

## Compliance Unit Safety & Health Committee Meeting Minutes

February 7, 2018 (Next meeting May 2, 2018)

Danielle & Chris opened the meeting welcoming new representatives Ben Harris (West Management Rep for Supervisors) and Jim Dempsey (District 6 alternate) who replaced Russell DeShield. First business was to record Names, Districts, and Phone Numbers of primary and alternate representatives to update the Intranet (last updated January 2015). Wilmington's Julie Martin introduced Cameron Falconer as the District 10 alternate. Welcome Ben, Jim and Cameron. Denese Ballew recorded meeting minutes.

Name	Primary/Alternate	District	Phone	Attended	Comments
Scott Mabry	Administrative	East	919-807-2863	Yes	Assistant Deputy Commissioner
Nicole Brown	Administrative	East	919-779-8512	No	Bureau Chief
Paul Sullivan	Administrative	West	704-665-6803	Yes	Bureau Chief
Ben Harris	Administrative	West	336-766-3420	Yes	District Supervisor
Robin Ewart	Primary	1	828-299-8232	Yes	All CSHOs
Denese Ballew	Alternate	1	828-299-8232	Yes	
Jermaine Dennis	Primary	2	704-665-6790	Yes	
Griselle Negron	Alternate	2	704-665-6793	Yes	
Carl Burgette	Primary	3	704-665-6783	No	
Taisha Coppadge	Alternate	3	704-665-6805	Yes	
Ted Hendrix	Primary	4	704-665-6789	Yes	
Grant Quiller	Alternate	4	704-665-6822	Yes	
Danielle Knowland	Primary	5	336-776-4451	Yes	
Steve Flannigan	Alternate	5	336-776-4470	No	
James Dempsey	Primary	6	336-776-4455	Yes	All CSHOs
Kevin McGuire	Alternate	6	336-776-4441	No	
Jacopo Wiggins	Primary	7	919-779-8548	Yes	
Carra Herring	Alternate	7	919-779-8529	Yes	
Chris Moore	Primary	8	919-779-8550	Yes	Co-Chair
Jamie Frame	Alternate	8	919-779-8531	No	Co-Chair Alternate
Scott Justice	Primary	9	919-779-8571	No	All CSHOs
Jacqueline Shaver	Alternate	9	919-779-8572	No	
Julie Martin	Primary	10	910-251-2801	Yes	
Cameron Falconer	Alternate	10	910-251-3986	Yes	
Joe Long	Primary	11	919-779-8524	Yes	
Jeff McClaren	Alternate	11	919-779-8538	No	

Unit Compliance Safety & Health Committee Representatives for 2018 were verified. All districts were represented and in attendance via teleconference/telephone.

BC Paul Sullivan checked in before and after the meeting due to an impromptu interview with WSNBC about a rough terrain crane tip over in Charlotte.

The Intranet will be updated by **Amanda Carroll** to reflect representative names and telephone numbers. Meeting minutes will also be posted there under Unit Committees – Compliance. This is where Amanda posts our monthly building inspections also.

**Hazard Communication** – Kevin McGuire sent out update - discussion included:

- Changed MSDS to SDS
- CSHOs never know the hazards they are potentially exposed to so use caution
- Should we roll C-3 into C-5?
- Each office should maintain their own chemical inventory list
- Julie asked if we need Raleigh to keep a master list
- Chris looked it up on the Intranet which stated that it is required to have a master inventory on the Intranet and each field office is to maintain their inventory list
- Danielle asked update policies and send out via email

**Bloodborne Pathogens** – Chris Moore reviewed - discussion included:

- Policy C-8 is basically awareness level
- Most likely to get an exposure in long term care facilities and hospitals
- C-9 (post Exposure Medical Examinations) Exposure Control Plan could include toxins and roll C-8 and C-9 into one policy (consensus was yes) so Chris will work on it some more and email it out
- C-9 – Under Procedures II, the supervisor shall immediately select a medical care provider from **CompCare Directory** -- We don't know if this is still accurate – need to find out and provide a link or correct directory.
  - Procedures. III. Medical Authorization Form -- Note from Kevin's research/revision:
    - "I was unable to locate this form." Chris Moore – searched for the Medical Evaluation Form also - Could not locate but stated it will need to be updated.
- Danielle – we hope to nail down the following:
  - VII. – Treatment shall be provided as outlined by the DOL Worker's Comp Procedures ....do we use DOL or NCDOL? Probably NCDOL
  - 2 – Who handles? Does HR handle? Who maintains our 300 logs? Are they done by District? Are they sent to Administration in Raleigh?

**Fall Protection** – Ted Hendrix reviewed – discussion included:

- Who needs/has a rolling ladder – AVL - don't need one and don't have one; Winston has a stepladder and a Little Giant and does not need anything additional; CLT has one; **Wilmington?**
- Ted – we are not going to train compliance officers on fall protection. We will not need to since we have drones.
- Jim – Drones are a long way off/drone program will take a while.
- Ben –Are we going to do ladder safety training? Ted – I don't know -- it is part of the Walking/Working Surfaces training in the 105 Class.
- Danielle - We will need to review Ladder Policy C-11

- VIII. Ladder - defined
- XVII. Stepstool - defined
- XVIII. Step Ladder -defined
- IX. Training – To cover types acceptable for use and minimum construction requirements of each type of ladder
- Ted – I guess we need to train CSHOs. If you are citing the ladder - you do not want to use it. Don't expose yourself. I have been on sites where every ladder there was defective. 105 Class should suffice as training.
- Ted /Danielle – Training could be conducted at a district meeting and every district could use same training
- Jermaine – We could create a one-page guidance on ladder use and send it out
- Danielle & Jermaine will use the current policy as the base for one-page guidance and add to it
- Griselle - Get Bureau Chief approval
- Joe – Determination needs to be made if we are going to climb ladders

**Lockout/Tagout** – Julie reviewed – discussion included:

- All districts need to look at this
- CSHOs can use their lock to LOTO (not currently doing this) with supervisors' approval
- Danielle – Policy requires supervisor approval to use lock
- Chris – This is when CSHO needs to stick their hand in a place that they need to verify has been de-energized
- Ted – We must do that all the time
- Robin – CSHO doesn't know their machine in and out so how long are you going to spend on evaluating procedures?
- Grant – How well are you going to get to know the machine in an hour?
- Joe – Do we need a standard lock?
- Ted/Robin – Office does not have locks
- Jermaine – Is this something we should do in team mode in the event of a fatality/catastrophe so we don't have to do this every inspection?
- Use the facility authorized employee but then we are exposing the employee
- Grant – Don't train and don't have a lock CSHOs cannot be authorized employees at these facilities
- Griselle – Specific training requirement
- Ted – Look at the 105 Class - we are training on these subjects
- Jermaine – We get more awareness level training
- Have a sign in sheet to prove training
- Joe – Can we do a survey form to evaluate use, frequency, where needed...Survey can be developed we may use Survey Monkey

**Danielle – Next meeting will be the first Wednesday of May. May 2, 2018 @ 1:00-2PM.**