



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

**DATE/TIME:** Wednesday, December 1, 2010, 1 p.m.

**LOCATION:** Third Floor Conference Room, Old Revenue Building

**ATTENDING:** Dawain Faison, Felecia Hoover, Carrie Boring, Nick Vincelli, Mildred Rivera, Chanel Brown, Erin Gould, Jennifer Chrisohon, Pam Short, Tammy Higgins, Kathy Canady, Paulette Hernandez, Chris McManaman, Neal O'Briant

**CALL TO ORDER:**

Dawain Faison called the meeting to order at 1 p.m.

**OLD BUSINESS:**

**1. Safety Audit Update**

Dawain thanked Chanel Brown and Neal O'Briant for completing yearly hazard assessments for office and field staff positions. The assessments are posted on the intranet. Updated policies on open flames and lifting and moving are also posted on the intranet. Dawain included an update on the Labor Building fire escape issue in the agenda for the meeting. Erin added a message from Art Britt that the Department of Administration has sent out engineers to look at the fire escapes. New ones are scheduled to be installed, but it may take up to five years.

**NEW BUSINESS:**

**1. Inspection Results**

Dawain thanked everyone for completing the quarterly inspections. There were burned out lights in Room 301A in Communications. Neal reported that they had been fixed. There were also burned out lights in ORB C322 and C325. The supervisor for the unit has been notified.

**2. Accessibility Evacuation Plan**

Tammy told the committee about an event in the ORB on Nov. 29 when they had to check for fires while the alarm system was not operational. Someone raised a question of what the procedure was for assisting handicapped people in the event of an evacuation. Tammy found a policy that was last updated in 2006. After much discussion of various scenarios, it was decided that the committee would need to look at that policy and decide if there needs to be an update. Dawain will check with Cathy Craig and Art Britt about ideas. Tammy will check with Ricky Tart, the ORB building coordinator (Secretary of State's Office).

### **3. Steering Committee Representation**

Dawain has been attending the quarterly meetings of the Central Safety and Health Steering Committee. Hollis Yelverton and Jiles Manning mentioned there are five things each unit committee should include in its report to the steering committee:

1. date of last meeting
2. unit inspection update
3. new issues
4. training that is scheduled or has taken place
5. policies being reviewed

### **4. Election of New Chair**

Chris McManaman was elected chair of the Administration Unit Safety and Health Committee. He will begin his term when he returns from military service in March 2011. Dawain agreed to continue as chair until Chris can take on the duties.

### **5. Changeover of Members**

Members need to send Dawain list of 2011 members/alternates for each area.

### **ADJOURNMENT:**

The meeting adjourned at 1:35 p.m.

Submitted by Neal O'Briant, Dec. 2, 2010