

**Compliance Unit -- Safety & Health Committee Meeting Minutes
July 1, 2010**

Attendees: Tim Juneau (Compliance Unit Chair and Wilmington Rep)
Paul Sullivan (West Management Rep)
Lori Kees (Charlotte Rep)
Rick White (Raleigh)
Lisa Rayborn (Winston-Salem)

Those representatives not able to attend:
Chip Thomas/Leighton Dowdle (Asheville)
Tom O'Connell (East Management Rep)

The meeting was called to order by Paul Sullivan at 1:10 pm and Lori Kees recorded the minutes.

Intranet Update: All safety and health policies for compliance are being updated and will then be posted on the intranet. The updated list of Safety Committee Members will be posted on the intranet. Paul Sullivan has sent the last 5 meeting minutes to Dwain Faisson and those are now posted on the intra net.

Paul Sullivan has updated the **Emergency Action Plan for the Charlotte office.**

Lisa Rayborn (Winston-Salem) has a copy of their Exit Route Plan.

Rick White (Chapanoke) will finalize their Emergency Action Plan by late next week.

Tim Juneau (Wilmington) Emergency Action Plan is done.

Paul Sullivan (Charlotte) Emergency Action Plan is done.

***Note:** Emergency Action Plans must have the footer located on the bottom right corner of the form indicating the following information: Division/Bureau: Employee Safety & Health Plan; Document Name: (location) Emergency Action Plan; Date Revised; and Document Owner: "Supervisor Name".

Continue to conduct your monthly inspections and detailed quarterly inspection for each office. All offices should be conducting their semi-annual fire drills.

Tim Juneau received a **Safety Audit Questionnaire** which he will need to send back sometime in August, 2010. Some of the items were reviewed from that questionnaire:

Document designating safety committee chairpersons and members (C-1?)

Ergonomics – Each situation will be handled on a case by case basis. Any ergonomics issues arising at work should be brought to the attention of your immediate supervisor who will then turn the issue over to the ergonomics committee.

How is internal safety program internal training being conducted in offices: Most offices are doing training during their staff or district meetings.

Material Safety Data Sheets: make sure they are updated and kept in the office.

Paul Sullivan will send out the revised **LOTO safety policy** for a final review by compliance. The policy will be sent out via e-mail next Tuesday, 7/6/10, and compliance will have **10-20 days to do a final review** of the policy and return it so it can be posted on the intranet.

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PPE Hazard Assessment review:

Tim Juneau: Safety Shoes should conform to ASTM F2413, not ANSI Z41-1991.

Paul Sullivan: New Class III safety vests should have been issued to CSHOs.

Tim Juneau: is BBP training being conducted according to 1910.1030?? PPE required: latex gloves.

Safety and Health policy review and updates:

LOTO – Done (will be sent out for last review by compliance)

BBP – Done

Fall Protection – Done

PPE Hazard Assessment – Worked on at this meeting

Hazard Communication – Not done. This policy is next on the list for revisions.

Meeting was adjourned at 2:00 p.m.

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