

Compliance Unit -- Safety & Health Committee Meeting Minutes
Held on July 24, 2012 at 9:30 a.m.
(OUR NEXT MEETING WILL BE HELD sometime in October, 2012 at 9:30 am)

Attendees: Tim Juneau (Wilmington Rep/Chairperson)

Leighton Dowdle (Asheville Alt)
Chip Thomas (Asheville Rep)
Tim Hogan (Winston-Salem Rep)
Sam Atassi (Winston-Salem Alternate)
Kevin Grissom (Charlotte Rep)
Lori Kees (Charlotte Alt)

Those representatives not in attendance:

Paul Sullivan (Western Management)
Bruce Miles (Eastern Management)
Rick White (Raleigh Rep)
Tom O'Connell (Raleigh Alternate)

The meeting was called to order by Tim Juneau at 9:40 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](#).

Compliance Unit Safety Policy Revisions:

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

Hazard Communication Policy: Tim Juneau reviewed the policy and recommend that changes not be made.

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

Respiratory Protection Program: Kevin Grissom. Kevin explained that Phil Hooper was going to take over the revisions on this policy because Federal OSHA requested that NCOSH revise the policy.

Defibrillators:

Turn in the manufacture and type of device in your office to Connie Deuser.

Steering Committee meeting: The last meeting took place on Tuesday, July 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. There are checklists available to help assist in evaluating your workstations.

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

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

New Unit Safety Committee members: The required time to remain on the safety committee is 2 years and there are several members that have been serving on the committee for over 3 years. Tim Juneau and Lori Kees will be stepping down soon so there will be 2 positions available on the committee – one for Chairperson and one Charlotte Alternate.

Meeting was adjourned at 10:10 am.