

ETTA BUREAU MEETING MINUTES

Date: 02/22/2021

Location: Lifesize

Time: 1:00 PM

Scribe: Annalyn Apodaca

In Attendance: Carol Wells, Morgan Brown, Dee Bryant, Marcy Collyer, Joseph Davis, Jermaine Dennis, Cory Dunphy, Michelle Evans, Ed Geddie, Alta Guzman, Celeste Hardy, Ed Hardy, Carlene Harris, Tim Hogan, Wanda Lagoe, Joe Long, Julie Martin, Starsky Martin, Betty Morgan, Idelisse Perez, LaMont Smith, Crystal Stallings, Andy Sterlen, Nick Vincelli, James Washington, Meredith Watson, Hollis Yelverton, Annalyn Apodaca, Kevin Beauregard.

Open Meeting

Anyone with a safety moment to share with staff.

- Don't leave a pot boiling while working. "A watched pot never boils." By Jermaine Dennis

Last bureau meeting 12/14/2020 - minutes posted on the One Stop Shop

Updates / Announcements

Bureau Chief, Wanda Lagoe

- Birthdays in January – April.
- OSH is in Group 3b for vaccinations. The shots are optional. You may take work time to get the shot and if you have an adverse effect from the shot, you may also take leave for that.
- There is a potential for an emergency temporary standard for COVID-19 coming from Federal OSHA. They have a deadline of March 15 to decide based on the Executive Order by the President.
- An updated Drug Policy came out from HR. Please review and sign the signature page and send to your supervisor for signature. It will then need to be sent to Doris Kester – HR.
- New laptops will begin to roll out for us in a few weeks. I checked with IT and they said they can bring the monitors, keyboard, mice and ports over on Friday.
- All ETTA vehicles located downtown have been turned in except the Explorer. As things start returning to normal, we will start requesting vehicles from Motor Fleet again.

OSH Deputy Commissioner/Director, Kevin Beauregard

- Audits last week and the week before. OSHA Audit and Financial Audit 2018-2019. New OSHA Auditing. Brand new people in Financial Department. OSHA was very pleased and complimentary about the documentation and how the State kept up with the financial side of things. At the same time there was a Consultation Bureau audit. They had a new auditing team as well. Looked at 40 case files; 20 health and 20 safety. They will get the report March or early April.
- Currently there are no negative findings on the follow up from the last year. Audited the whistleblower. Nice things to say about the different bureaus. Commissioner has heard good things about our program.

- A group that petitioned the former commissioner filed a CASPA. OSHA will process it. We are still in the legal process to responding to their legal request. Telling the media they filed a CASPA. OSHA doesn't have a COVID-19 standard right now and President Biden is looking to promulgate making one. The group that filed the CASPA proposed a Standard but not under OSH standard. (i.e. increase in hourly wage, etc.) OSHA did put a draft together in regard to conducting COVID-19 inspections. NC was able to review this draft and we made some comments and sent concerns. They didn't address vaccinations or field staff which should be addressed if they are sending out people into the field.
- Vaccinations are being encouraged. There will be an article that will be coming out in March. Vaccinations availability also depend on what county you are in. There is more information on the DHHS website and there is a survey there you can fill out and it will give you updates when your group is ready to get vaccinations.
- All the bureaus have sent wish list items to Tammy for review. They want to review it all before the end of the fiscal year. We have extra money due to vacant positions.
- Budget: State budget is looking pretty good. Received reimbursements for COVID-19. Not sure how this translates for other departments. We put in an expansion request for NCDOL OSH. Requesting additional funds to address salary positions for safety and health professionals. Asking for money 3 different ways.
- \$89,000 grant that was released not too long ago. Hasn't been received yet. Approved in December 2020.

Section Updates

Library: Nick Vincelli

- Unable to purchase new editions of Span International's certification exam workbooks (e.g., ASP) from ClickSafety (which acquired Span 1-2 years ago)—they refused to register in NC E-procurement and required us to sign a service agreement before we can order the workbooks using the purchasing card.
- Recently purchased new CSP book from Alibris and hope to soon receive new ASP book I just ordered.
- ReferenceUSA database (provided by Data Axel, fka InfoGroup) & Training Network NOW streaming video subscriptions (which both expire in August) submitted on wish list
- Ordering consensus standards from I.H.S.
- Continuing to work on project transferring & cataloging NFPA codes/standards from notebooks in stacks to Standards Collection.
- Continuing to follow-up on fire extinguisher in 5th floor break room overdue for replacement.

