Summary Report from Secretary's Safety Subcommittee

TO: Division/Office/Program Directors	**Month/Year:** October 2012
This summary report is provided to you as part of the NCDENR safety program. Consistent with the safety program its content is to be shared with all employees at their regularly scheduled Division/Program/Office safety committee meeting.	
Meeting Date: August 2012	**ATTENDANCE:** **Members present are noted with a (P):** David Knight, Asst. Sec. for Natural Resources (**P**); Michael Bryant, DPS] **(P)**; Harlan Frye, DHR (P); Melody Isaak, DHR, (P) Doug Lewis, BPA**(P)**} Steve Kaasa, Safety Director **(P)**;Bill Cary, General Counsel (P); Deanna Pittman, (P); Darrell Voncannon (P via web); Perry Sugg, EEP (P); Vince Russell, DMF (**P**); Patrick Noel, MNS(P); Rosalind Harris (SubCommittee Secretary)(P)

Summary of Meeting

Item	**Activity or Issue**	**Corrective Actions and status**
Old Business	Review of on-going issues	Safety Director provided some background information to Committee on the Marine Brucella exposure to several DMF employees, and the Director provided some background information on the on-going maintenance issues at the Zoo. Doug Lewis, BPA, provided insight into the way in which the R&R monies are allocated.
New Business	1. Mold Issue in Admin Building basement 2. Subcommittee dates for 2013	• DoA employees performed mold mitigation on an area of the basement not under control of DENR. This was initiated with very little notice to DENR employees working in basement. Much concern from DENR employees about safety of activity. Report received from DoA regarding activities. • Tentative Subcommittee meeting dates for 2013 are : Feb 12, Apr 9, Jun 11, Aug 13, Oct 8, Dec 10. These dates will be finalized at the next meeting
Director's Safety Committee reports submitted this period: **Aquariums** **EEP** **DMF** **DWQ**	**Aquariums** Link to Aquariums reports reviewed	• All reports reviewed by Committee members. An action items list of comments and questions was compiled and sent to the Division Director. Link to action items list.

NOTE: Division management ensure that all employees are made aware of the information through regularly scheduled safety meetings.
SSS retain this report for five years.

Item	Activity or Issue	Corrective Actions and status
Director's Safety Committee reports submitted this period: **Aquariums** **EEP** **DMF** **DWQ**	**EEP** Link to EEP report reviewed	• Report reviewed by Committee members. No issues or questions regarding items concerning the mold issue discussed as a New Business item.
Director's Safety Committee reports submitted this period: **Aquariums** **EEP** **DMF** **DWQ**	**DMF** Link to DMF report reviewed	• One comment by the Committee concerned the development of a marine biological hazards identification document. The Committee wants to ensure the document discusses the hazards of Marine Brucella. • Trailer accident required report to DENR Legal Counsel. Mr. Cary sent out email regarding reporting property damage loss. See also link to action items list.
Director's Safety Committee reports submitted this period: **Aquariums** **EEP** **DMF** **DWQ**	**DWQ** Link to DWQ report reviewed	• Report reviewed by Committee members. No issues or questions regarding items contained in the report.

Chairperson Signature	*David Knight*

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