# Summary Report from Secretary's Safety Subcommittee

| **TO: Division/Office/Program Directors** | **Month/Year:** December 2012 |
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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:** December 10, 2012 | **ATTENDANCE:** **Members present are noted with a (P):** David Knight, Asst. Sec. for Natural Resources ; Michael Bryant, DPS] **(P)**; Harlan Frye, DHR ; Melody Isaak, DHR, 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; Vince Russell, DMF; Patrick Noel, MNS(P); Rosalind Harris (Subcommittee Secretary) |
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## Summary of Meeting

| Item | Activity or Issue | Status |
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| **Old Business** | Marine bacterial infections (DMF) update | Several employees who work with the marine mammal strandings coalition were exposed to marine animals that were determined to be carrying the marine brucella bacteria. The Safety Director was told by one of the exposed employees that the results of the first round of blood tests for both employees is negative for marine brucella. The results of the second round of tests has not been received yet. |
| **New Business** | 1. Division safety positions<br><br>2. OSHA 300 Summary reminder<br><br>**Items brought up by committee members in meeting:**<br><br>3. DENR General Counsel inquired about the emergency evacuations plan for mobility impaired individuals<br><br>4. NC Zoo representative inquired about the upcoming federal FCC mandate concerning radio frequency narrow banding.<br><br>5. NC Zoo representative inquired about the dive programs in other divisions concerning if all divisions are up-to-date with OSHA required equipment and dive programs. | • The Safety Director informed the committee the Zoo is setting up a position for a full time, on-staff safety person.<br><br>• The Safety Director informed the group the he would be sending out a reminder to all Division Directors and support staff concerning the requirement for collating and posting the annual OSHA injury and illness report.<br><br>• The Safety Director indicated a group will be developed to look at making the document more user friendly and inserting information regarding the ADA requirements for evacuation. A meeting is being set up with other DENR legal counsel regarding the ADA compliance portion.<br><br>• The Zoo representative was curious how other DENR divisions are complying with the upcoming FCC mandate to move to 'narrow band' frequencies. The Safety Director indicated he would inquire with the other divisions to determine their compliance with this issue.<br><br>• The NC Zoo representative inquired as to how other DENR divisions with underwater diving programs were implementing their programs and ensuring those programs are compliant with current NC OSH requirements. It was noted that several DENR employees have experience with diving programs and that they would be contacted concerning this issue. |

***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 | Reports Submitted/Reviewed | Status |
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| **Director's Safety Committee reports** submitted this period:<br><br>**CPCA**<br>**EEP**<br>**DEMLR**<br>**DWM** | **Conservation, Planning & Community Affairs**<br>Link to CPCA reports reviewed | • Report reviewed by Committee members. Several comments made:<br>○ The Safety Director indicated that CPCA had identified 'leading indicator' incidents as close calls. By capturing this information on non-injury producing incidents, plans or procedures can be developed to address the issues that created the incident prior to injury occurring. A section of the DENR Safety Program will be added to include these procedures or best practices.<br><br>○ It was noted that ceiling tiles have fallen from NRC. Dena Wilkins indicated that these tiles have to be replaced in a very specific way, and when that is not done, the tiles may potentially fall. Dena Wilkins indicated a procedure is under development to specify how to install the ceiling tiles properly. |
| | **Ecosystem Enhancement Program**<br>Link to EEP report reviewed | • Report reviewed by Committee members. No issues or questions regarding items contained within. |
| | **Energy, Minerals & Land Resources**<br>Link to DEMLR report reviewed | • Report reviewed by Committee members. No issues or questions regarding items contained within. |
| | **Waste Management**<br>Link to DWM report reviewed | • Report reviewed by Committee members. No issues or questions regarding items contained within. |
| | **Exiting Committee members** | • Darryl Voncannon of the Zoo and Perry Sugg of the Ecosystem Enhancement Program. Additional members will be recruited for the Committee. |

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| **Chairperson Signature** | David Knight |

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