

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 8D

Subject: Video Conferencing

- A. **Purpose.** The Administrative Procedure Notice (APN) provides guidelines and basic instructions for use of the division's video conferencing system.
- B. **Background.** In the interest of employee safety, and to decrease employee travel time for meetings, a video conferencing system has been purchased and equipment is located in the following offices:

Raleigh (Old Revenue Building, 3rd floor conference rooms C318 and C324)

Raleigh (Labor Building, communications office on a cart)

Raleigh (Lake Boone Trail Field Office, 2nd floor conference room, 2nd floor training room, 3rd floor conference room)

Charlotte (conference room, training room)

Winston-Salem (conference room, training room)

Wilmington (conference room)

Asheville (conference room)

Bureau administrative assistants and equipment trainers have knowledge of system operations in their respective offices. Conference and training rooms have been added to the Outlook calendar for reservation purposes. Approvals of reservations are the responsibility of the designated person in each office. Bureau chiefs are responsible for establishing procedures for video conferencing in each field office consistent with this APN.

- C. **Criteria for Use.** Keeping in mind the goal of reducing employee travel for meetings, the video conferencing system is available for departmental use according to the following guidelines:
1. The Occupational Safety and Health Division will have scheduling priority.
 2. Only trained personnel may operate the video conferencing equipment. It is the responsibility of the person scheduling the meeting to ensure that trained personnel are available to operate the equipment.
 3. Any equipment repair costs may be assessed against the offending bureau as a result of employee misuse due to lack of training.
 4. Video conferencing meetings will have priority over non-video conferencing meetings when scheduling for room use.
- D. **Training.** To preserve the video conferencing resources and to maximize the utility of video conferencing, trained personnel are required to operate video conferencing equipment:
1. OSH and the video conferencing service vendor (Lifesize) have trained administrative personnel in each office on the use of the system.
 2. Administrative personnel at each office location will provide necessary training to all others on the use of the video conferencing system. If you schedule the room for video conferencing use, you must have completed the training prior to the date you would like the room scheduled.

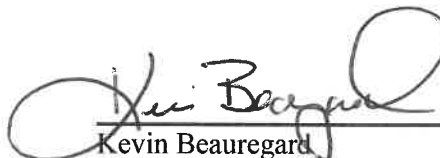
E. **Procedures.** The following procedures should be followed when using and scheduling video conferencing rooms/equipment:

1. Operation of video conferencing equipment will be in accordance with user manuals, training instructions and online support.
2. Video equipment (including cameras) will not be moved without approval of the administrative assistant or administrative officer for the office maintaining the equipment.
3. If a user encounters an issue with the video conferencing system, they will report it in a timely manner to appropriate administrative staff at the office location where the issues occurred. The administrative staff contact will address the issue and/or contact the vendor to have the issue addressed.
4. If necessary, remote access to the system can be provided to allow participants to use their laptop, tablet or phone to join a meeting. Remote access requests must be submitted to the system administrator at least 2 weeks prior to a meeting for consideration.

F. **Expiration.** APN 8C is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.



Scott Mabry
Assistant Director



Kevin Beauregard
Director

10/30/19
Date of Signature