

Grocery and Related Product Wholesalers SEP Committee
9/16/2019 Meeting Minutes

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

Grocery SEP Team Members: "X" = Present

Dawn Reynolds (Chairperson)	x
Jill Warren (New Chairperson)	x
Julie Martin (ETTA)	x
Carlene Harris (ETTA)	x
Karen Bogner (PSIM)	x
Anne Weaver (PSIMS)	Not available
Peggy Reme (Compliance - West)	x
Roseanne Morgan (Consultative Services)	x
Russ DeSheild (Compliance – West)	x
Courtney Phillips (Compliance – East)	x
James Zepede (Compliance – East)	x
Judith Niconienko	Not available
Lori Kees (Consultative Services)	Not available

Other Attendees:

Idelisse Perez (Compliance – East)	x
George Calvery (Compliance – West)	x
Howard Laurie (Compliance – East)	x
Alex Lee (Compliance – East)	x
Ira Griffith (Compliance – East)	x
Merville Forrester (Compliance – East)	x
Lafayette Atkinson (Compliance Supervisor – East)	x
Lee Peacock (Compliance Supervisor - West)	x
Leaton Jones (OSHA Program & Review Analyst)	x

DISCUSSION ITEMS:

1. Goals for **2018-2019** were reviewed. Our FY 2018 goals include: **20** Compliance Inspections, **3** Consultative Surveys and **1** ETTA training event.
2. The Inspection Summary Report shows **22** inspections for Compliance, 4 surveys for Consultative Services and **1** training event conducted for ETTA to date.

REVIEW OF OLD ACTION ITEMS:

1. Dawn reviewed meeting attendance and requested members to notify the chair and send an alternate if unavailable to attend the meeting.
2. All offices were able to connect via teleconference system.
3. Dawn reviewed OSHA logs not originally sent to the Grocery Committee:
 - a. Simpson Produce - # 318165156 – No logs available. No injuries. CSHO discussed need for keeping OSHA Logs with employer.
 - b. US Foods - # 318165073 - requested OSHA Logs from Compliance Officer
 - c. Swift Beef - # 318166733 – requested OSHA Logs from Compliance Officer

NOTE 1: US Foods logs had a considerable amount of strains. No ERGO letter or code was noted on the inspection.

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NOTE 2: Swift Beef had 14 lacerations/amputations & 20 strains. No ERGO letter or code was noted on the inspection.

NOTE 3: Both inspections were complaints.

4. Dawn discussed sending ergonomics hazard alert letters and entering coding in OE.
5. Reviewed Lori Kee's request to provide information about Consultative Services information to employers with ergonomics issues.
6. Dawn Reynolds send an email to Bureau Chiefs, Supervisors and Ash to ensure Compliance Officers are reviewing OSHA Logs, discussing any trends with the employer and sending the logs to Anne Weaver, PSIMS, to be reviewed by the Grocery SEP Committee.
7. Grant Quiller had questioned why NAICS code 4248 was not included with 4244 since NAICS 4248 had a high recordable rate of 6.1 and were mostly distributors. Karen Bogner provided information via email that NAICS code 4248 – Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers was not considered for this SEP or any other because there is no data collected via the BLS Survey for NAICS 4248. Only US BLS data is available. Also, there are only 157 employers within this NAICS code that has 11 or more employees.
8. Dawn reviewed OSHA Logs for the most recent Grocery SEP inspections
 - Mondelez Global (Insp. #318172962)
 - Performance Food Group (Insp. #318175924)
9. NC DART rate is 3.0

NEW ACTION ITEMS:

1. Send email to Bureau Chiefs, Supervisors and Ash to remind Compliance of the goals of the Grocery SEP and to review OSHA Logs, discuss any trends with the employer, send the logs to Anne Weaver, PSIMS, to be reviewed by the Grocery SEP Committee, send an ergonomics hazard alert letter to employers as needed, and code in OE (S 17). Jill will send an email on Oct. 1.
2. Lee Peacock requested that the ergonomics hazard alert letter be included in the OPN as an Appendix. Julie Martin suggested the development of a checklist to be added to the OPN which includes the requirement to send OSHA 300 Logs to PSIMS, sending an ergonomics hazard alert letter, and coding it in OE. Dawn reviewed normal citations/hazards encountered during a grocery inspection including fire extinguishers, forklifts, docks, and electrical. Dawn and Jill will review possible checklists to discuss during the next meeting.
3. Check to make sure ergonomics hazard alert letters have been sent and coded for Mendelez Global and Performance Food Group. Dawn and Jill will confirm.
4. Inspections at Simpson Produce, US Foods, and Swift Beef are already complete, and no ergonomics hazard alert letters were sent or coded in OE. Dawn will investigate whether it is too late to send a letter.
5. Lafayette Atkinson requested that Idelisse Perez be appointed as a Grocery SEP committee member. Dawn will get Idelisse officially added to the committee. **Completed**

Thanks for helping make the Grocery SEP a success!