Recognition Program Section: LaMont Smith

- Introduction of Meredith.
- Recognition Program interim appraisals scheduled for 2/25 and 2/26.
- Safety Awards Application Deadline – 3/19/2021
- SSTM Training
 - Sub-committee Meeting -2/26/2021
- OE Access – Training Scheduled for March 2021
- Website Updates in Progress
 - Safety Awards
 - Carolina Star

- Star Policies and Procedures/Recognition Program BOP updates in progress.

Standards: Hollis Yelverton

- Publications is continuing to update all the publications and posters with the new Commissioner's name. We will continue to distribute the previous versions of the publications until we receive the new ones.
- The content in the workplace posters hasn't changed, but the color and the Commissioner's name and photo have. Employers can continue to post the old posters, but if they want new posters, they can order them. We may be ready to send the new posters in March.
- We continue to update the website with any publications, enforcement procedures or training presentations that were affected when the website software was updated.
- There is a very minor update to the Cranes in construction rule, which affects railroad, roadway work. It will become effective in NC around March 1, 2021.

Training Section: Marcy Collyer

Internal Training:

In January we completed the first virtual 100 and Technical Writing courses. We are still waiting on formal feedback, but informal feedback was positive.

- Annual training is Scheduled for Nov 1-3rd at McKimmon Center.
- Accident Investigation and Interviewing Techniques scheduled for April.
- Several continuing education course in the scheduling phase.
- 105 Course projected for first two weeks of June.

External Training:

- We continue to host webinars and will be transitioning to our new webinar platform mid-March.
- The training section is working on Powerpoint updates and Captivate projects.
- Grain Stand Up Week March 29-April 2nd – Our staff can attend, look for information from Judyth and Dee.
- New Special Events page on website: Will have information on all OSH special events, Grain Stand Up, Fall Stand Down, Heat Illness Campaign, Excavation and Trenching Stand Down, Construction Forums.
- The virtual studio is coming along and we hope to be up and running by the end of April.

Alliances:

Currently we have six alliances. NCALGESO is in the renewal process. Current Alliances:

- NUCA
- Safety and Health Council
- NC State IES
- Mexican Consulate
- Lamar
- CAGC

Committee Updates

S & H Steering Committee Quarterly Meeting: Carlene Harris/James Washington

- The S&H Steering Committee met on January 12, 2021. NCDOL hazard reporting tool will be on the Safety and Health page on the Intranet once the tool has been tested and approved by the SHSC committee.
- Unit inspections are being conducted in common areas. Employees are asked to report any items of concern to their committee members or supervisor.
- A heating issue and flooring/lighting issue on the stairwells were reported in December and addressed.
- Next meeting is in April.

Open Discussion – Staff Updates

Bureau Administration:

Carol

- Budget and Purchasing - a lot of behind the scenes items that I have to consider before we create our requisitions - check that accounts are validated in the budget code we are working with, any additional comments that might need to be noted or touch base with vendors before we begin the requisitions. The following are some of the recent items worked on:
 - Equipment items for virtual training room
 - New webinar platform
 - Survey platform
 - Online defensive driving classes
 - Items for labor one
- Reminder - we will want to keep a check on the delivery area for items that are coming in for the training room and see that they are opened in a reasonable time, checked for damages, note any issues, retain shipping containers for returns and notify vendors if needed.
- Wish list items submitted to Tammy last week for Kevin's review. We had items for Training, Recognition, Safety Awards, Library and Standards. Thanks to everyone who helped with that information.
- Even though Recognition staff are the only ones traveling right now, the checklist, quick reference guide & instructions provided by Financial Services for expense reports should be helpful to everyone.

Recognition Program:

Annalyn

- Mailed out Safety Awards Applications 2/1-2/2
- Safety Awards Applications are coming in fast. Meredith processing them.
- Supporting the Star Consultants with the Annual Report Spreadsheet that we have and been logging in when we receive them and if they have any extension requests, workers comp, if they want to share their best practices, making contact updates, etc.

Morgan

- Use PocketPrep (mobile app) to prep and the questions were the same on the SPAN book. For studying for the ASP.
- Looking at Annual Reports and getting through all the reviews.
- Working the Safety Conference website and getting the registration site up and running.
- The drone team wasn't able to do much because they can't meet in person. Part 107 there is a two-year recurrent exam for \$180.00. Got to go to the testing site, but now it is just a course instead of an exam. Once she does this she will be up to date.

Jermaine

- SAR review (definitely different than looking at compliance reports)
- Conducting pre-sites with Carlene and Michelle (all of the colleagues). Going with them and refining the skill.
- Did a Star Presentation with Carlene in Raleigh and scheduled another presentation for Barringer Construction in March.
- Just made the decision to go back to school to get masters in OSH safety this summer.
- Nick's emails with training events have been really helpful and has shared them with other partners.

