Procedures.
8. Dawain said the next round of inspections would be done late August and the next Committee meeting would be sometime after Labor Day.
9. Pam mentioned that she and Lee White are reviewing the Worker's Compensation documents before the next steering committee.
10. Dawain inquired as to the next Steering committee. Pam Short will check into this and report back.

NEXT MEETING:

Dawain will send out an invitation regarding the meeting date as well as inspection schedule. Tentatively, the inspections will be in late August with the meeting set shortly after Labor Day.

ADJOURNMENT:

Meeting adjourned at 10:30 a.m.