

NC DOL Compliance Unit Safety and Health Committee

First 2019 Quarterly Meeting

February 13, 2019, 9:00 am

Winston Salem, Charlotte, Asheville, Raleigh, Wilmington

Attendees via video conferencing: Scott Mabry, Paul Sullivan, Nicole Brown, Danielle Knowland, Chris Moore, James Dempsey, Robin Ewart, Denese Ballew, Ted Hendrix, Grant Quiller, George Thrower, Jermaine Dennis, Griselle Negron, Merville Forrester, Lynn Stephenson, Horace Dozier, Jeff McClaren, Jacopo Wiggins; Attendee via telephone conference: Julie Martin.

Prior to the meeting, Merville Forrester and Horace Dozier emailed to advise that they and Lynn Stephenson would be in attendance for the first quarter meeting. Thank you and Welcome!

The meeting was called to order promptly at 9:00 am by Danielle Knowland, Chair Primary and James (Jim) Dempsey Chair Alternate. Danielle and Jim welcomed new committee members: Merville Forrester, Lynn Stephenson, Horace Dozier and George Thrower. Julie Martin advised that she needed to continue a meeting with her supervisor and would return shortly. Each office reported who was in attendance. There was mention that District III CSHOs primary and alternate were not in attendance as Carl Burgette was on an inspection and Taisha Coppadge was unavailable.

- **Review of Unit Safety and Health Committee Responsibilities:**

Danielle Knowland opened the meeting by reading aloud Unit Committee responsibilities, as reviewed by Jiles Manning in the July 2018 Safety and Health Steering Committee (SHSC) Meeting (found on the Intranet under Unit Inspections and Meeting Minutes, drop down to Steering Committee, Choose 2018, July – also provided here for convenience of new members until you get the hang of it), “The duties of the unit safety and health committees that were discussed included the following: quarterly inspections of areas occupied by the unit per the form provided; provide findings resulting from these inspections to management and the SHSC; post the completed forms to the Intranet; provide information and recommendations regarding accidents, hazards, required training, and other safety and health issues to the SHSC; and to obtain reports from regulatory agencies involved in safety and health related inspections. Other unit safety and health committee duties include holding quarterly meetings; document meeting discussions through meeting minutes; and post meeting minutes on the Intranet. Jiles noted that getting meeting minutes and unit inspections posted to the Intranet have been an issue in the past, so anyone having difficulty accomplishing the task should contact him.”

- Ted Hendrix inquired whether he heard quarterly correctly, as Charlotte had been performing monthly inspection. Danielle clarified that the unit inspections are required QUARTERLY.

Danielle continued to read responsibilities aloud, “Each unit must provide a representative (Danielle Knowland [West] – and previously Chris Moore [East] replaced today by Jamie Frame) and an alternate representative (James Dempsey [West] and previously Jamie Frame [East] replaced today by Horace Dozier) to attend quarterly SHSC meetings.

The unit safety and health committee representatives on the SHSC are to provide the following information during each quarterly meeting: the dates of the previous (November 8, 2018) and upcoming meetings (April 17, 2019); the date of the previous unit inspections and findings (last quarter 2018), and the date of the next unit inspection; current and ongoing issues being addressed by the committee; and recent training conducted. Jiles discussed the requirement for unit representative to participate in sub-committees to address special issues.”

During that July 2018 meeting, Jiles discussed commonly found issues during unit inspections, such as clutter in aiseways, blocked exits, unsecure storage of items, exit doors not kept closed, trip hazards (for example, loose carpet), power cords being used to power heaters and refrigerators, use of power strips with second power strips, blocked fire extinguishers, space heaters being left on while unattended, and space heaters being plugged in when no one is present. If hazards are noted during inspections, then they should be brought to the attention of the Building Coordinators for the various buildings. Jiles offered to assist any unit member with inspections upon request.

Todd McNoldy (SHSC Chair) discussed that inspections should be more than a brief visual sweep of an area. Jiles noted that many issues are found under the desk. A discussion arose regarding the space heater policy, which outlines the use, clearances per manufacturer and tip-over protection. A second discussion arose regarding the identification of circuits to ensure overloading does not occur. It was noted that Facilities Management would be responsible for identifying overloaded circuits and Unit inspections would not typically involve this task.

