

ETTA BUREAU MEETING MINUTES

Date: Monday, February 28, 2022

Location: Via Lifesize from ORB office or teleworking from home

Time: 1:00 pm

Scribe: Meredith Watson

Staff in Attendance: Christy, Starsky, Pam, Michelle, Todd, Carlene, Alta, Tim, James, Andy, Joseph D. Jacopo, Tyrone, Cory, Joe L., Crystal, Celeste, Nick, Julie, James, Morgan, Meredith

Schedule

Open Meeting – Anyone who has a “Safety Moment” to share.

- Morgan – Car accident last Friday; make sure vehicle in front of you has completely turned before right on red (got rear-ended).

Last Bureau Meeting – October 25, 2021, minutes have been posted on the One Stop Shop.

Bureau Chief Updates / Announcements, Wanda Lagoe

- Birthdays –Jan. – Carlene; Feb. – Joseph and James; Mar. – Pam & Andy; Apr. - Crystal
- No Certifications
 - If interested, study materials available.
- Intranet still down – no idea when it will be back up. If you need something from the intranet, contact the appropriate bureau.
- One Stop Shop up and running; let Hollis or I know if there are any dead links.
- Working through the contract on Babble – Spanish Online training. Will be working on an APN for the criteria to be used. Jay will be managing the seats.
- Have two partnerships on the horizon for the east; Jacob’s Fuji and Barnhill 400 H.
- Effective March 1, masks will be optional for all offices. The OSH RMP has been posted to the One Stop. We will transition back to the office fully April 1.
- We have many items on our wish list still on backorder such as monitors and docking stations.
- Working on the One Stop Shop upgrade – have weekly meetings with the vendor. Will be sending a card sorter email to staff in the next week or so to help with One Stop organization.

OSH Deputy Commissioner /Director Updates / Announcements, Kevin Beauregard (tentatively accepted)

- Bonuses to DOL employees showing on paycheck.
- Wear mask if comfortable, respect people’s personal space.
- Plan to bring in more people until full staffed April 1 for office workers.
- Revised exposure control plan on intranet.
- Monitoring and will continue to monitor.
- IRS requirement end of last year.
 - Notified in November that it impacted us.
 - Requires agency issuing penalties of \$50k or more to complete W9.
 - Sole owners’ employee #'s are some SS numbers, if don’t get we can get penalized.
 - Penalized if any info is incorrect.
 - In process of bringing legislation to raise penalties to fed level.
- Fed OSHA

- Doug Parker – Asist. Sec of Labor, from California
- Met for quarterly meeting
 - Told onsite no problem but sent long list to discuss issues.
 - Waiting for draft, should have by March 15.
 - Likely fine on penalty amount because not same as federal.
 - Still must go through legislature, threatened to take final plan approval status
- ETS 1 – Expired but did not formally withdrawal standard which is the norm because their being sued.
 - Told state plans that recordkeeping requirement for hospitalizations, fatalities, and employers maintaining COVID logs are permanent.
- Has meeting with Commissioner today to rescind permanent covid healthcare standard to adopt Federal OSHA's standard.
- Massachusetts getting approval for a public sector state program.

Section Updates

- **Library:** Nick Vincelli
 - Received lapsed salary \$ to use for renewing our subscriptions to Reference Solutions (Reference USA) and Streamery streaming video service.
 - Pending reply from FSD on creating the requisitions.
 - Continuing to work on the NFPA standard/code cataloging project (2 notebooks remaining)—will then proceed to work on State Library/GHL project involving records with “stacks” location (will entail creating records for Rulemaking Hearing records, etc.)
 - Hoping audiovisual database will soon be back up (some DVD patrons rely on it to select DVDs).
- **Recognition Program Section:** LaMont Smith
 - Completed weeklong star eval at Nutrien with all Star staff.
 - Carlene team leader for evaluation, kudos to Carlene.
 - OE – fully implemented, star reports and interventions are in.
 - So far so good.
 - Star annual report due Feb 15th, received most, had to grant few extensions for 30 day extension.
 - Safety award – apps due Feb 15th, continue to receive.
 - Remind/encourage companies to submit applications.
 - Season begins end of March.
 - SSTM/OSTM training class – March 15th Raleigh, March 16-17; Todd and Jacopo enrolled.
 - Recertification class: March 23rd Winston; March 24-25 initial class.
 - Carolina Star conference – 25th anniversary will be in-person.
 - Theme – past, present, future – 25-year anniversary.
 - Sept. 13-16, 2022
- **Standards Section:** Hollis Yelverton
 - One Stop Shop – backlog to enter, weekly update coming this week.
 - In process of finalizing order for OSHA standards books for the year.
 - Will be distributed over the next few months. Getting both regular bound and spiral for staff.
- **Training Section:** Marcy Collyer
 - Filled vacant trainer position – Madelyn Edwards from East Compliance.
 - Starts March 21

