

CCEHBR - HML EMS Local Facility Team Meeting Minutes

Date: 18 September 2008

In attendance:

Steve Morton (SM)
J.D. Dubick (JD)
Ron Lundstrom (RL)
Cheryl Woodley (CW)
Peter Moeller (PM)
Raluca Semeniuc (RS)
Rick Meitzler (RM)
Paul Bauersfeld (PB)
Karen Laskowski (KL)

Agenda item 1: Review of and response to the June 17-20 Internal EMS Audit

RM and RS noted that all NCCOS facilities had responded in writing to the internal audit findings and that the auditors identified 5 non-conformances and 8 opportunities for improvement. CW suggested the insertion of the EMS link on e-mail signature page so guests/visitors would know the NCCOS EMS policy before arrival to the facility. RS also noted that all new employees/contractors/partners/guests/volunteers/students/ of CCEHBR and HML undergo an one-on-one 20-30 minute training on EMS and Safety, including the presentation of the content of the HML Intranet Safety folder and EMS subfolder. SM/RS suggested an employee checklist for new employees of CCEHBR similar to one currently in use at HML be implemented.

Agenda item 2: Planning for the November NCCOS EMS External Audit

RM noted that the DOC external EMS Audit would take place in Charleston on 17 thru 20 November 2008 (HML – 17, 18 Nov. and CCEHBR – 19, 20 Nov.). RM/RS will hold EMS refresher courses for all personnel of CCEHBR and HML during the month of October, 2008 as follows:

CCEHBR Auditorium on Oct. 14, 15, 16 (9:30-11, 2-3:30)
Oct. 21 (1:30-3:00)
Oct. 22 (10:30-noon)

Agenda item 3: Update of EMS Aspects/Impacts Worksheets

RS/RM noted that all user groups EMS aspects and impacts worksheets can be found on the HML intranet site under the Safety folder/EMS tab. Groups will review these and update, if necessary, before the NCCOS EMS external audit.