

Amputation SEP Committee Meeting  
29 July 2019

**Start time:** 10:00

**End Time:** 10:32

**ATTENDEES:**

**ORB:** Scott Mabry, Judyth Niconienko, Melissa Scally, Karen Bogner, Anne Weaver

**ASHEVILLE:** Robin Ewart, Kay Knezevich, Kristie Hall, Leighton Dowdle, Steve Able, Michael Greer, Denise Ballew, Matt Gruber

**CHARLOTTE:** Tara Payne, James Cook.

**WILMINGTON:** delisse Perez, Howard Laurie, Will Mathews, Ira Griffith, Donald Payne

**LBT:** Chris Jasion, Mia Pearson, Greg Westmoreland, Greg Williams, Celeste Hardy, Lynn Stephenson, Merville Forrester, Courtney Phillips

**CONSULTATIVE:** Bruce Pearson, Robbie Zimmerman

**AGENDA:**

- Finalizing the Amputation SEP and reviewing requirements within the SEP and determining final goals.
- Machine Guarding and Lockout tagout Training

Tara Payne co-chair amputation committee – Discussed the final draft of the Amputation SEP that was sent out by BC Paul Sullivan. The draft was recently received, and Tara Payne recommended that a copy of the draft be sent to the team and comments be returned to the co-chair by August 5, 2019.

*Old Business:*

Amputation in Pull down menu in OSHA Express

- Paul stated that Jackie Spangler has added the “Amputations SEP” code in the pull-down menu on OSHA Express and it will be ready for use on October 1, 2019.
- Ted and Paul are actively working on the training modules for the field staff. Ted will be instructing the machine guard portion and Paul will be presenting LOTO.

*New Business:*

Training by Paul and Ted was discussed in more detail. The training would take place in September and would be a one-day class at different sites. At this time, it is not sure if all offices will have the training or if some offices may need to travel to training. Also, ETTA and Consultation was urged to send employees to the training so we will have uniformed expectations.

Tara wanted to revisit how we are disseminating the information about the Amputation SEP. Tara recommend putting the information in the newsletter as previously discussed. There was also a concern about the economic feasibility of utilizing different types of media to advertise the Amputation SEP. Scott Mabry mentioned that we can look at ways to mitigate the cost. Scott stated that he will be speaking to the North Carolina Manufacturing Association and the majority of his presentation would be on the Amputation SEP. Scott stated that this event will include many companies and would be a good

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way to get out the message. Also a recommendation was made to utilize the STAR conference as well as other conferences that NCDOL employees attend. Tara mentioned that Ted Hendrix will be speaking at the North Carolina AIHA Conference this year and his topic will be the Preventing Amputations: Special Emphasis Programs and Machine Guarding.

Karen Bogner and Anne Weaver stated that the OPN must be finalized before additional means/methods of information dissemination could be discussed. Scott mentioned that cost might be a factor and that we might have to prioritize certain SIC codes

Tara discussed both of Paul's test Targeting list that was ran last week with assistance from Karen Bogner. The list for the most part was good, but Paul was concerned that the list pulled in small bakeries that only sold bundt cakes and did not have a high rate of hazards. Paul suggested that we limit the number of retail bakeries. Karen Bogner then stated that list needed to be ran without limitations in NAICS codes for the integrity of the system. Karen stated that in the past supervisors would screen the list and utilize their judgement when issuing assignments. The group agreed that the process in place would be followed and the supervisors would be responsible for issuing the assignments based on their professional judgement.

Tara stated that we agreed on 150 inspections per year. James Cook stated that we need to ensure we capture the number of inspections so we can track throughout the year. Karen stated that the information on the number of inspections on the SEP could be viewed on the F: Drive. Tara asked about inputting information the Amputation SEP on the F drive. Karen Bogner stated that everyone did not have access to the F Drive. Karen stated that in the past Jackie Spangler has input different statistical information for OE reports for compliance. Tara stated that she would follow up with Paul to get clarification on how the Amputation SEP information would be updated on the F Drive.

Howard Laurie asked what triggers permission to utilize the Amputation SEP and if permission to enter was denied, would the inspection count. Tara stated that she had concerns also about these areas and would ask Paul to clarify.