- Shipping/drop off has been moved to the front so Madelyn will be in the old delivery cube.
- Internal training
 - Upcoming – Elec. Workshop hosted by trainers April 6th
- External training
 - Working on LMS - platform registration, one company looks promising.
 - Jay is working on registrations manually.
- Annual training
 - At McKimmon Center, more info coming in the next few months.
- Alliances – steady at 7, working on another.
- Todd starting on Construction SEP committee and Andy on the Logging SEP.

Safety and Health Steering Committee Updates

- **Quarterly Meeting:** Carlene and James
 - Email Carlene, James, or supervisor if fire extinguisher is bad.
 - Reinspect areas after return to work.
 - Quarterly walkthroughs are still being done.
 - Created hazard reporting tool; supposed to be implemented 3rd quarter 2022.
 - Next quarterly meeting April 12th.

Open Discussion – Staff Updates

- **Bureau Administration:** Carol
 - There is a virtual global summit that Joe Long found that is provided by the Board of Certified Safety Professionals (BCSP) and is scheduled for May 10 – May 12, 2022 – I will be getting with Financial Services on how they would like for us to handle payment which will determine how we go about registering for it and filling out one DOLB8 form for everyone – we have 13 people interested at this time and they will not be taking checks, only credit cards.
 - Wish list items approved by Kevin; I will be getting with Crystal on information for requisitions and any quotes that need to be updated.
 - Have also been working with Crystal on requisitions for the logging expo and defensive driving and will be creating a requisition soon for a year subscription for Spanish language services.
 - Waiting on the check to be processed by Financial Services for the Long-Term Care workshop for June and September – will be picking it up from accounts payable when it has been processed.
 - Will be getting necessary DOLB8 info together for Andy when he attends the Safety Leadership Summit later in the year.
 - We will be requesting an invoice for renewing our subscription for LogMeIn (GoToWebinar) services before 4/12/22.
- **Recognition:**
 - Morgan
 - Working on re-certs.
 - On drone team, haven't done much in while as COVID put halt on meetings.
 - Rescued baby squirrels today.
 - Michelle
 - Working on re-certs.
 - SSTM training attendees will get electronic invites within 24 hrs of this meeting.
 - Carlene

- Working on re-certs.
 - Thanks to Joseph for working with Honeywell and STAR team at Nutrien.
 - Joking about wellness program.
 - Tim
 - Working on re-certs.
 - Working on Charlotte Douglas airport partnership.
 - Did 3rd visit this month.
 - Pam
 - Working hard with everyone.
 - Tyrone
 - Presentations for prep to have “cut-loose” evaluation.
 - Food manufacturing team.
 - Barringer construction pipeline and boundaries project team.
 - Meredith
 - Safety Awards:
 - Mailed out end of December/Early January.
 - Deadline was Feb 15th, been processing awards.
 - Almost done with them.
 - Banquets:
 - Scheduled 27, waiting on 5 still.
 - Those scheduled have a date, but not all have a location.
- **Standards:**
 - Cory
 - Health Hazards SEP committee met on 1/27/2022.
 - New agreement with NC DHHS on reporting asbestos jobs to NCDOL
 - Next meeting coming up in April.
 - I have several meetings coming up
 - NC Emergency Management
 - Fire and Rescue Commission
 - Federal Field Safety and Health Officers Committee
 - Carolinas Heat Health Commission
 - State Heat Health Illness Committee
 - Sat in on NACOSH Heat Illness Working Committee meeting on 2/25.
 - Starting with review of current heat illness documents available online.
 - Then they will be working on going through the comments for the proposed heat illness standard.
 - Met with NUCA earlier this month.
 - The meeting was also attended by Commissioner Dobson, Kevin Beauregard and 5 others from the Commissioner’s office.
 - The Commissioner talked about his background, and why he wanted to be a part of the Department of Labor, which was well received.
 - He also talked about the recently finished partnership with Sanders Utilities.
 - I have the following on my schedule.
 - BEST Conference on Wednesday.
 - BCSP Global Leadership Summit in May
 - Teaching at the OSH 125 in April.
 - Revising the State Emergency Management Plan (SEMP).
 - Alta
 - Amputation committee – first meeting Jan 24th
 - Tag on fire extinguisher is already filled out – need new one.
 - Partnership clarification
 - Cut back length of partnership to 2-3 years.

