

Compliance Unit -- Safety & Health Committee Meeting Minutes
January 18, 2011
(OUR NEXT MEETING WILL BE HELD on Tuesday, April 19, 2011 at 9:00 am)

Attendees: Tim Juneau (Wilmington Rep/Chairperson)
Bruce Miles (East Management Rep)
Rick White (Raleigh Rep)
Paul Sullivan (West Management Rep)
Lori Kees (Charlotte Rep)
Lisa Rayborn (Winston-Salem Rep)

Those representatives not able to attend:
Chip Thomas (Asheville Rep)
Leighton Dowdle (Asheville Alternate)
Sam Atassi (Winston-Salem Alternate)
Kevin Grissom (Charlotte Alternate)

The meeting was called to order by Tim Juneau at 9:08 am, and Lori Kees recorded the minutes.

Compliance Unit Safety Policy Revisions:

Tim Juneau explained that **Leighton Dowdle and Chip Thomas** called and told him that they were working on the revised **Hazard Communication** Policy and it would be ready by April's meeting.

The **Fall Protection** Policy has been reviewed and changes were not recommended; therefore, it is recommended that the policy be submitted for approval.

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

The revised **BBP Policy** is nearing completion. Paul Sullivan explained that the current policy and Appendix A is based on the current Department of Labor policy. However, because a compliance officer's exposure to blood borne pathogens is not reasonably anticipated during their normal job tasks, they do not have "occupational exposure" as defined by the standard (1910.1030). The revised policy reflects that Compliance personnel are not covered by the standard, but does include provisions for hepatitis B vaccinations, PPE, training, and proper medical follow-up in the event of an exposure incident. The draft changes will now go to the full Compliance staff for review.

The revised **PPE Hazard Assessment** has **not** been finalized and submitted for review.

Note: Make sure all revised policies have the footer.

Unit Safety & Health Committee Requirements:

Lori Kees reviewed some of the line items:

- Unit Safety **meeting minutes** must be posted on the intranet (Lori Kees agreed to send those to Dawain Faison and copy Tim Juneau).
- **Training Records** on the health and safety policies are not being maintained locally at this time. Some of the training may be conducted during new employee orientation with Human Resources. Open for discussion.
- **Ergonomics:** Workstations in offices should be analyzed within 10 days after an employee starts work.
- Continue conducting **fire drills and severe weather drills** at your offices (at least once a year).

The **Steering Committee meeting has been rescheduled for February 1st, 2011 at 9:00 am.**

Meeting was adjourned at 9:47 a.m.