

**Compliance Unit -- Safety & Health Committee Meeting Minutes**  
**October 6, 2009**

**(OUR NEXT MEETING WILL BE HELD ON JANUARY 4, 2010 AT 10:00 AM)**

Attendees: Tim Juneau (Compliance Unit Chair and Wilmington Rep)  
Paul Sullivan (West Management Rep)  
Danielle Knowland (Charlotte Rep)  
Lisa Rayborn (Winston-Salem Rep)  
Lori Kees (Charlotte Alternate)

The meeting was called to order by Paul Sullivan at 10:09 a.m. Rick White and Kyle Bowen could not make the meeting due to scheduling conflicts. Chip Thomas and Leighton Dowdle were not available for the meeting. Lori Kees offered to record the meeting.

Paul Sullivan started the discussion with an overview of the Steering Committee meeting held on July 7, 2009:

**Unit Safety Audits** are being coordinated through Hollis Dickens.

**Hearing Conservation Program:** Tom O'Connell felt that the program was okay, but it would be interesting to conduct a survey on equipment such as a noise-cancelling head set so that CSHOs can more effectively communicate when conducting inspections in noisy places of employment. Paul Sullivan brought up that baselines and annual audiometric tests were being conducted. Lori Kees questioned how these reports are being documented and analyzed by internal NCDOL personnel. Jackie Spangler is in charge of reviewing those results and recording them on the OSHA 300 logs. No indication on logs that any Safety or Health Compliance Officers have had a loss of hearing. Lisa Rayborn stated that CSHOs will follow the employer's PPE requirements, including hearing protection.

**Defensive Driving:** Tom O'Connell feels as though all employees should go through Defensive Driving Training at least once every 5 years.

**Communicable Diseases:** To be determined.

**Lock Out-Tag Out Program:** Lisa Rayborn has spent a lot of time rewriting the LOTO program. Paul Sullivan feels that the program is good. Specific comments made regarding the importance of paragraph I under Procedures: Compliance Officers will not work in such a position as to necessitate use of lockout of equipment. If the CSHO is unable to document conditions regarding the inspection without exposing himself or herself, then they will be required to contact their supervisor for further instruction. Your Supervisor may tell you that you will not need that information or there may be another way to get it (operator's manuals, manufacturer's instructions). Allowing the employer to lock and tag the equipment to get inspection information will require a lot of documentation and validation that all of the energy sources have been de-energized. **Again, your supervisor needs to be contacted before any decisions are made regarding LOTO.**

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Tom O'Connell added that Paragraph I under training should include an additional statement: No NCDOL employee will be exposed to a lock out/tag out situation until trained.

**BBP:** Paul Sullivan is still working on the program and expects to be finished by the next quarterly meeting. Paul has been teaching the Technical Writing classes.

**Fall Protection Program:** Lori Kees and Danielle Knowland volunteered to team up and update this program.

Continue to conduct your **monthly safety inspections**. A **quarterly unit inspection** is also required (just a little more thorough).

**Fire Drills** need to be conducted at least annually. Every office has a different set of circumstances. Lisa Rayborn has coordinated with building management to conduct the fire drills because there are several other offices within their building that would be affected. Use your discretion.

Meeting was adjourned at 11:00 am.

Submitted by Lori Kees, October 6, 2009

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