

Meeting Minutes

Meeting Description: Grocery and Related Product Wholesalers SEP Committee Meeting

Desired Results: Lower the injury and illness rate in NAICS 4244XX in North Carolina

Date: 09/24/2018 - Grocery SEP Team Members: "X" - present

Dawn Reynolds (Chairperson)	x
Anne Weaver (PSIMS -Bureau Chief)	x
Karen Bogner (PSIMS)	x
Tom Wilder (ETTA - Co-Chair)	x
Carlene Harris (ETTA Alternate)	x
Judith Niconienko (State Plan Coordinator)	x
Peggy Reme (Compliance West)	x
Roseanne Morgan (Consultative Services)	x
Scott Mabry (Management)	x

DISCUSSION ITEMS:

1. Welcome & attendance taken by Dawn Reynolds. Welcome to all members and guests.
2. Goals for **2017-2018** were reviewed. Our FY 2018 goals include: **20** Compliance Inspections, **3** Consultative Surveys and **1** ETTA training event.
3. The Inspection Summary Report for Compliance inspections showed **25** inspections conducted, **3** Consultative surveys and **1** ETTA training assist with 16 employees. **Goals attained-Thanks!!**
4. Previous action items were reviewed by the Committee.
5. Standards cited by Compliance from 10/1/2017 to 09/10/18 were reviewed. These included: lack of fork truck training, load rating, ppe assessment, fire extinguisher inspections, Hazard Communication Program, training and safety data sheets, electrical, propane storage, lock-out/tag-out, guarding stairways, exit access, exit routes obstructed, hand protection, jack stands, LP gas greater than 300 pounds (9 cylinders), and oxy-fuel cylinder storage less than 20 ft from flammables.
6. The new fiscal year begins 10/1/2018 so looking forward to meeting our goals for 2018-2019.

Review of old and new Action Items:

- a. Tom Wilder stated training was provided to Merchant's Distribution, which will complete ETTA's required goal. **Completed.**
- b. Anne will update the APN and we currently have 1 vacancy to fill (Monica McCaskill's and possibly Chris Moore's. I emailed Chris and he is to discuss with Nicole to see how she wants to proceed.) **Action Item**
- c. OPN 145 C is currently under review. Information on obtaining the OSHA logs and forwarding those to Anne and to the Committee was included. **Action Item**
- d. Dawn Reynolds will send out an email to the Bureau Chiefs and Supervisors on the revisions, once OPN 145 C is signed. **Action Item**
- e. In addition, Scott wanted CSHOs to ensure "struck by" hazards are being identified and information communicated. Add a paragraph to the OPN relating to this topic, send to Committee for review and then to Hollis Yelverton to add to OPN 145 C. **Completed** (see attached).

- f. Roseanne to send violations identified by Consultative Services. Roseanne provided and these included: lack of walking/working surfaces training, exit routes, PPE assessment, lock-out/tag-out, material handling, grinders, electrical, Hazard Communication Program and training, emergency action plans and training, respiratory training and fire extinguishers. **Completed** – (See attached).
- g. Karen will keep us up to date on the BLS statistics. DART rates are as follows:

NC - 2014	2.7	US - 2014	3.9
NC - 2015	3.3	US - 2015	4.2
NC - 2016	3.7	US - 2016	3.6

Please let me know if I missed anything and thanks again for your help in making the Grocery SEP a success!!

Next meeting: Monday, December 10, 2018 @ 1:30 pm
Submitted by: Dawn Reynolds

Date : 09/24/2018

Time : 14:13:54

Standards Cited Report

10/01/2017 - 09/24/2018

Page 1 of 1

SIC Range: All

NAICS Range: 424400 - 424499

Standard: All

Consultant: All

Establishment	Address	City	Consultant	Visit #	Open Date	TP	SIC	NAICS	Close Date
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	I	5142	424420	00/00/0000

Hazard	Standard	Nr Inst	Corr Date	Verify	
0001 A	1910.30 (b)(1)	1	08/31/2018	A	walking/working surfaces training
0002 A	1910.37 (a)(4)	1	08/03/2018	A	exit routes
0003 A	1910.132 (d)(1)	1	10/01/2018		PPE haz assessment
0004 A	1910.147 (c)(6)(i)	1	08/31/2018	A	LOTO
0005 A	1910.176 (b)	1	07/20/2018	A	material handling
0006 A	1910.215 (a)(4)	1	06/21/2018	O	abrasive grinders
0007 A	1910.215 (b)(9)	1	06/21/2018	O	abrasive grinders
0008 A	1910.215 (d)(1)	1	08/31/2018	A	abrasive grinders
0009 A	1910.303 (b)(7)(i)	1	07/20/2018	A	electrical hazards
0010 A	1910.305 (b)(1)(ii)	1	07/20/2018	A	electrical hazards
0011 A	1910.334 (a)(3)(i)	1	07/20/2018	A	electrical equipment
0012 A	1910.1200(e)(1)	1	10/01/2018		haz com program
0013 A	1910.1200(h)(1)	1	10/01/2018		haz com training
0014 A	1910.38 (b)	1	10/01/2018		emergency action plans
0015 A	1910.38 (e)	1	10/01/2018		emergency action plans training
0016 A	1910.134 (k)(6)	1	08/31/2018	A	respirator training
0017 A	1910.157 (e)(2)	1	06/21/2018	O	fire ext.

