

ADMINISTRATION UNIT SAFETY AND HEALTH COMMITTEE MEETING

APRIL 9, 2014

The Administration Unit Safety and Health Committee met April 9, 2014, in the Old Revenue Building third floor conference room. The meeting was called to order at 9:01 am by Todd McNoldy, Committee Chair. A signup sheet was made available to everyone present. The following members attended: Mildred Rivera, Kathy Canady, Carrie Boring, Janet Rust, Alberta Hall, JJ Bullock, Chanel Brown, Jackie Haley and Doris Kester.

Todd McNoldy reported Old Business from last meeting. Blood spill kits have been disseminated to ORB and Labor. The committee agreed to postpone election of new committee officers until the April meeting.

New Business began with status of inspections. Chairman McNoldy had received safety inspections from each team. One item from the inspection process mentioned space heaters in offices. There is no official policy covering space heaters. This issue was discussed at the Employee Safety and Health Steering Committee on April 8, 2014. In order to come up with a new policy regarding space heaters, the Steering Committee asked that we collect information/data relevant to space heaters in the workplace. Also mentioned by the Steering Committee, was the need to consider development of a Emergency Action Plan in the event of building evacuation. There was a brief discussion regarding how tornado drills are communicated in the Labor Building and Old Revenue Building. Whistles are used in the Old Revenue Building and in the Labor Building, along with some bells.

The election of new committee officers – chair and secretary, was brought forward for nominations. Britne Becker will be the new chairperson and Kathy Canady will serve as secretary.

The meeting was adjourned at 9:21 am.