**Next meeting October 21, 2019 10:00 am**

## Amputation SEP Committee Meeting

29 April 2019

Start time: 10:00

End Time 10:40

### **ATTENDEES:**

**ORB:** Scott Mabry, Judyth Niconienko, Bruce Pearson, Melissa Scally, Rose Gray

**ASHEVILLE:** Robin Ewart, Kay Knezevich, Kristie Hall, Leighton Dowdle, Steve Able, Matt Gruber

**CHARLOTTE:** Tara Payne, Paul Sullivan, James Cook.

**WILMINGTON:** Lafayette Atkinson, Howard Laurie, Will Mathews, Ira Griffith, Donald Payne

**LBT:** Jeff McClaren, Cory Partridge, Ed Hardy, Bill Allen, Chris Jasion, Kaye Thibodeaux, Scott Justice, Cassandra Scott, Veatasha Darsy, Neesia Hill, Mia Pears, Courtney Phillips, Briggs Latrina, Lynn Stephenson, Nicole Brown, Wesley Herron, Jamie Frame, Todd Waller, Chris Moore, Sheldon Joseph.

**CONSULTATIVE:** Robbie Zimmerman

**AGENDA:** Discussions for finalizing the Amputations SEP

**SPEAKER(S):** Tara Payne (co-chair; amputation committee) and Paul Sullivan (BC) – Discussed the culmination of data. Base line data retrieved from OSHA Express for years 2016 – 2018. GOAL: 10% reduction of 151 at end of the remaining 4 years of the Strategic Plan.

**STATISTICAL:** Appendix “A” was discussed which addresses Industry type and corresponding NAICS codes and rates for the period of 1/2015-12/2018 in NC. A statistical threshold rate of 1.5 per 1,000 employees and at least 3 separate amputation incidents were discussed as being the target range. This would produce 1787 employers in the affected NAICS codes.

**ASSIGNMENTS:** Each compliance district will be allotted 25 assignments from the targeting list. The goal is for each of the ten districts to complete at least 20 of those assignments (the exact numbers are still pending). Inspections are partial in scope and are focused on machine guarding/LOTO to make the biggest impact with a high number of employers. CSHOs should be reviewing OSHA 300& 300A logs for trends related to machine guarding/LOTO.

Karen Bogner will be tasked with consolidating data for amputation rates per 1, 000 injured.

**CONCERNS:** Small N.C. employers; Appropriations Act concerns (less than 10 employees); Amputation will be placed in OE “pulldown” menu; Derive a finalized number for expected inspections.

**TRAINING:** Paul is organizing the LOTO/Machine Guarding class that is anticipated to be conducted in the September timeframe. To keep incoming NCDOL OSH employees up to date with this training, the committee is interested in exploring the possibility of incorporating related LOTO and Machine Guarding for amputation(s) in 105 class(es). This is something that needs to be run by ETTA as certain portions of other subject matter in the 105 class would (most likely) need to be shortened to incorporate this request.

**DISSEMINATION:** Scott Mabry mentioned having a segment in the Newsletter, discussing/introducing the Amputation SEP. Melissa Scally will also investigate additional means/methods via ETTA to get the word out to NC employers.

**FEEDBACK:** Submit any Feedback concerning Amputation OPN by May 29, 2019

**Next meeting: Monday, July 29, 2019, at 10:00am (This date/time has not been finalized yet. If it changes, I will send out an additional email).**

## Amputation SEP Team Meeting Minutes

2/4/19

### **Attendance:**

Charlotte: Paul Sullivan, James Cook, Tara Payne  
Raleigh/ORB: Scott Mabry, Karen Bogner, Anne Weaver  
Lake Boone Trail: Amelia Pearson, Todd Waller, Chris Jasion, Jeff McClaren, Wesley Herron, Katie Perry, Scott Justice, Lynn Stephenson, Greg Westmoreland, Cassandra Scott, Cristina Almonte, Sheldon Joseph  
Wilmington (phone): NA  
Winston-Salem: Pat O'Brien  
Asheville: Kay Knezevich, Robin Ewart, Denise Kennedy, Kristie Hall

