

ETTA BUREAU MEETING MINUTES

Date: Monday, April 26, 2021

Location: Via Lifesize from ORB office or Teleworking from home

Time: 1:00 pm

Scribe: Celeste Hardy

Staff in Attendance: Wanda, Carol, Annalyn, Morgan, Michelle, Carlene, Tim, Meredith, LaMont, Marcy, Joseph D., Celeste, Ed, Starsky, Andy, Hollis, Cory, Joe L., Betty, Crystal, James, Nick, Kevin Beauregard.

Wanda opened the Meeting asking if anyone had a “Safety Moment” to share:

Morgan reminded everyone not to get complacent about COVID-19 as many of her family have contracted the virus.

Marcy reminded everyone to keep alert driving with the increase in traffic, more people are back to work and on the highways driving fast.

Bureau Chief Updates / Announcements: Wanda Lagoe

- Welcome everyone; Meeting minutes from last BM posted to the One Stop Shop.
- No new certifications to report.
- Birthdays for May and June: Joe L, Michelle, Cory, Annalyn, Betty and Morgan.
- PPE supplies available in HLS closet. If what you need is not there, let your supervisor or me know; plenty of supplies downstairs.
- Reminder to supervisors, please ensure interviews are scheduled within two weeks of receiving applicant list.
- Meeting with DEQ, Brian Polk on the E MESH. Will be looking to Andy to possibly help with the training. Would like to introduce it in November at the Summit for Safety Leadership (renaming of Safety Congress) in Charlotte.
- MESH/Alliance meeting last week with the new Commissioner and SHCNC, Matt and Chip and NCSU-IES, Wendy and Holli. Went very well.

OSH Deputy Commissioner /Director Updates / Announcements: Kevin Beauregard

- Angela Hamilton will be returning to HR on 5/6. I will be filling the executive assistant position as soon as possible.
- Equipment/Supply list - Please get equipment lists to Tammy Higgins as soon as possible.
- OSH Advisory Council Meeting is May 5th @ 9am.
- COVID
 - Compliance to commence programmed LTC inspections with vaccinated staff members using respiratory protection.
 - COVID NEP response due to OSHA on 5/10.

- OSH issued 1st COVID-19 related GDC citation against DLP Wilson Medical
- Physicals - Staff should schedule to have their annual physicals prior to the end of the state fiscal year.
- Office staffing- OSH tentatively planning to start bringing back more office-based employees on 7/1, unless state announces an earlier date. This will likely be a gradual process.

Section Updates:

Nick Vincelli - Library

- TN NOW streaming video subscription recently renewed—recently learned that they will change their name to Streamery and there will be some changes to their website (I hope it's not too confusing for our users).
- ReferenceUSA subscription pending negotiation of license agreement (much longer & more legalistic since company changed its name to Data Axle); pending reply from Britne in LAD (followed-up with her last week & still haven't received a reply).
- Received new books on ASP & CSP (not the Span Int'l workbooks which are probably more helpful) ordered through Alibris—checked out by staff members.
- Reviewing expired patron accounts list from State Library—deciding whether to renew or purge patron accounts based on activity (borrowing material &/or use of TN NOW service); deleting most of them; Betty has been filing patron cards in archived file & recently expanded & reorganized inactive patron card files.
- State Library/GHL cataloger recently allowed to work in office once a week, so I've been delivering books for her to catalog (as I did in the past before the pandemic).

LaMont Smith – Recognition Program

- Jermaine Dennis resigned from his Star Safety Consultant Position, and his position was posted on Friday, April 23, 2021.
- OE Access for Star Consultants was delayed due to inability obtain access to OE. Star Consultants were given access in late March/early April. All Star Consultants were originally experiencing technical difficulties. Progress toward allowing the access is progressing.
- The Star Program is making progress to meeting their FY 2021 Star Recertification goal.
- Star Consultants are about 80% complete with their Star Annual Reports (SARS) reviews are complete.
- SSTM Training Scheduled for May 13, 25, and 26, 2021 at LBT.
- Safety Awards Banquets are being scheduled by Meredith Watson, Safety Awards Coordinator.