Total Visits: 1

Meeting Minutes

Meeting Description: Grocery and Related Product Wholesalers SEP Committee Meeting

Desired Results: Lower the injury and illness rate in NAICS 4244XX in North Carolina

Date: 06/18/2018 - Grocery SEP Team Members: "X" - present

Dawn Reynolds (Chairperson)	x
Anne Weaver (PSIMS -Bureau Chief)	x
Karen Bogner (PSIMS)	x
Tom Wilder (ETTA - Co-Chair)	x
Carlene Harris (ETTA Alternate)	Unavailable
Kevin O'Barr (Consultative Services -Bureau Chief)	x
Karen Bogner (PSIM-Primary)	x
Jesika Freeman (PSIMS – guest)	x
Judith Niconienko (State Plan Coordinator)	x
Peggy Reme (Compliance West)	x
Lori Kees (Consultative Services)	x
Roseanne Morgan (Consultative Services)	x (via phone due to teleconference equipment malfunction)

DISCUSSION ITEMS:

1. Welcome & attendance taken by Dawn Reynolds. Welcome to all members and guests.
2. Goals for **2017-2018** were once again reviewed. Our FY 2018 goals include: **20** Compliance Inspections, **3** Consultative Surveys and **1** ETTA training event.
3. The Inspection Summary Report for Compliance inspections was provided and showed the number of inspections conducted as **17** Compliance inspections. Consultative Surveys and an ETTA visit is in progress.
4. Previous action items and new information were reviewed by the Committee.

Review of 2018 Goals & ACTION ITEMS:

- a. Three (3) additional Compliance inspections need to be conducted to meet the 2017 - 2018 goal of 20 inspections. **ACTION ITEM**
- b. Kevin O'Barr stated CSB had mailed letters to employers earlier in the year for NAICS 4244 and minimal response had been received. Also counting two NAICS codes was discussed and only primary NACIS codes can be counted for the inspection even if the secondary NAICS is 4244. An example is the Food Manufacturing in combination with the Grocery Merchants. Lori Kees also suggested doing interventions for NAICS 4244 and providing information on Consultative Surveys.
- c. Tom Wilder stated ETTA will be providing training to a major company on June 26th, which will complete ETTA's required goal. **ACTION ITEM**

Tom also questioned that there seems to be little correlation between what is being cited and what is causing injuries. Tom and Anne discussed that since Compliance obtains OSHA logs from all Compliance inspections of those employers with greater than 10 employees, that the OSHA 300 & 300A logs be forwarded to Anne who will forward to the Team Leader. The Team Leader will then forward to the Committee for discussion at our quarterly meetings to determine what is causing the injuries. In the past, ergonomic related issues were causing injuries and increase in the DART rate, so it was re-emphasized that inspections need to be properly coded with the S16

and/or S17, in addition to ergonomic letters being sent to these employers. Only one (1) inspection was coded as ergonomic and subsequent letter sent. The Committee will review the OSHA logs at the next meeting scheduled in September. **ACTION ITEM**

- d. Karen Bogner reviewed the upcoming changes in Section 2.1 – Area of Emphasis for the Grocery and Related Product Merchant Wholesalers SEP. Some wording was changed by Consultative Services and ETTA. The Baseline DART is now 3.5 and the reduction of workplace injuries and illness was changed from 10% to 5%.
- e. Anne will update the APN to include Peggy Reme as the representative for Compliance West. **ACTION ITEM**
- f. Dawn Reynolds will update the OPN 145 B with the information on obtaining the OSHA logs and forwarding to Anne. **ACTION ITEM**
- g. Dawn Reynolds to forward the Five Year Summary and 2017-2018 Accomplishments. **ACTION ITEM - Completed**
- h. Dawn Reynolds to contact representatives from Compliance East to ensure teleconferencing is available from offices that need to connect for our quarterly meetings. **ACTION ITEM – Completed**
- i. Karen Bogner had previously provided our DART rates, but again the number are as follows:

NC - 2014	2.7	US - 2014	3.9
NC - 2015	3.3	US - 2015	4.2
NC - 2016	3.7	US - 2016	3.6
- j. Reminder to be careful in this heat!