Michelle

- We are fully electronic with the Star Annual Report now – complete with fillable form. The process is going smoothly and working out the form glitches, but we are leaps and bounds with technology improvements since 2018.
- Evaluations are scheduled - 2 in person and 1 virtually for the next 2 months.
- SSTM meeting – will discuss options for recertification that were completed last year and due for this year and NCDOL training will be priority.
- Working with the Board on virtual conference if unable to do in person.

Carlene

- Presentations and building star follow up visits. Able to go to construction sites.
- Working with safety schools and conferences. Eastern Carolina Safety Schools will be virtual.
- Mentoring Jermaine to get him to think like a Star Consultant. Doing a great job. He's done a couple of presentations, etc.
- Studying for ASP and hopefully schedule that in the Spring when they have testing.

Tim

- Working on SARs.
- Having difficulties planning site visits due to COVID-19 and to weekly ice storms on the western part of the state and the mountains.
- Working with Zoetis in Durham, an animal health company, to come into the Star Program.

Standards:

Cory

- After a conversation with a caller, we talked about whether employers can be required to provide face coverings for employees to wear if they identify COVID-19 as a potential hazard in their workplace. After conversations with Hollis and Scott Mabry, it was recommended that it can be put in their programs that the employers are "expected" to provide face coverings for the employees, but since face coverings are not considered to be respirators by OSHA, we can

not “require” employers to provide them. Therefore the expectation could be there based on their hazard evaluation, but there is no standard that requires the payment for face coverings.

Alta

- Thank you for an incredible interim meeting.
- Joseph and Alta was at the SAP meeting notes:
 - Held virtually 1/25
 - Consultative is on track on meeting goals 100%.
 - ETTA including webinars, etc. has done 27 inspections already.
 - Allegations of black out and tag out (amputations) have been doing really well.
 - Shoutout to Wanda helped sent a link to a guy in Canada who wanted to open a business in NC.
 - Will be in training for a couple days of this week. Taking one of the trainers classes.

Joe L.

- NCDOL SERT - Fleda, Hollis, Cory, Andy, and I, continue to provide SERT (NCEM) daily updates to staff. We synthesize information from several sources.
- Standards inquiries have been steadily increasing since the holidays.
- On Lifesize, provided internal training for FOM Chapter XIV in the 110 course.
- Fall protection variance request on hold (pending final order of active case).
- Working on new Site Specific Targeting CPL. PSIM currently reviewing standards' section reviewed items and mark-ups.

Betty

- We have the explorer left. Located the explorer notebook it is in the supply closet on the top shelf with the mileage etc. The sign out sheet for the explorer is in Betty's cubicle.
- Temporary office is on the 5th floor.
- Everyone needs to send Betty the list of keys for the cabinets. Send her the number of the keys.

Training Section:

Dee

- Per food manufacturing food committee, very close to submitting for review.

Virtual Training Updates

In anticipation of expanding virtual training, changes to procedure/policy are being incorporated into the training process.

Attendance:

- Developing a new uniform paper-based attendance record.
- Utilizing, as necessary, the Lifesize attendance record.

10hr/30hr Opening Comments for trainers

- Opening comments will be amended to reflect the unique requirements of virtual training.

Julie

- Working to update the internal training presentation for Long Term Care, turning it into an interactive captivate training module.
- Working to update the External Long Term Care presentation in order to create more interactivity, and the Food Mfg.
- SEP committee is finalizing the new version of the SEP and will be submitting the document for review soon.

Starsky

Grocery SEP:

- Next scheduled meeting is on 3/2/21
- Exceeding committee goals!
- External Grocery SEP training ppt completed and several webinars conducted.
- Working on Internal Grocery SEP training ppt for CHSO training in Captivate.
- Reminder to CSHOs to code inspections correctly in OSHA Express to prevent skewed data on reports.

Ergonomics Committee:

- No meeting scheduled.
- No outstanding office or work ergonomic issues reported.

Labor One Upgrades:

- New commissioner decals, new generator, new electric awning and back up camera have been completed, installed and tested.
- New captain seats for driver, passenger and jump seat are scheduled for install in March 2021.

Primary Work:

- Continue to prepare, study, practice and instruct assigned webinars and teach virtual 10Hr courses assigned.
- Review and edit external training ppt's assigned for special update project.

Andy

- Studio stuff is ordered. Just waiting for it to arrive.
- Waiting for the IT guys to install data nodes.
- Alliance with SHCNC still going well. I've been teaching several courses there.
- First Partnership visit to Charlotte Pipe and Foundry coming up on March 9th
- Wanda's Construction Standard Industry Guide was much appreciated by the folks at North American Women in Construction. I did training for them last week.

Closing – Adjourned (2:44 PM)