

Compliance Unit -- Safety & Health Committee Meeting Minutes
October 18, 2011
(OUR NEXT MEETING WILL BE HELD sometime in January, 2012 at 9:00 am)

Attendees: Tim Juneau (Wilmington Rep/Chairperson)
Paul Sullivan (West Management Rep)
Lori Kees (Charlotte Rep)
Kevin Grissom (Charlotte)
Leighton Dowdle (Asheville Alternate)
Tim Hogan (Winston-Salem Rep)
Sam Atassi (Winston-Salem Alternate)

Those representatives not in attendance:
Chip Thomas (Asheville Rep)
Bruce Miles (Eastern Management)
Rick White (Raleigh Rep)
Tom O'Connell (Raleigh Alternate)

The meeting was called to order by Tim Juneau at 9:04 a.m., and Lori Kees recorded the minutes.

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 Unity Safety & Health Committee](#).

Compliance Unit Safety Policy Revisions:

The revised **LOTO Policy**: Is now **posted on the intranet**.

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

Hazard Communication Policy: Leighton Dowdle will contact **Chip Thomas** regarding the status of this policy. E-mail or phone call correspondence will be made this week to confirm that the policy has been or is currently being reviewed. The proposed changes, if any, will be available for discussion by January's meeting.

PPE Hazard Assessment: **Lori Kees** has not been able to locate the existing template for this policy. The policy has been reviewed, but a new template will have to be developed. This policy update will be ready for review by January's meeting.

Tim Juneau inquired about CSHO's need to use the volt meters for their inspections. **NFPA 70E** would require CSHOs to wear PPE if utilizing the **Volt Meters (does not include receptacle testers)**. Volt Meters must be taken out of use until further notice. Tim Juneau asked that CSHOs and supervisors to determine if the use of volt meters were necessary or required during compliance inspections. Once all the comments are received from the field compliance officer in the districts, a consensus will be made,

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and a memo with the Unit Safety and Health Committee's recommendation will be forwarded to the Director, Kevin Beauregard via the Bureau Chiefs.

Vehicle Inspections: Everyone using state vehicles should be doing a walk around inspection of the vehicle before getting in. A daily checklist, utilized by the Wilmington office, was submitted for review at the last meeting and discussed during this meeting. Individual offices were asked to provide feedback to Tim Juneau on recommendations and promulgating a policy to conduct inspections on state vehicles driven by compliance officers.

Earthquake Awareness: Discuss/post the earthquake awareness procedures for your offices.

Workplace Violence: The Steering Committee is still revising the CPL regarding workplace violence and offices will be notified when the CPL is posted. All offices should remain diligent about security regarding visitors into the building:

- 1) First point of contact (receptionist-if you have one) will try to "calm the person down."
- 2) Never let a visitor wander around in the building. Escort them to their intended area.
- 3) Try to have your ID badge ready when visiting other offices.

Charlotte's **Emergency Action Plan** has **Appendix E** reserved for actual procedures if there is a workplace violence situation. It appears that the CPL is more concerned with external vice internal. Each office needs to review and update accordingly their emergency action plan. The **FOM** covers this issue with regards to compliance activities in the field.

Lori Kees asked how the other districts were getting information out to the compliance officers whether through posting, email or district meetings.

Steering Committee meeting: The last meeting took place on Tuesday, October 18, 2011. 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 10:04 a.m.