Hollis Yelverton - Standards

- The health standards officer interviews are complete, and we hope to make an announcement soon.
- The COVID-19 FAQs were recently updated to include questions related to vaccines and recordability of adverse effects following vaccination.
- A revised final rule and enforcement memo on Beryllium are both currently under review.
- The federal national emphasis program on COVID-19 is currently under review for use in NC as we wait to see if OSHA will promulgate an emergency temporary standard.

- We currently have a small list of industry guides available in the industry guide list on the website. References on the safety and health topic pages to individual industry guides not included in that list, will soon be removed. If anyone has any industry guides, they frequently use or recommend that aren't in that list, please let me know.

Marcy Collyer – Training and Education

- **Recent events:** Accident Investigation/Interviewing Techniques - 2 sessions-good feedback.
- **Upcoming events:**
 - Fall Stand Down May 3-7th
 - Gravitec Fall Protection May 14th
 - Heat Illness Campaign May 24th
 - Construction Forum May 26th
 - 105 Course June 7-14th
- **Alliance Activity:** In the process of annual meetings and we are renewing our alliance with NCAIGESO.
- **Outreach:** We will be adding to our virtual training and start hosting small in person events in June.
- **Recognition:** Starsky Martin is the new Chairman of the Ergonomics Committee and Celeste Hardy is the Co-Chairman of the Logging SEP Committee.

Safety and Health Steering Committee Updates

Committee Members; Carlene and James - Quarterly Meeting

- The committee met on April 13, 2021. The NCDOL hazard reporting tool has been approved and will be uploaded to the Intranet. Training for all staff will be scheduled soon.
- 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 on the 3rd, 4th and 5th floors was reported in early April and addressed.
- Next meeting scheduled on July 13, 2021.

Open Discussion – Staff Updates

Bureau Administration:

Carol Wells

- Purchasing - making sure items on wish list all get purchased, received & paid for by the end of June.
- Acrylic stars - waiting on one more vendor to submit quote for the stars.
- Star flags - received a response from Financial Services they will need to go out for competitive bid on the flags (RFQ) and can utilize the three vendors and quotes we have received. If the low bidder doesn't meet our specifications, then we can submit a justification letter why we want to use the second low bid. Annalyn will be able to enter information in e-procurement when we have all the quotes ready.

Recognition:

Annalyn:

- Finishing updating Star Website with information on SAR.
- Updating SSTM information that was on the SAR.
- Ordered frames for Star Program should be shipped when ready.
- Will start preparing certificates for Safety Awards with Meredith.

Morgan:

- Working on annual reports and evaluations.

Michelle:

- 99% back to work schedule prior to COVID. Completed 3 Star Evaluations since March, only 1 virtual.
- On-Site Building Star follow-ups completed onsite for (4) of my (6) assigned companies.
- Two onsite evaluations are scheduled to be completed by end of June and (2) Building Star follow-ups.
- Carolina Star Board will be meeting in person starting in May.
- Conference Team meetings will potentially be in person.
- OSTM/SSTM Recertification scheduled for May with approximately 85% being able to attend.

Carlene:

- Carolina Star recertifications visits (8) are scheduled now through September.
- Working on Star Annual Report reviews.
- Working with my regional team and the Carolina Star Board on the conference in September.
- Teaching 3 sections on the OSH 105 course in June.

Tim:

- Feels good to be back in the field.

Meredith:

- Setting up awards; one left to schedule. Hope to be done this week.

Standards:

Cory:

- No activity for the NUCA Safety and Risk Management group. As an organization, they are paying close attention to the infrastructure legislation happening in DC, which may mean more work for them.
- Carolina Heat Health Coalition and State Heat Illness Group are reporting on updates to the way relative humidity and heat conditions are reported to the public. Something to keep an eye out on. I will also be reporting on the Heat Stress training activities going on at the end of May.
- Health Hazards SEP met, and we continue to work on revising the chemical descriptions in the OPN, so it is more consistent. Also, compliance working on coding inspections.

