

Compliance Unit -- Safety & Health Committee Meeting Minutes
January 12, 2010
(OUR NEXT MEETING WILL BE HELD ON APRIL 13, 2010 AT 10:30 AM)

Attendees: Tim Juneau (Compliance Unit Chair and Wilmington Rep)
Paul Sullivan (West Management Rep)
Lori Kees (Charlotte Rep)
Nicole Thompson (Charlotte Alternate)
Leighton Dowdle (Asheville Alternate)
Tom O'Connell (East Management Rep)

Those representatives not able to attend:
Rick White (Raleigh) – scheduling conflicts.
Lisa Rayborn (Winston-Salem) – in training.

The meeting was called to order by Tim Juneau at 10:09 a.m, and Lori Kees recorded the minutes.

Lisa Rayborn finished revisions to the **LOTO program** and Tim Juneau asks for comments from the committee members. Members agreed to have Paul Sullivan send the revised LOTO program to the compliance supervisors and bureau chiefs for review.

Paul Sullivan continues to work on finalizing the **BBP program**. Target date on completion is one month.

Danielle Knowland and Lori Kees will be meeting on January 19, 2010 to start reviewing the **fall protection program**. Discussions regarding the program will be set for next committee meeting on April 13, 2010.

All members agreed to **schedule the unit meetings** after the steering committee meetings, which happen on the 2nd Tuesday of each quarter. The next unit committee meeting will be held on April 13, 2010 at 10:30 a.m.

Paul Sullivan continued with an **overview of the Steering Committee meeting** held on January 12, 2010 at 9:00 am:

Unit Safety Audits are being coordinated through Hollis Dickens. Be ready for an internal compliance audit around June or July of 2010.

Keys will be made for the federal building elevator for security reasons.

Nelson Edwards is the new chairperson for the **Ergonomics Committee**. He is out of the Winston-Salem office. Steve Sykes will serve as the Alternate Chairperson.

Texting is now illegal while driving. **Continue to drive State vehicles with extra precaution.**

Bureau/Division: Compliance Safety and Health
Document Name: SAF meeting minutes
Date Revised: 01/12/2010
Document Owner: Paul Sullivan

Continue to conduct your **monthly safety inspections**.

Meeting was adjourned at 10:21 a.m.

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