

**Minutes, Safety and Health Committee, September 8, 2010, 10:00 a.m., Conference Room, Second Floor Labor Building**

**Attendees: Chairperson-Dawain Faison, Jane Christopherson, Erin Gould, Tammy Higgins, Chris McManaman, Todd McNoldy, Neal O'Briant**

**Guest: Hollis Yelverton**

Dawain began the meeting with a brief discussion of old business from previous meetings and safety inspections. A violation of walk space in Research and Policy (there was less than the required 24") was corrected by moving a printer. OSH corrected a violation by reconfiguring filing cabinets, and the last inspection of the Library had an incorrect room number on the form.

Dawain introduced our guest, Hollis Yelverton, a trainer in ETTA. Hollis advised that she, Steve Sykes, and Kevin O'Barr are auditing all safety policies in the department. They are in the process of creating reports for each unit to document safety issues, and they have asked the admin unit to create hazard assessments, preferably one for every position, but at least two. Hollis distributed some forms to use as examples; one entitled "Workplace Hazard Assessment" and one on Personal Protective Equipment. Any employee who wears PPE must be trained in its use. Hollis reminded us that ETTA can train Labor employees just like they train other state agencies. There was discussion on the use of fire extinguishers and proper lifting techniques, as well as Workplace Violence. Hollis suggested that the policy on Workplace Violence be read in office staff meetings, and closed by asking us to have our recommendations to the Steering Committee by October 12<sup>th</sup>.

Dawain closed the meeting by reminding everyone that we will elect new officers in our last meeting of the year. Everyone is eligible for office, including alternate members.

The meeting was adjourned at 10:40.

The minutes are submitted by Jane Christopherson.