

ETTA Safety Committee Minutes

January 10, 2013

Tom Wilder

Committee: Tom Wilder & Fleda Anderson

Date: January 10, 2013

Time: 11:00 AM – 12:30 PM

Since the last meeting, all 6 existing ETTA safety policies and 2 Quality (safety related) policies went through their annual review with proposed edits and changes noted by Fleda and I. I then took this information, revised the six policies, crafted a new safety rules policy and revised the two new “Quality” policies. The final result was a set of 9 new DRAFT ETTA safety policies which were later reviewed by Fleda.

Policy 1 - “Safety and Health Committee”

Policy 2 - “Fire Safety”

Policy 3 - “Automated External Defibrillators”

Policy 4 - “Safe Travel”

Policy 5 - “Employee Safety Rules”

Policy 6 - “Hazard Assessment & PPE”

Policy 7 - “Medical Evaluation and Surveillance”

Policy 8 - “Respiratory Protection”

Policy 9 - “Bloodborne Pathogens”

Per Fleda’s feedback from the Safety Steering Committee meeting, there were a couple of issues noted regarding inspections/responsibilities for defibrillators. Also, some of the documents indicate a requirement for required annual fire extinguisher training. Changes might be needed in the parent NCDOL Policy 8 to clarify the voluntary use of extinguishers or we will need to step up efforts to ensure annual training of all NCDOL OSH ETTA employees.

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Fleda also noted that we need to complete a new hazard assessment for ETTA soon due to the ever changing work environment and impact from the new ETTA recognition employees to our policies.

Since the next steering committee meeting is scheduled for February 5, a discussion will need to be held in the meeting regarding the content and revision of Policy 8. Policy 8 needs to be revised and approved so that we can finalize our new set of 9 ETTA safety policies.

After the steering committee meeting, we should then be able to meet with Wanda Lagoe to finalize to discuss and finalize/approve our 9 safety policies.

Tom Wilder