- Joe L.
 - NACOSH – National Advisory Committee for OSH
 - Proposed rule for heat injury and illness, figuring it out.
 - Helped w/ review of standards books.
- Christy
 - N/A
- Crystal
 - N/A
- James
 - March 14th construction committee meeting
 - 90 inspections conducted in Jan.
 - 3 fatalities in Jan.
 - Downward trend w covid calls.
 - Working on fatalities and what to do with media exposure.
- Jacopo
 - Long-term care committee – nothing to report.
 - Health hazards
 - If ever been with silica on construction site, don't get to do samples, but citations if you don't have sampling data.
- **Training:**
 - Jay
 - N/A
 - Joseph Davis
 - Public sector – liaison for NCALGESO.
 - Going to regularly schedule quarterly training.
 - Celeste
 - Logging committee, did internal training Feb 15th
 - Only 5 visits so far, hoping to increase through training, no fatalities.
 - Arbor fest in Fletcher.
 - Training for logging coming up.
 - Participated in 30 hour in Asheville.
 - Julie
 - Current chair for food manufacturing committee, stepping down as chair but will still be ETTA representative.
 - Since Nov. had 9 inspections.
 - Facilitator for 10-30 in Asheboro.
 - Starsky
 - Labor One
 - Labor One refresher training for all trainers have been completed in 2021. This training includes classroom setup, operating electric awning, generator and road test drive. Labor One front headlamps have been repaired. They are brighter. More new safety improvement and upgrades will commence soon! The backup camera will be enhanced to have a front view, right side, left side and rear view. Stereo system will be upgraded with bluetooth connectivity and navigation maps compatibility with an iPhone or Android smart phone. Labor One will now be routinely detailed and polished professionally. The exterior paint and dark accents will be refreshed. Special thanks to Kevin B., Wanda, Marcy and Carol!
 - Motor fleet

- Ford Explorer scheduled to be maintenance this week. I will continue to work with and assist Christy Reed with our motor fleet.
- Ergo committee
 - We have seen an increase in ergonomics evaluations informal and formal due to staff returning to work in the office from working at home. Common issues found are staff not knowing how to adjust equipment, lack of equipment or need old equipment removed. Currently I am working on finalizing 1 formal ergonomics evaluation. No meetings are scheduled at this time. The ergonomics committee will meet when necessary and will continue to collaborate through email.
- Grocery Committee
 - Last meeting held December 7, 2021. OPN 145 is being revised and updated. Soon will be renamed to OPN 145C. External PPT is updated and being uploaded online. Internal PPT is being finalized and 1st internal training scheduled for CSHO's soon. FY 2021 Goals met: 27 compliance inspections, 6 consultative surveys and 2 ETTA training events. FY 2022 Goals: 5 of 20 compliance inspections have been conducted and 1 ETTA training event instructed so far. Special thanks to Julie for teaching this external webinar in my stead. NC 2020 Dart is down to 3.1 from NC 2019 Dart 3.3. Next meeting scheduled March 8th @ 1:30PM via Lifesize.
- Insurance committee
 - New member, overview, election of chair.
 - Do vendor proposals and other.
- Andy
 - 2022 Spring/Summer Training Schedule:
 - February 8th: 10 Hour GI Nags Head: Andy
 - February 21st: 10/30 Hour CI Asheville: Andy, Celeste, Joseph
 - March 7th: 10/ 30 Hour GI Asheboro
 - March 31st: Arborfest, Fletcher NC
 - April 6th: Internal Electrical Workshop (All-Day)
 - April 29th: Biomass Expo
 - May 2nd-6th: Fall Standdown
 - 2 Labor One Visits
 - Barringer: Charlotte Pipe and Foundry
 - Barnhill: 400H
 - 2 per day webinars (10:00AM & 1:00PM)
 - Personnel not slated to Labor One will teach (prioritize to give trainers practice on unfamiliar topics)
 - Teaching Stairways and Ladders, Fall Protection, Scaffolds, Steel Erection
 - May 18 Construction Forum
 - June 13th – 17th: Trenching and Excavation Standdown
 - June 28th – 29th: 10 Hour CI Lake Boone Trail
- Todd
 - N/A

Closing – Adjourned (2:40pm)