

Compliance Unit -- Safety & Health Committee Meeting Minutes
April 19, 2011
(OUR NEXT MEETING WILL BE HELD sometime in July, 2011 at 9:00 am)

Attendees: Tim Juneau (Wilmington Rep/Chairperson)
Rick Shuman (Raleigh Rep)
Larion Gopadze - for Bruce Miles (East Management)
Lori Kees (Charlotte Rep)
Chip Thomas (Asheville Rep)
Leighton Dowdle (Asheville Alternate)
Lisa Rayborn (Winston-Salem Rep)

Those representatives not able to attend:

Bruce Miles (East Management Rep) – Larion Gopadze represented in place
Paul Sullivan (West Management Rep)

The meeting was called to order by Tim Juneau at 9:00 a.m., and Lori Kees recorded the minutes.

New Wilmington Unit Representative- Jack Stein, Alternate

Compliance Unit Safety Policy Revisions:

Leighton Dowdle and Chip Thomas has looked at the **Hazard Communication** Policy and it should be ready for review by July's Unit Safety Committee meeting.

The revised **LOTO policy** is ready for submission. Paul Sullivan made some minor changes and will submit the policy to Kevin Beaugard for final signature – need to check.

Continue to check workstations for **Ergonomic** awareness.

PPE Hazard Assessment changes to be made and submitted.

Note: **BBP policy** not discussed at this meeting.

Miscellaneous:

Unit Safety **meeting minutes** must be posted on the intranet (Lori Kees agreed to send those to Dawain Faison and copy Tim Juneau).

Continue conducting **fire drills and severe weather drills** at your offices (at least once a year).

Continue conducting your **monthly inspections** of your offices.

Meeting was adjourned at 9:35 a.m.