- **Review of where to locate information**

- Danielle shared the Intranet and the F Drive is where information is located. Safety and Health Program, Unit Inspections and Meeting Minutes, and Forms is where to go to access information. (NOTE: The Unit Inspection Form that we perform and submit to Amanda Carroll quarterly for posting is located under FORMS).
- Danielle invited members to volunteer for the role of secretary to summarize the meeting and send minutes to Amanda. No one volunteered.
- Danielle summarized the meeting and forwarded minutes and emailed to committee members for review before submitting to Amanda Carroll.
- On February 15, 2019 after receiving feedback from members, Danielle will email to Amanda to post on the Intranet, under Safety and Health Program, Unit Inspections & Meeting Minutes. The minutes for 2019 follow the SHSC format.

- **Unit Inspections**

- The last unit inspections were conducted in 2018, except for Charlotte. Ted Hendrix reported that Griselle Negron conducted an inspection but had not forwarded it for posting. The Committee set a goal to have the unit inspections completed and turned in to be posted by February 15, 2019.

Sharing of the 1st Quarter Safety & Health Steering Committee Meeting Minutes:
Danielle had emailed the Steering Committee to members prior to the meeting...

- **Fire extinguisher inspection form updates**– Danielle shared that Jiles Manning uploaded the fire extinguisher inspection spreadsheet to the F drive and advised all with problems accessing the form to email him so that he can get the problem fixed. The form is required to be used at the Labor Building and the ORB, and their Emergency Action Plan (EAP) Floor Monitors are the individuals designated to perform the inspections. Completed inspections are then uploaded on the F drive. Danielle shared that Jiles welcomed field offices to use the form.
 - Danielle advised committee members to forward fire extinguisher inspections monthly to Amanda Carroll for posting. Nicole Brown informed that they would begin to utilize the monthly fire extinguisher form that Jiles created.
 - **PLEASE NOTE:** Upon forwarding the fire extinguisher inspection to Amanda, Danielle was advised that monthly Fire Extinguisher inspections are to be uploaded to the F Drive. Danielle is waiting to hear from Jiles.

- **Update/information on responsible incident reporting** – Danielle relayed that the SHSC has not received guidance from upper management, yet, regarding the posting of pictures and/or providing of names of individuals that should not be allowed access to the NCDOL buildings, however Jiles advised that any issues with individuals exhibiting aggressive and/or threatening behavior should be reported to management representatives immediately.

- **Building Emergency Coordinators:**

Danielle relayed that the SHSC requested BECs to review and update Emergency Action Plans (EAP) as necessary (e.g., tornado drills, floor monitors, fire extinguisher inspections, fire alarm inspection, active shooter evacuation training). Danielle shared that there were no BECs in attendance at the 1st QTR SHSC meeting therefore updates, issues, or concerns were not discussed. Danielle shared that she sent emails to Unit Compliance members in Asheville, Charlotte and the WS BEC requesting that the EAPs be updated.

 - Ted Hendrix reported that he submitted Charlotte’s revised (1/8/19) EAP to Amanda Carroll and that it had been uploaded.
 - Paul Sullivan shared that he updated Charlotte’s EAP in less than 20 minutes to encourage everyone to get it done.
 - Robin Ewart shared that she would locate and accomplish Asheville’s revision if necessary and forward to Amanda Carroll for uploading today. Robin submitted Asheville’s revised (January 2019) EAP as promised and Amanda uploaded it on 2.13.19.
 - Following the adjournment of the meeting, Julie Martin phoned in (her supervisor’s meeting completed) and stated that she would locate the EAP, review and revise if necessary, then forward on to Amanda to be uploaded.
 - Nicole Brown shared that their BEC position was currently vacant and she had assumed the role.

- **Subcommittee Updates:**

Workplace Violence Policy Update – Danielle updated committee members, (as shared by Abigail Newton and Charity Locklear during the 1st QTR SHSC Meeting), about the progress made, relaying that the Active Shooter Response Procedures draft, was sent to management for review on November 27, 2018. Danielle shared that the draft included all comments submitted to the subcommittee for consideration and when the procedures were finalized and approved, all offices would receive them to add to their building-specific EAPs.