Next Meeting: December 2, 2019, 1:30 PM.

Submitted by: Jill Warren

Grocery and Related Product Wholesalers SEP 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: 03/11/2019

Grocery SEP Team Members	“X” = Present	Guests	“X” = Present
Dawn Reynolds (Chairperson)	x	Scott Justice (Compliance -East)	x
Tom Wilder (ETTA - Co-Chair)	x	Sara Mimm (Compliance - East)	x
Courtney Phillips (Compliance - East)		Starsky Martin (Compliance - East)	x
Jim Zepede (Compliance - East)	x	Katie Perry (Compliance – East)	x
Peggy Reme (Compliance - West)	x	Wesley Herron (Compliance - East)	x
Russ DeShield (Compliance - West)	x	Merville Forrester (Compliance-East)	x
Carlene Harris (ETTA Alternate)	x	Latrina Briggs (Compliance - East)	x
Lori Kees (Consultative Services)	x	Griselle Negron (Compliance - West)	x
Roseanne Morgan (Consultative Services)	x	Curt Hobson (Compliance - West)	x
Karen Bogner (PSIM)	x	Grant Quiller (Compliance - West)	x
		Bob Tipton (Compliance - West)	x
		Richard Kraemer (Compliance - West)	x
		Kevin Kearney (Compliance - West)	x
		Brian Kempainen (Compliance -West)	x
		Rob Jacobson (Compliance - West)	x
		Lee Peacock (Compliance Supv - West)	x
		Paul Sullivan (Bureau Chief - West)	x
		Judith Niconienko (State Plan Coordinator)	x

DISCUSSION ITEMS:

- Goals for **2018-2019** were reviewed. Our FY 2018 goals include: **20** Compliance Inspections, **3** Consultative Surveys and **1** ETTA training event.
- The Inspection Summary Report shows **10** inspections for Compliance, **2** surveys for Consultative Services and **1** training conducted for ETTA to date.

Review of old and new Action Items:

- Tom Wilder stated training was provided to Merchant’s Distribution, which will complete ETTA’s required goal. **Completed.**
- Anne updated the APN and our vacancies were filled by Jim Zepede and Courtney Phillips. **Completed**
- OPN 145 C was approved. Information on obtaining the OSHA logs and forwarding those to Anne, then to the Committee was included. **Completed**
- Dawn Reynolds sent out an email to the Bureau Chiefs and Supervisors on the OPN 145 C revisions on 10/16/18. **Completed** [See attachment #1].
- In addition, Scott wanted CSHOs to ensure “struck by” hazards are being identified and information communicated. A paragraph was added to the OPN relating to this topic, and sent to the Committee for review and then to Hollis Yelverton to add to OPN 145 C. **Completed** [See attachment #1].

6. Roseanne sent violations identified by Consultative Services. 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**

7. Karen has kept us updated 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

NC - 2017 3.0 US - 2017 4.2

NOTE: The baseline is the average of the most current five (5) year (2012-2016) DART rates for NC from the BLS Survey for North Carolina for NAICS 4244, which is **3.5**.

The goal of this SEP for FY 2019 is to reduce by **1%** the NC BLS DART rate for 4-digit NAICS 4244 establishments in North Carolina.

8. Lee Peacock questioned if there were NAICS 4244 assignments that correlated with the latest SST assignments. Karen Boger is to check and send a list of the 4244 assignments per District. **ACTION ITEM:**

COMPLETED – see Karen's information (Attachment #2).

9. Tom Wilder reiterated that hazards cited should be compared to the injuries/illnesses being found on the OSHA Logs. Dawn stated that the new addition to OPN 145C incorporates that OSHA Logs be forwarded to PSIMS Bureau Chief, who will in turn, forward to the Grocery Chairperson, so the logs can be distributed to Committee members for review at quarterly meetings. (See Attachment #1).
10. Dawn asked that this information about collecting OSHA Logs be communicated to the Compliance Officers via their Supervisors. Out of 10 inspections, OSHA Log data was available for only 2 inspections. Dawn noted that per past Committee conversations, the OSHA log injuries were related to strains and sprains of the back, shoulders, and knees. [ERGO letters should be being sent should these injuries be identified on the OSHA Logs and the inspection coded S 17 per FOM Chapter XVII.]
11. The Inspection Summary Details was reviewed and citations were issued for lack of : exit signs, ppe assessments, ppe, fire extinguisher inspections, electrical hazards, hazard communication issues, fall protection, lock-out/tag-out, industrial fork truck training, machine guarding and storage of flammables.
12. Grant Quiller questioned NAICS code 4248 in conjunction with OPN 145C and NAICS 4244. NAICS 4248 is Beverage distribution. Grant will contact P. Sullivan and further discuss.
13. No additional action items were addressed other than a new Chairperson will be needed after June, 2019.

