

MEETING MINUTES

N.C. DEPARTMENT OF LABOR

ADMINISTRATION UNIT SAFETY & HEALTH COMMITTEE

DATE/TIME: Thursday July 25, 2019– Meeting commenced at 10:00 am

LOCATION: Meeting held at The Old Revenue Building 3rd floor large conference room

ATTENDING: Britne Becker, Natalie Bouchard, Carter Grimes, Jennifer Haigwood, Angela Hamilton, Michael Hayhurst, Beth Henley, Felicia Gore-Hoover, Avery Horton, Mildred Rivera, Jovonah Weeden, Barbara Westphal, Crystal Williams

Old Business:

1. No old business or Unit updates.

New Business:

1. Critical Incident Notification System will cost \$5 per user per year. A demonstration was expected to occur in August or September, which would be attended by Kevin Beauregard (OSH), Gary Franks (I/T), Jennifer Haigwood (Administration), Scott Mabry (OSH), Jiles Manning (OSH), and Todd McNoldy (Administration).
2. Some fire extinguisher tags are missing or full and need to be replaced, which Todd McNoldy and Jiles plan to address.
3. Carter Grimes shared information about Responsible Incident Reporting, for which logistics are being worked out regarding how an incident should be reported. Ex: an employee is being threatened. Alert should not be sent to DOL.ALL.
4. Felicia Hoover requested information on CPR course offerings.
 - a. It took a while to get the class information, but below is a list of available dates we can choose from and once a date is determined I will reserve a location for the 4-hour class:
 - i. November: 12, 22, 27, 27
 - ii. December: 5, 11, 12, 13, 17, 19, 20
5. Several committee members expressed that Tuesdays would be a better meeting day.