



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

DATE/TIME: Tuesday, November 3, 2009 / 10:00 am

LOCATION: Old Revenue Building, 3rd Floor Conference Room

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 10:00 am. Evelyn stated that the unit committee had met on three occasions this year, and that at we would select new officers at the next meeting.

OLD BUSINESS:

- 1. Unit Inspections** – Action has been taken to address the concerns noted during the last unit inspections.
- 2. Carpet in Anne Weaver's Office** – The carpet has been taped until new carpet or repairs can occur.
- 3. Step Stool in Budget and Administration** – Bureaus have been asked to replace these step stools as their budgets permit.
- 4. Vault Door Tripping Hazards** – All vault doors in the Labor Building have been marked with caution tape.

NEW BUSINESS:

- 1. Safety/Capacity of Fire Escape at Labor Building** – *Cathy Craig* reported that efforts to repair the fire escape have been put on hold due to the budget situation. This is the responsibility of Facility Management and the N.C. Department of Insurance/Fire Marshal's Office. Several members of the committee expressed concern that this could pose a dangerous situation in the event of an emergency. *Cathy* said that she would contact Facility Management to determine if there is a maximum capacity for the escape.

2. Upcoming Audit – *Evelyn* reported that there is still no news about an upcoming safety and health audit. She will let the committee know if she becomes aware of any new information.

3. Subcommittee Review of Policies – The committee reviewed each policy and discussed concerns and proposed revisions, as noted below.

1. **Policy 8-B (Lifting and Moving)** – No suggested revisions.
2. **Policy 13 (Safety and Health Audit Program)** – No suggested revisions.
3. **Policy 11 (Workplace Violence)** – *Evelyn* stated that the new NCDOL Drug and Alcohol Policy may help to prevent some workplace violence situations. *Nick Vincelli* noted that there are other factors in addition to drug and alcohol use that contribute to violent behavior. *Chris McManaman* reported that there will be a Lunch and Learn session on November 10 to learn about stress and stress management. This class is available to all employees during their lunch break.
4. **Policy 10 (Imminent Danger)** – No suggested revisions.
5. **Policy 8 (Fire Safety and Defibrillator Requirements)** – *Cathy* reported that there are two fire extinguishers on each floor of the Labor Building and that she inspects each one every month. Also, there is a list of AED trained employees next to the AED device on each floor of the Labor Building. *Kathy Canady* reported that the handicapped exit button does not work for the doors exiting the Hillsborough St. exit of the ORB. *Evelyn* reported that she experienced some problems with the handicapped lift device in the ORB while she was using a wheelchair. There should be something written in this policy about the location of the key to the lift device. *Kathy* said that she would talk to Steve Sykes about the lift key and the handicapped exit.
6. **Policy 7 (Safety and Health Inspections)** – No suggested revisions.
7. **Policy 2 (Designation and Responsibilities of the Safety and Health Committees)** – No suggested revisions.
8. **Policy 3-H (Fall Protection)** – *Evelyn* reported that the rugs in the Labor Building lobby could be tripping hazards. *Chris* stated that this is the type of hazard that should be addressed during the quarterly area inspections.

Evelyn expressed some concerns about the new ORB security camera and the security guard that answers the phone. *Kathy* stated that she would work to correct the problem.

4. Scheduling of Quarterly Inspections – The next area inspections should be conducted during the week of January 25 – 29. *Evelyn* will email inspection assignments to the committee members.

NEXT MEETING:

The next Administration Unit Committee meeting will be Monday, February 8, 2010 in the Labor Building, Commissioner's Conference Room # 205. New officers will be elected at this meeting.

ADJOURNMENT:

Evelyn adjourned the meeting at 11:00 am.