

**Compliance Unit -- Safety & Health Committee Meeting Minutes**  
**April 22, 2010**  
**(OUR NEXT MEETING WILL BE HELD in early June - TBA)**

Attendees: Rick White (Raleigh)  
Paul Sullivan (West Management Rep)  
Nicole Thompson (Charlotte Alternate)  
Chip Thomas (Asheville Rep)  
Sam Atassi (Winston-Salem Alternate)

Those representatives not able to attend:  
Lisa Rayborn (Winston-Salem Rep) – Daughter in labor.  
Lori Kees (Charlotte Rep)  
Tom O'Connell (East Management Rep)  
Tim Juneau (Compliance Unit Chair and Wilmington Rep)

The meeting was called to order by Paul Sullivan at 10:00 a.m, and Nicole Thompson recorded the minutes.

Rick White finished revisions to the **LOTO program** in Raleigh. Sam Atassi will ask Lisa Rayborn where the review of the LOTO program in Winston-Salem stands. Chip Thomas in Asheville has not been able to review the LOTO program yet. The next step is to send the program out to compliance.

Paul Sullivan asked who would like to volunteer to review the **PPE Policy** and Rick White volunteered.

Paul Sullivan continues to work on finalizing the **BBP program**. Once the program is complete, Paul is to have it reviewed by the Charlotte group first.

The **Emergency Action Plan** needs to be updated for the Chapanoke office since the location of the office will not change until August. Paul Sullivan requested that Rick White review and update the plan before the compliance audit. Asheville, Winston, and Charlotte's EAP is complete.

Paul Sullivan continued with an **overview of the Steering Committee meeting** held on April 13, 2010 at 10:30 am:

**Defibrillator units** need to be checked in each field office to ensure the correct pads and batteries are available.

Lee McKinney was added to the **Ergonomics Committee** and that there were only a couple of cases in review at this time.

**Unit Safety Audits** are being coordinated through Hollis Dickens. Be ready for an internal compliance audit this summer.

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**Tornado drills** need to be conducted at each of the field offices if they have not been done so yet.

Meeting was adjourned at 10:15 a.m.

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