



ETTA Safety Meeting Minutes
April, 28 2009
11:30 AM

Attending Committee Members:

Ed Lewis (Chair)*
Cindy Wetherwax (Member)
Andy Sterlen (Alternate)

Ed Lewis called the meeting to order at 11:30 AM

Old Business:

- Equipment blocking sprinkler heads was removed from the top shelf in the Homeland Security equipment room. This item is closed.
- Equipment trailers have been moved around a little but they still need air in the tires. Andy will check on filling the tires with appropriate amount of air. This item remains open.
- Decontamination trailer has been transferred to Federal OSH. This item is closed.
- Ed Lewis mentioned the Ergo evaluation requested by one of our employees. Cindy stated that she had not heard anything and will check with Shirley on this issue. After the meeting, Cindy spoke to Shirley about the Ergo evaluation. Shirley stated the evaluation was completed and they are waiting on the report. This item remains open.

New Business:

- ❖ Ed Lewis asked about status of the first aid kit and if the supplies were ordered. Cindy stated that we received the supplies and the first aid kits are being checked on a monthly basis.
- ❖ Ed and Cindy changed the battery in the AED on 4/24/2009. The average life of a battery is 3-4 years. We will put a new battery on order when money is available. The battery cost is approximately \$300.00.

- ❖ Ed reported the National Tornado drill conducted on March 4, 2009 went well.
- ❖ Cindy asked about NCDOL's response to the swine flu. Andy stated that he sent out a portion of the COOP (Continuity of Operations Plan) to management within the Department of Labor along with an updated telephone recall roster for our emergency response team.
- ❖ Cindy reported the state vehicles will be inspected by Thursday, 4/30/09. Several vehicles need to go over to motor fleet for inspections and oil changes.
- ❖ Andy stated the vehicle seat in the 2005 van needed to be changed out to the 2000 van so the cargo nets can be used in the 2005 van. The cargo nets cannot be used in the 2000 van because there are no tie downs to attach the nets. Andy will take care of this item.
- ❖ No on-the-job injuries were reported.

The meeting was adjourned at 12:00.

Next Meeting Scheduled: July 2009

*= Scribe