



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

DATE/TIME: Monday, July 27, 2009 / 10:00 a.m.

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

Neal O'Briant, Library/Communications

Pam Short, Human Resources

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

CALL TO ORDER:

Evelyn Zoldak called the meeting to order at 10:05 a.m.

OLD BUSINESS:

1. Unit Inspections – Unit inspections were conducted in June; following are results.

1. **Legal Affairs/Commissioner's Office** – One comment was noted regarding boxes stacked higher than 5 feet in the Legal Affairs office area. The issue has been addressed. Staff also noted the presence of a step ladder in close proximity to the boxes.

2. **Communications** – No violations noted.

3. **Budget** – Entrance to vault is higher than surrounding floor. Since the last inspection, Cathy Craig worked with Facility Management to place caution tape at the entrance to each vault in the building.

4. **IT/R&P** – No violations found.

5. **Human Resources** – Jack Brinson noted concerns about the fire escape – specifically whether or not it has ever been inspected and the capacity it can sustain. Cathy Craig said that all fire escapes are inspected by the Department of Insurance/State Fire Marshal. She was not sure when it had last been inspected, but she would try to find out. She will also try to find out about maximum capacity.

6. **Library** – One concern was noted regarding a radio cord which was running across the floor. The issue has been addressed and corrected.

7. **OSH Administration** – Report noted one instance of boxes stacked in front of an outlet. The committee recommended placing a sign advising "don't block outlets." The report also noted a storage area in which a step ladder was not

immediately visible. The committee recommended making all employees aware of the placement of step ladders and the appropriate times to use them.

8. **PSIM** – All office and storage areas are immaculate. Although it has been mentioned in previous inspections, the report made a note of the torn carpet in Anne Weaver's office. Since the inspection, Anne has taped down the carpet to prevent any tripping hazards.

2. Step Stool in Budget/Throughout Administration – Evelyn reported that she had done some research on the type of step stool located in Budget, Human Resources, and various other office in Administration. This type of step stool is a Model 2523 by Rubbermaid Commercial Products. It's 13 ½ inches high; 16 inches in diameter; and has a maximum capacity of 350 lbs. This product is different from a step ladder, in that there is nothing to hold on to. Evelyn and Pam Short both indicated that this creates a balance problem and seems unsafe. The best option would be to replace these step stools with step ladders, but this is not feasible right now given the current budget. These areas should consider buying a ladder when funds become available. Pam Short indicated that she bought one of these "man-stools" for her home. See Pam for a definition of "man-stool."

NEW BUSINESS:

1. Upcoming Audit – Evelyn reported that she had recently spoken with Kevin O'Barr about this issue. According to Kevin, Administration is on the schedule to be audited, but we don't have a specific date yet. Evelyn will let us know details as they are available.

2. Subcommittee Review of Policies – Evelyn asked the committee to review the safety and health policies before the next meeting to determine if anything needs to be added, clarified, deleted, etc. The policies are available on the Intranet. We should review Policy 8B, Policy 8C (specific to Admin Unit) and everything under the Table of Contents, General Policies. Pam stated that Policy 9A (Workers' Compensation) has recently been revised by Hollis Dickens. Of note, the department's third party carrier has changed to CorVel. This means that some of the forms on the Intranet will be changing to reflect the new carrier.

NEXT MEETING:

The Central Steering Committee will meet Tuesday, October 13. The next Administration Unit Committee meeting will be Tuesday, November 3 at 10:00 a.m. in the ORB 3rd Floor Conference Room. The Unit committee will **NOT** meet on September 1, as indicated in a previous email.

ADJOURNMENT:

Evelyn adjourned the meeting at 10:50 a.m.