Please let me know if I missed anything and thanks again for your help in making the Grocery SEP a success!!

Next meeting: Monday, September 17, 2018 @ 1:30 pm
Submitted by: Dawn Reynolds

Meeting Minutes

Meeting Description: Grocery and Related Product Wholesalers SEP Committee Meeting

Desired Results: Lower the injury and illness rate in NAICS 4244XX in North Carolina

Date: 03/12/2018 - Grocery SEP Team Members: "X" - present

Dawn Reynolds (Chairperson)	x
Tom Wilder (ETTA - Co-Chair)	x
Kevin O'Barr (Consultative Services Bureau Chief)	x
Kaye Thibodeaux (Compliance East Supervisor)	x
Karen Bogner (PSIM-Primary)	x
Monica McCaskill (Compliance East -Alternate)	x
Howard Laurie (Compliance - East)	x
Donald Payne (Compliance - East)	x
Vaughn Rizzo (Compliance - East)	x
Chris Jasion (Compliance -East)	x
Shelton Joseph (Compliance - East)	x
Paul Chavis (Compliance -East)	x
Carlene Harris (ETTA - Alternate)	x
Judith Niconienko (State Plan Coordinator)	x

DISCUSSION ITEMS:

1. Welcome & attendance taken by Dawn Reynolds. Welcome to all members and visitors.
2. Goals for **2016-2017** were once again reviewed. Our FY 2017 goals include: **20** Compliance Inspections, **3** Consultative Surveys and **1** ETTA training event.
3. The Inspection Summary Report for Compliance inspections was provided and showed the number of inspections conducted as **9** Compliance inspections from 10/01/2017 – 3/05/2018. Currently we **0** Consultative Surveys and **0** ETTA visits.
4. Previous action items and new information were reviewed by the Committee. Action items noted include the following:

Goals for 2018 and Action Items:

- a. Compliance inspections need to be conducted to meet our 2017 - 2018 goals of 20 inspections. Dawn Reynolds will contact the Supervisors to ensure NAICS 4244 inspections are being assigned. **ACTION ITEM**
- b. Kevin O'Barr stated CSB had mailed approximately 180 letters to employers in the NACIS 4244 and received 1% response (or 2 responses). Hopefully we'll see more requests seeing we need to meet the goal of 3 Consultative Surveys. **ACTION ITEM**
- c. Tom Wilder stated ETTA had contacted one, major company and was working with two other companies on the training event. Tom asked that if we run across any referrals, to let him know and he would contact the company to determine the need for training. **ACTION ITEM**

- d. The OSHNC Industrial Data Report (IDR) associated with Industry: Wholesale Trade; Sub-Group: Groceries and Related Products was revised in December, 2017. This is useful information for all those conducting inspections, surveys and training for NAICS 4244.
- e. Compliance Officers need to ensure if ergonomic issues are identified and addressed during the inspection, the inspection should be coded properly with S16 & 17 and an ergo letter sent to the employer, per instruction provided in our OPN 145B. **CONTINUING ACTION ITEM**
- f. Tom McNoldy had provided an email in December, 2017, after our last meeting, on the NAICS 4244 DART increase from 3.3 to 3.7 as follows:

Good afternoon, Ms. Jarman. I am happy to assist you regarding NAICS 4244!

Due to sampling error inherent in any random sample survey like the Survey of Occupational Injuries and Illnesses, estimates of incidence rates such as those reported in 2015 and 2016 may not actually differ from each other in a statistically significant way. This is in fact the case with NAICS 4244 – the DART rate of 3.7 reported in 2016 is *essentially unchanged* from the DART rate of 3.3 in 2015. I would caution against reading too much into the differences since they are, statistically, unchanged. We cannot confidently state that the differences occurred due to any reason other than chance alone.

That said, I am attaching two spreadsheets to this message containing count and incident rate data for NAICS 4244. Feel free to ask any questions you might have regarding the information contained in those spreadsheets.

To summarize those findings:

- The most common events causing lost work days were Overexertion and bodily reaction followed by Falls, slips, and trips.
- The most common Nature of injury (diagnosis) was Sprains, strains, or tears.
- The most commonly affected body parts were Lower extremities followed by the Trunk.
- The most common primary sources of lost work day injuries or illnesses were Vehicles followed by Containers.