Danielle relayed that Active Shooter training was available for any employee that did not receive the training and that it was available on the Training Resources section on the Intranet. Danielle shared that she would contact Abigael about where to access the training. Abigael responded with the information and encouragement to us: The presentation given by the CMPD, ABC's to Active Shooter Response, is located under the Training Resources tab of the OSH One Stop Shop: http://10.35.133.11/ETTA_One_stop/userfiles/File/Training_Resources/InternalCourses/AnnualTraining/CMPD_Active_Shooter_Survival.pdf. Abigael advised: I would have any new employees review the presentation. That will be the annual requirement for all employees. Tracking this training is one of the issues attempting to be addressed before sending out the procedures. Thanks again for ensuring that the EAPs are properly updated.

- A site security assessment for ORB has been scheduled with Officer Johnson from the State Capital Police.
- Ergonomics Subcommittee – There were no updates, and no new requests for assessments received.

NC DOL Injury and Illness 2018 Year End Update – During the 1st QTR SHSC Meeting, Angela Hamilton discussed that there were five total recordable injuries to report for 2018. There were two struck by injuries, two caught between injuries, and one fall injury resulting in DART cases. Two of these cases were worker's compensation cases. The cases consisted of four field employees and one office-based employee. Jiles Manning will be investigating the injuries for trends, since the five recordables are an increase from two recordables for the last two years.

Additional Issues – During the 1st QTR SHSC meeting, Kevin Beauregard discussed that the Legislature hired a contractor to complete safety and health assessments of NC State occupied buildings as a part of a pilot program, and the ORB chose to participate. Kevin shared that the contractor will be at ORB for three days, and will be examining issues such as, ADA compliance (based on the year the building was built), fire escape routes, fire alarms, smoke detection systems, sprinkler systems, and infrastructure issues (i.e. electrical, HVAC). A report will be provided by the contractor, which will be shared with the SHSC. The Compliance Unit SHC will review the report when it is shared and discuss any concerns that may be brought to light for each regional office.

Next meeting – Scheduled for April 17, 2019, 9:00 am, Teleconference from Winston Salem Conference Room

Danielle Knowland adjourned the meeting with a Happy Valentine's Day wish at 9:35 am.

Follow up emails were received from:

- Ted Hendrix providing names and district of attendees, and notification of his availability for the remaining three meetings for 2019.
- Robin Ewart sending attachment of revised EAP ready to upload – (uploaded by Amanda Carroll)
- Paul Sullivan clarifying that Area Safety and Health Committee in the EAP is Unit Safety and Health Committee.
- Amanda Carroll to confirm Asheville's EAP was to be uploaded.
- Amanda Carroll advising that she does not upload fire extinguisher inspections, only quarterly unit inspections and meeting minutes.

- Nicole Brown providing names and district of attendees, informing that they will use Jiles' Fire Extinguisher inspection form, request to add Deborah Samad, our Complaint Desk Intake Officer, as a Compliance Unit Committee Member. Nicole also requested guidance posted for persons responsible for performing building and fire extinguisher inspections to ensure that staff knows who to send the information to so that it gets posted.
- Julie Martin requesting where to locate a form & thanks.
- Jermain Dennis with a thumbs up for Ted.
- Jennie Cagle clarifying that Carl Burgette and Taisha Coppadge would continue to serve as members of the committee.

I really enjoyed seeing most of you today and hearing Julie's voice over the phone. Paul -- Thanks for calling Scott conferencing him in so we were able to see and hear from him too.

Remember these GOALS

- 1.) February 15, 2019 Submit 1st Qtr. Unit Inspection to Amanda Carroll.
- 2.) March 1, 2019 is the goal to have your EAP revised and submitted to Amanda.
- 3.) Perform your monthly Fire Extinguisher Inspections (we will do ours on the third Wednesday of every month) – I will find out if we all need to submit to Jiles to upload the F Drive because I am not sure. Thank you all! -Danielle