### **New Business:**

- This was the second meeting of the Amputation SEP Committee.
- The discussion continued regarding how to choose the NAICS codes to be targeted by this SEP. It was noted that the wording of the OPN needs updating to better describe our selection process. Paul volunteered to update this section (E. 2. for the targeting selection for Programmed Inspections). It was decided to make the selection process based on the NAICS codes that Fed OSHA has in their amputation program. This logic was based on the thought process that Fed OSHA has a more expansive data pool of numbers/data. Additionally, the consensus was that it will be less likely to be questioned by employers/lawyers. We would like to incorporate high amputation NAICS codes from North Carolina as well (if they weren't already on Fed OSHA's list), although the exact parameters for this have not yet been decided. We would like to cross-match both lists.
- Upon updating section E. 2., the changes will be emailed to Karen/Anne for their input. Prior to the next meeting, an updated copy of the OPN will be emailed to all team members.
- The NC amputation data will be run through OSHA Express (Serious/Fatal Report, digital/limb amputations for FFY2016/17/18 (10/1/2016-9/30/2018). The numbers Paul ran were very consistent over those three years (166/167/170). The numbers Tara had previously run were through the OE Referral search engine, which produced some repeat amputation data.
- The master list of NAICS codes will be updated annually (like High Hazard Counties are presently updated in the Construction SEP).

- Tara will email ETTA and Consultative Services team members for their input on the sections pertaining to them in the OPN. Pat O'Brien emailed CSHO Payne after the meeting saying that he read the OPN and agrees with the wording regarding Consultative Services.
- Scott will check to make sure "Amputate" will be available to use in the "Strategic Plan Activity Description" pull-down menu.
- Paul discussed the upcoming training class this summer in Charlotte, Winston Salem, and Raleigh. He thinks we can complete the class in one day (1/2 day machine guarding, ½ day lockout/tagout)
- James and Tara were going to start focusing on finding some machine guarding cases to discuss in the training class. It was also mentioned in the meeting that anyone in Compliance can start finding interesting machine guarding and/or LOTO cases to bring to our committee's attention. They might be used in the training class.
- Our next meeting is scheduled for **Monday April 29, 2019 at 10:00am**. Future meetings will (attempt to be) planned on Mondays at 10:00 am to keep confusion to a minimum.

# Amputation SEP Team Meeting Minutes

11/16/2018

## **Attendance:**

Charlotte: Tara Payne, James Cook, Leaton Jones  
Raleigh/ORB: Kevin Beauregard, Scott Mabry, Judyth Niconienko, Karen Bogner, Andy Sterlen  
Lake Boone Trail: Mia Pearson, Bruce Pearson  
Wilmington (phone): Donald Payne, Julie Martin  
Winston-Salem: Paul Sullivan

## **New Business:**

- This was the first meeting of the Amputation SEP Committee.
- Paul discussed the excel spreadsheet that contained data for the time period 1/1/15-9/30/18. It was decided that going forward we would use data from federal fiscal years 2016-2018 (19/1/2016-9/30/2018) as a baseline.
- Discussion about what to do when an employer ends up on 2 different SEP lists. What do we do? Karen stated she would be able to highlight employers on two lists. Tara will update the OPN to address this circumstance and to update Appendix A with North Carolina specific information (presently Fed OSHA's information is in that location).
- Training: To get maximum results from a partial inspection, CSHOs need to be well-versed in LOTO and machine guarding. Paul suggested a 2-day training class to address this. Paul volunteered to spearhead a class in the east and in the west that would consist of one day of machine guarding and one day of LOTO. Tara and James volunteered to assist Paul. Donald can contribute photos as needed. Andy agreed that compliance should take the lead for this training and suggested using case-studies (as ETTA had their plates full through the end of the year with 10-hr and 30-hr training). Andy also had a concern with a shortage of photos available for training classes.
- A potential site visit to a STAR/SHARP/Trade School to view certain machinery was suggested to enhance the training.
- A few changes were suggested to the OPN by Kevin. Tara will make the changes and send out a copy of the revised prior to the next meeting.
- Karen suggested firming up the targeting/selection wording in the OPN to avoid the appearance of picking on a certain employer/industry. Tara and James will work on this and send out changes prior to the next meeting.

- The next meeting has not been decided yet. Tara is checking to see if January 28, 2018 at 10 am is available.