Action Item

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

Next meeting: Monday, June 11, 2019 @ 1:30 pm.

Submitted by: Dawn Reynolds

Attachment #1:

Several sections of Special Emphasis Program for Grocery and Related Product Merchant Wholesalers - OPN 145C, have been revised to include the following changes in bold. These revisions were provided to Bureau Chiefs and Supervisors via email on 10/16/18.

Section E.3.D.2.ii:

- **Powered Industrial Trucks.** There is significant material handling in NAICS 4244 warehousing operations that poses the potential for serious injuries to employees. CSHOs will evaluate the employer's policies, procedures, and work practices for compliance with the requirements of 29 CFR 1910.176 – Handling Materials, General and 29 CFR 1910.178 – Powered Industrial Trucks. If the trucks operate on hydrocarbon fuels, employee exposure to carbon monoxide shall also be evaluated. Of special importance is the use of seat belts while driving trucks and the use of personal fall arrest systems while on lifts for order picking.
- **CSHOs should evaluate work processes occurring inside and outside of the warehouses and storage areas by looking for potential “struck by” hazards, especially when employees are working near tractor trailers, fork trucks and other heavy equipment. CSHOs should ensure dock locks, chocks and/or spring brakes are being used to prevent employees from being struck by tractor trailers and trucks either while walking or while driving fork trucks. See Standards Notice 66 – Spring Brake System or Dock Lock used in lieu of Chocking as Means to Secure Trucks or Trailers at a Loading Dock.**
- **In addition, CSHOs should review employers' policies and procedures to determine if “struck by” hazards exist, and ensure pedestrian walkways are established where visibility is limited in one or more directions.**

Section E.3.a.i.D.2:

OSHA 300 and 300A forms will be collected from each employer as required by FOM Chapter III Inspection Procedures, paragraph D.6.a.i as follows:

1. **Records.** The CSHO will comply with the records review procedures that follow for all inspections, programmed or unprogrammed, of employers required to keep the records in question. Findings will be documented in the case file within the Penalty Credits section of OSHA Express (OE) under Evaluation and Employer's Overall Safety and Health Program.
2. **Injury and Illness Records.** CSHO(s) will review the current and the most recent three (3) full calendar years of the employer's injury and illness records. Data from this review will be recorded in OE within the Penalty Credits section of OE under Evaluation and Employer's Overall Safety and Health Program.

In order to track and trend illnesses and injuries for NAICS 4244, OSHA 300 and 300A forms will be collected by the CSHO(s) performing NAICS 4244 inspections and will forward to the Planning, Statistics and Information Management (PSIM) bureau chief, who will in turn forward to the team leader of the Grocery and Related Product Merchant Wholesalers SEP for review at quarterly committee meetings. Information and data gathered will be documented and communicated to the employer and district offices.

Attachment #2:

Karen Bogner's Information:

In response to Lee's question during our meeting, these are the number of uninspected sites (by district) on the General Schedule Targeting List (Safety) within NAICS 4244:

District 1 = 8

District 2 = 1

District 3 = 1

District 4 = 9

District 5 = 12

District 6 = 7

District 7 = 2

District 8 = 4

District 9 = 7

District 10 = 22

District 11 = 6

There are only 2 sites on the new SST Assignment List within NAICS 4244.

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: 12/10/2018 - Grocery SEP Team Members: "X" - All present – information sent via email.

DISCUSSION ITEMS:

1. Goals for **2018-2019** were reviewed. Our FY 2018 goals include: **20** Compliance Inspections, **3** Consultative Surveys and **1** ETTA training event.
2. The Inspection Summary Report shows **1** inspection for Compliance, **2** surveys for Consultative Services and no training conducted for ETTA to date.
3. Previous action items were reviewed by the Committee from an agenda sent via email. No new action items were identified.

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.) **Completed**
- c. OPN 145 C was approved. Information on obtaining the OSHA logs and forwarding those to Anne and to the Committee was included. **Completed**
- d. Dawn Reynolds sent out an email to the Bureau Chiefs and Supervisors on the OPN 145 C revisions on 10/16/18. **Completed** [See attachment #1].
- e. In addition, Scott wanted CSHOs to ensure "struck by" hazards are being identified and information communicated. A paragraph was added to the OPN relating to this topic, and sent to the Committee for review and then to Hollis Yelverton to add to OPN 145 C. **Completed** [See attachment #1].
- f. Roseanne sent violations identified by Consultative Services. 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**
- g. Karen will keep us updated on the BLS statistics. DART rates are as follows:

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NC - 2015	3.3	US - 2015	4.2
NC - 2016	3.7	US - 2016	3.6
NC - 2017	3.0	US - 2017	4.2

NOTE: Our DART rate decreased from 3.7 to 3.0 for 2017 !!

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

Next meeting: Monday, March 11, 2019 @ 1:30 pm.

Submitted by: Dawn Reynolds

Attachment #1:

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Section E.3.D.2.ii:

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