NOTE 1: Those conducting inspections, surveys and training should address these types of events and injuries.

g. Karen Bogner had provided our DART rates as follows, but again here are the numbers:

NC - 2014 2.7

US - 2014 3.9

NC - 2015 3.3

US - 2015 4.2

NC - 2016 3.7

US - 2016 3.6

- Our NC DART rate has increased from 3.3 to 3.7.
- Karen again stated that the GS Targeting list is 1 ½ months old and there are available Grocery SEP assignments on the list.

Please let me know if I left out any pertinent information. And thanks for your help in making the Grocery SEP a success!!

Next meeting: Monday, June 18, 2018 @ 1:30 pm
Submitted by: Dawn Reynolds

Grocery and Related Product Wholesalers SEP Committee

Meeting Minutes

Desired Results: Lower the injury and illness rate in NAICS 4244XX in North Carolina

Date: 12/11/2017 - Grocery SEP Team Members: "X" - present

Dawn Reynolds (Chairperson)	X
Lori Kees (Consultative Services)	X
Karen Bogner (PSIM-Primary)	X
Anne Weaver (PSIM- Alternate)	X
Tom Wilder (ETTA - Co-Chair)	X
Kevin McGuire (Compliance West via phone)	X
Russell DeShield (Compliance West via phone)	X
Tara Payne (Compliance - West)	X
Kevin O'Barr (Consultative Services Bureau Chief)	X
Nicole Brown (Compliance East Bureau Chief via phone)	X
Kay Thibodeaux (Compliance East Supervisor via phone)	X
Neesia Hill (Compliance East Supervisor via phone)	X
Peggy Reme (Compliance - West)	X
Richard Kraemer (Compliance - West)	X
Curt Hobson (Compliance - West)	X
Griselle Negron (Compliance - West)	X

DISCUSSION ITEMS:

1. Welcome & attendance taken by Dawn Reynolds. Welcome to all members and attendees.
2. Goals for **2016-2017** were once again reviewed. Our FY 2017 goals were met and included 20 Compliance Inspections, 9 Consultative Surveys and 1 ETTA training event.
3. The Inspection Summary Report for Compliance inspections was provided and showed the number of inspections conducted as 4 Compliance inspections since 10/01/2017 – 12/07/2017.
4. There have been no Consultative Services Surveys and no ETTA training events conducted to date.
5. Previous action items and new information were reviewed by the Committee. Action items noted include the following:

a. Goals for 2018 and Action Items:

Compliance inspections need to be conducted to meet our 2017 - 2018 goals of 20 inspections. [Karen Bogner stated in our September meeting there are 81 Grocery SEP assignments available on the GS Targeting list.]

- b. Compliance Officers need to ensure if ergonomic issues are identified and addressed during the inspection. The inspection should be coded properly with S16 & 17 and an ergo letter sent to the employer, per instruction provided in our OPN 145B. **CONTINUING ACTION ITEM**

Tara Payne identified an inspection where ergonomic issues were addressed and coded the inspection accordingly. Tara also added, if each Compliance Officer would request a "4244" inspection, our Compliance goal of 20 inspections could be met more quickly.

- c. Kevin McGuire stated he will be leaving the Grocery Committee to take Nancy Hall's place on the Health Hazards Committee. Russell DeShield will be his replacement.

Grocery and Related Product Wholesalers SEP Committee

- d. Per Lori Kees and Kevin O'Barr with Consultative Services and Tom Wilder with ETTA, no requests have been made by those employers with the NAICS 4244 code to date.
- e. Each Committee member was asked to review our OSHNC Industrial Data Report (IDR) 51 and identify topics which need to be added to align with OPN 145B. Hollis Yelverton requested that we add information and then send to her for review. Several members sent topics to include in the IDR. Dawn Reynolds will add these topics and send the draft IDR to Hollis for review.

ACTION ITEM.

- d. Karen Bogner provided our DART rates for **2016** as follows:

NC - 2014	2.7	US - 2014	3.9
NC - 2015	3.3	US - 2015	4.2
NC - 2016	3.7	US - 2016	3.6

Our NC DART rate has increased from 3.3 to 3.7. Anne suggested contacting Todd McNoldy to get the latest stats on the injuries causing the increase. Dawn Reynolds will contact Mr. McNoldy. **Completed - ACTION ITEM.**

- e. Anne also noted that next summer (2018) is the last year of our Five Year Strategic Plan. There could be changes to our Emphasis Programs that we may need to note and incorporate.

Please let me know if I left out any pertinent information. And thanks for all your help in making the Grocery SEP a success!!

Next meeting: Monday, March 12, 2018 @ 1:30 pm

Submitted by: Dawn Reynolds