- I will be teaching at the upcoming OSH 105, carrying on the tradition of Robert and Tom W with the hazard identification presentation at the end of the course.
- With Ed's retirement I have been getting more AskOSH emails to answer
 - After Gov Cooper's press conference last Wednesday I predicted to Hollis it would be a day before we started getting emails about it. We received one 2 hours later...
 - Also answered an email about whether a bathroom could be used as an office. Interesting stuff...
- I am working on reviewing the beryllium guidance memo from OSHA.
- Attending this week's Hurricane Preparedness Exercise with NCEM. Just a head's up that hurricane season starts June 1st in NC, and last year we had 2 named storms before the actual start date.
- In mid-June I will be going to Md to celebrate my in-law's 50th wedding anniversary.

Dad Joke of the Day: What plant belongs in the bathroom? Toilet-trees!!!

Joe L.:

- Discussed the Federal Aviation Administration's (FAA), Unmanned Aircraft Systems (UAS) remote pilot part 107 recertification course is now available and can be accessed through FAA's website.

James:

- Discussed the Construction SEP Committee meeting minutes.
- There has been a total of 35 total fatalities in the first six months of FFY 2020-21, up 10 from the same time last year. 8 in construction and 15 COVID-related.
- Partnership updates.

Training and Education:

Andy:

- Discussed the new studio with the movable camera and another stationary camera. Still waiting on some of the wiring to use the room completely.
- Will be able to show props of PPE and models of cranes and scaffolding. Organized PPE for use.
- Fall Down Week May 3-7th hope to use new studio.
- Construction Forum May 26th with several guest speakers.
- Will be a speaker at the World Conference in Charlotte for the NAW group. Idelisse and Andy to host a booth at conference.
- Going with Carlene on a PSM visit to Butterball plant.

Joseph D.:

10hrs:

- April – conducted a General Industry and Construction 10hr
- Completed 2 – 10hr Awareness Course each month since January

Fall Stand Down:

- 1 week of safety topics – each topic is assigned 2 hours

LTC:

- Virtual training scheduled for September
- Completing required documentation

Speakers Bureau:

- WCSS – Amputations SEP
- True Colors Brewery

Starsky:

Ergonomics Committee:

- Transitioning into Chairman role. Special thanks to Lee McKinney, Marcy and Wanda for their support.
- Upcoming meeting being scheduled.
- No outstanding office or work ergonomic issues reported.

Grocery SEP Committee:

- Next scheduled meeting is on 6/1/21.
- Need one more training event to reach FY 2021 goal.
- External Grocery SEP training ppt completed.
- 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.

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 have been completed, installed, and tested.

Primary Work:

- Continue to prepare, study, practice and instruct assigned webinars and teach virtual 10Hr courses assigned.
- Prepare for Fall Stand Down Week instruction and Intro to Safety Standards for Safety Compliance Officers #105 instruction and facilitation.
- Complete speaker's bureau requests and special projects as assigned.
- Submitted updated internal training ppt's assigned for supervisor approval.

Ed:

- Discussed new updates to Labor One that will include materials to use for Training Purposes.
- Working on Confined Space training for the 105 and updating internal training ppts.

Celeste:

- Completed the new logging ppt for 105 training, in process of updating the Arboriculture ppt for 105.
- Preparing for the Fall Protection Webinar for Fall Stand Down Week on May 6th.
- Preparing for Heat Stress Webinar May 24th week of Heat Stress Awareness Week.
- Updating the internal ppts, Silica, Respiratory Protection, and Logging.
- Co-Chairman of the Logging SEP and learning what needs to be done, preparing a Logging SEP presentation for August.

Closing – Adjourned 2:49 pm