

Administration Unit Safety & Health Committee

First 2021 Meeting

July 15, 2021, 9:30 am

Virtual Meeting via Lifesize

Attendees: Skyler Allen, Paulette Geddes, Felicia Gore-Hoover, Rose Gray-Shindler, Jennifer Haigwood, Angela Hamilton, Brian Harper, Beth Henley, Todd McNoldy, Betty Morgan.

The virtual meeting began at 9:35.

Chair Angela Hamilton welcomed the attendees and thanked members for serving on the committee.

This subcommittee has not met in person or conducted any unit inspections since early 2020, prior to COVID-19.

Angela gave a brief recap from the S&H Steering Committee meeting that was held on Tuesday, July 13, 2021.

- Now that more employees are returning to the office it is time to resume fire extinguisher inspections. This should be done by the assigned floor monitors or building coordinator.
- Hazard Reporting Tool will be going live soon. Jiles Manning will be sending out a link with instructions once this is available.
- Baby aspirin could be included in first aid kits. The Administration unit committee had a brief discussion about this, and Administration managers have not decided on this yet.
- More and more employees are returning to the office and should continue to follow the exposure control plan that remains in place. If you are sick you should stay home and follow the protocol included in the exposure control plan for your work area for any reports of positive COVID-19 cases.

There was no old business.

New business included resuming unit inspections which information and instruction would be sent out to the committee members.

The next Administration Unit meeting will be held on Thursday, October 14, 2021, at 9:30 a.m.