

Compliance Safety & Health Committee Meeting Minutes
April 21, 2009

Attendees: Paul Sullivan (West Management Rep)
Danielle Knowland (Charlotte Rep)
Lori Kees (Charlotte Alternate)
Lisa Rayborn (Winston-Salem Rep)
Chip Thomas (Asheville Rep)
Rick White (Raleigh Rep)
Tom O'Connell (East Management Rep)
Tim Juneau (Wilmington Rep)

The meeting was called to order by Paul Sullivan at 10 a.m. Each member was thanked for volunteering to serve on the committee. The alternates for each representative were identified (Robby Jones – West Mgmt. Rep, Lori Kees – Charlotte, Leighton Dowdle – Asheville, Sam Atassi – Winston-Salem, and Kyle Bowen - Raleigh). Alternates for Wilmington and the East Management Rep have yet to be determined. There was general discussion on the committee format and procedures per policy C-1. The committee will be meeting quarterly by videoconference, usually on Tuesdays or Thursdays (so there is no conflict with citation review meetings).

Danielle Knowland led a discussion on building inspections. Each office should be doing monthly inspections to look for safety & hazards and to check fire extinguishers, emergency lights, and the defibrillators (AEDs). If the battery or electrode pads on the AED are expired, contact the respective administrative assistant (Jackie Spangler or Nancy Carpenter) to order replacements. Danielle was going to forward copies of inspection forms to all members following the meeting. The quarterly inspections are required by the DOL S&H policy and must be on the Unit Inspection Form and forwarded on as required. Other monthly inspection forms should be maintained at the respective field offices for review if requested.

Paul Sullivan led a discussion on two procedures for review, C-7 Lockout/Tagout and C-8 Bloodborne Pathogens. For both policies, there is language inconsistent with current practice. For example, regarding lockout/tagout, very few CSHOs actually have locks and it is highly unlikely they would need to bypass a guard or get into a point operation during the course of their job duties. The committee agreed the policy should reflect the fact all CSHOs are not authorized employees and that any work involving exposure to hazardous energy should have supervisor involvement and approval. Lisa Rayborn volunteered to work on the re-write of this policy. The goal for an initial draft to the committee is May 31, 2009, with the hope to have it ready for full Compliance review after the next committee meeting in July.

The committee also discussed policy C-8, which describes how CSHOs and supervisors are At-Risk job classifications in terms of possible bloodborne pathogen exposure, and hence subject to the requirements of 29 CFR 1910.1030. The committee agreed that while there is potential for a CSHO or supervisor to be in an area where blood or OPIM is present, they do not have “occupational exposure” as defined by the BBP standard (a “reasonably anticipated” exposure). The committee agreed that the

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policy should be re-written to describe how CSHOs and other Compliance jobs do not have Occupational Exposure, but that the OSH Division will continue to provide for HBV vaccinations, initial training, PPE, and post-exposure follow-up. Paul Sullivan volunteered to work on the re-write of this policy, with the same time goals as with Policy C-7.

Tim Juneau volunteered to serve as the committee chairperson and will set the meeting schedule for 2009.

There was a brief discussion on dirty windshields on some state vehicles, especially since Motor Fleet Management is not paying for monthly car washes. It was suggested that folks driving those vehicles purchase a small bottle of Windex so they can clean the windshield prior to use.

The building inspections were briefly discussed again. The office representative is responsible for ensuring the inspections are conducted and the results maintained, but may delegate the actual inspection to others in the office.

The meeting was adjourned at 10:45 a.m.

Submitted by Paul Sullivan, April 23, 2009.

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