Members Present
Ester Jones, Christopher Couch, Vanessa Woodard (for Linda Inman), Dr. Tonya Hargett, Tameka Alston, Linda Cardwell, Timothy Johnson, Diana Wilds (for Angela Peterson) and Harold Seegars

Members Not Present
Louisa Thomas, Carey Baldwin, Carl Baker, Janet Lattimore, Leon Moses, Chief Glenn Newell, James King, Dr. Michael Taggart, Rashanda Lowrey and Dr. Ralph Noble

In the absence of the Chairperson, Louisa Thomas, Tameka Alston called the meeting to order at 10:00 AM.

The minutes for the January 30th meeting were approved by the committee.

Update on Corbett Gym Incident/Training
A contractor received an electrical shock on the roof of Corbett Gym which may have been avoided had proper procedures had been followed by both the contractor and the University personnel. This resulted in the University being cited by NC Department of Labor. By implementing immediate preventative measures (e.g., revising our Lockout/Tagout policy, Fall Protection training and Lockout/Tagout training), we were able to have our penalty reduced.

Review of Accident Reports
In the future, all identifying information will be redacted from the reports before they are reviewed by the committee.

Of the 9 reports reviewed, the committee found that 8 were preventable and 1 non-preventable. To prevent a recurrence of these accidents, the committee recommended the following:

- Only ladders with 350-pound load capacity will be purchased
- Ladders are to be inspected yearly by the EHS department and by the individual before each use.
- Floors should be waxed before or after work hours to avoid potential slips and falls.
- Proper use of PPE
Other Business
The State Fire Marshall will inspect the entire campus only every 3 years. The residence halls and assembly buildings will continue to be inspected annually. This shifts the burden of recognizing and resolving non-compliance issues primarily on the University. This will require a concerted effort by all University personnel.

The committee discussed methods and procedures to ensure that corrective action is taken for violations listed in the building inspection reports. Notification of non-action should go up the chain of command ending at the Provost’s office until the issue has been resolved.

The meeting adjourned at approximately 10:40 AM.

Submitted by: Linda Cardwell