

**Compliance Unit -- Safety & Health Committee Meeting Minutes**  
**January 24, 2012**  
**(OUR NEXT MEETING WILL BE HELD sometime in April, 2012 at 9:00 am)**

Attendees: Tim Juneau (Wilmington Rep/Chairperson)  
Bruce Miles (Eastern Management)  
Lori Kees (Charlotte Rep)  
Chip Thomas (Asheville Rep)  
Tim Hogan (Winston-Salem Rep)  
Sam Atassi (Winston-Salem Alternate)

Those representatives not in attendance:  
Paul Sullivan (Western Management)  
Chip Thomas (Asheville Rep)  
Rick White (Raleigh Rep)  
Tom O'Connell (Raleigh Alternate)  
Kevin Grissom (Charlotte)  
Leighton Dowdle (Asheville Alternate)

The meeting was called to order by Tim Juneau at 9:10 a.m., and Lori Kees recorded the minutes.

**Old Business:**

**Visit the intranet to view updated information regarding Compliance Unit Safety and Health Information.** Click on [Safety & Health Program](#) and view programs and policies specifically related to [Compliance Unit Safety & Health Committee](#).

Verify that all of the [volt meters](#) have been turned into your supervisors.

**State Vehicle Inspections:**

Quick visual checks daily mandatory  
Monthly (more thorough) inspections recommended: these are being conducted at the  
Wilmington, Charlotte and Winston offices.

**Compliance Unit Safety Policy Revisions:**

**BBP Policy:** Paul Sullivan continues to review this policy to customize it for compliance.

**Hazard Communication Policy:** Chip Thomas & Leighton Dowdle: reviewed the policy and recommend that changes not be made.

**PPE Hazard Assessment:** The existing template for this policy has been located and revisions will be ready for review during April's meeting.

**Building Coordinators:**

Division/Bureau: Compliance Unit Safety & Health Committee  
Document Name: Meeting Minutes  
Date Revised: 1/24/12  
Document Owner: Paul Sullivan

Raleigh	Tom O'Connell
Winston	Doug Jones
Asheville	Leighton Dowdle & Chip Thomas
Charlotte	Paul Sullivan & Robby Jones

**Defibrillators:**

Check these every month – batteries and pads

“Rx” – means that once you put the pads on the chest, it will automatically sense when a shock is needed.

If you do not have an “Rx” it means that you have to do it manually – DO NOT WANT THESE IN OFFICES.

**Steering Committee meeting:** The last meeting took place on Tuesday, January 10, 2012. Those minutes will be posted on the intranet (please take time to review those minutes and post them at your office). The committee has designated a new **Chairperson (Connie Deuser – 919-807-2898)**.

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

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

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

Meeting was adjourned at 10:00 am.