

ETTA BUREAU MEETING MINUTES

Date: June 28, 2021

Location: Meeting via Lifesize (virtual)

Time: 1:00pm

Scribe: Standards Safety Officer, Altagracia Guzmán

In Attendance: Wanda, Carol, Annalyn, Morgan, Michelle, Carlene, Tim, Meredith, LaMont, Marcy, Joseph D., Celeste, Starsky, Andy, Dee, Nick, Kevin Beauregard, Jacopo, Alta, Ed, James, Crystal.

Open Meeting

- There was no safety moment to share.
- Annalyn is having a baby!!
- Last bureau meeting (April 26, 2021), minutes posted on One Stop.

Updates / Announcements, Bureau Chief, Wanda Lagoe:

- Birthdays – Nick (July); Celeste, Julie, Marcy, Meredith, Tim (August)
- Certifications – Celeste (MESH, IH- MESH)
- New schedule starts next week as we transition back to the office.
- Cory and Hollis attending ETS Directive.
- Welcome Jacopo!
- Dee retiring – more to come.
- Meeting with website developers to update the One Stop Shop.

OSH Deputy Commissioner/Director, Kevin Beauregard:

- Potential for COVID-19 ETS to be adopted verbatim.
- Director's office and other NC OSH management representatives participating in the ETS Compliance Directives webinar today (6/28/2021).
- NC OSH personnel "safe return to work" schedule is in progress – anticipating 100% compliance by 8/2/2021.
- 70-100% of NC OSH personnel has received COVID-19 vaccine, which is better than the National average and the State average.
- CASPA filed against NC OSH due to application of COVID-19 guidance and regs (CDC, DHHS, etc.).
- COVID-19 lawsuit against NC OSH (Commissioner and NC OSH Director) by advocacy group.
- 2020-2021 FAME report – no negative findings or observations.
- Budget news:
 - State budget proposal includes a 1.5% salary increase for State Employees.
 - State budget proposal includes a \$1,500 one-time bonus for State Employees w/salaries of \$75K or less.
 - State budget proposal includes a \$1,000 one-time bonus for State Employees w/salaries over \$75K.
 - NC Legislators want to take three (3) vacant S&H OSH positions and our salary reserve versus giving more money toward salaries and two ASH positions.
 - Fed OSHA 20-mil. new budget proposal includes money for state plans – NC OSH qualifies for a small fraction for both 23 g and 21d grants.

Section Updates

Library: Nick Vincelli

- I will serve on interview panel (re: Betty's replacement).
- ReferenceUSA subscription finally renewed last month (problems w/agreement from vendor—Data Axel--& Britne negotiated acceptable agreement).
- Ordered new DVDs on NFPA 70E.
- Still working on cataloging & transferring NFPA standards/codes to Standards Collection (filing cabinets).
- Participated in live RALLA virtual meeting.

Recognition Program Section: LaMont Smith

- Preparing for Safety Awards Banquet Season which begins on August 6th.
 - Meredith has all banquets scheduled.
 - Meredith and Annalyn are working diligently to prepare awards for the banquets.
- Preparing for the 2021 Carolina Star Safety Conference – September 15-17.
 - Hybrid Conference (Virtual/In-person)
 - Vendors Booths In-person
- Three SSTM/OSTM Training Classes in May two recertifications and one initial training class (Idelisse, Celeste, and Alta our newest OSTMs).
 - Instructors – Carlene, Tim, Michelle, and LaMont
- Star staff working towards meeting and/or exceed FFY 21 goals with many scheduled in June and several more to come during the months of July, August, and September.
- Staff meeting tomorrow (Tuesday, 6/29/2021) to further discuss, plan, and prepare for the Safety Awards Banquet Season, Star Conference, training and feedback needed for transitioning to OSHA Express (OE) for finalization of Star Reports, NCVIP, Telework Home Office Visits and goals for FFY 2021.

Standards Section: Hollis Yelverton (not present – updates presented by BC)

- Welcome Jacopo! He started 6/14 and has jumped right in and is doing great!
- I'll be interviewing for Betty's old position next week.
- We are busy learning the ETS and directive and seeing how it will be adopted in NC. Multiple documents and the website will be updated after a final decision has been made.
- Due to our current inventory, we do not plan to order more standards books until the beginning of the year (2022).

Training Section: Marcy Collyer

Virtual ceremony for Dee's retirement July 13th at 11:00- More information to come.

Thanks to everyone for their contributions to the training numbers for the workplan year July 1, 2020-June 30, 2021. Highlights for this period below:

External Training - 198 Events - 4230 Trained

Internal Training - 288 Events - 2706 Trained

Special Events

- Grain Stand Up
- Fall Stand Down
- Heat Illness Campaign-
- Trenching Standdown
- Virtual Construction Forum

Special Projects

- Virtual EATS Initiation/Development Still in Progress-Waiting on IP address.
- Captivate SHMS Progress- Significant progress - Will share presentation at later date.
- Powerpoint Presentation Updates -Approximately 15 complete and 25 more in progress.

Alliances - Potential new alliances for FY 2021- (1) Hispanic Contractor's Association- (2) International Society of Arboriculture (ISA).

Committee Updates

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

Quarterly Meeting:

- The vendor servicing the fire extinguishers in the ORB/Labor Building has had their contract canceled. Annual maintenance, servicing and replacement will be done as soon as possible. Jiles Manning, Consultative Services Bureau and NCDOL Management are monitoring the situation. If you have any concerns, please notify your supervisor.
- As you transition back to the office, please inspect your areas for any safety and health issues. Quarterly walk-throughs by the ETTA Committee members will continue in September.

Open Discussion – Staff Updates

Bureau Administration:

Carol Wells:

Wish list:

- Busy working through items on both wish lists getting as much as we could encumbered, received, and submitted for payment by 6/25.
- Vendors could not get few items by cutoff date in June.
- Hopeful to receive those in July.

Personnel Annual Physicals:

- We are getting our physicals done and submitting invoices to Financial Services (FS).
- Staff continues to make appointments (June & July) - July is the last one.

New vehicles & more:

- Most of our blanket travel authorizations have been submitted to FS.
- Some other will be submitted for approval soon.
- Thanks to Starsky and Ed for helping with the pickup of our two new vehicles last week.
- New vehicles are Chevy Traverses – one gray and one black - located in Lot 34 with the Explorer.
- New vehicle cases are temporarily labeled, with the keys, gas cards, registration and ARI info included, and temporarily locked in the supply room. Permanently labeled tomorrow (6/29/21).
- New vehicles added to reservation logs to the checkout book - Permanent location is TBA.

ETTA Bureau Meeting Minutes

June 28, 2021

Recognition:

Annalyn Apodaca:

- Ordered Carolina Star Flags and received them.
- Ordered the Star Program Frames and received them.
- Ordered Acrylic Stars and waiting for it to arrive.
- Meredith and I have been working on putting the certificates for Safety Awards.
- Updating SSTM Tracking Spreadsheet.

Michelle Evans:

- Working on virtual sub-committee.
- Completed more evaluations in last 2 months, than previous 4 months combined.
- Have received 3 new application.
- Attended Ceremony with Commissioner Dobson.
- Attended an in-person Safety Squad meeting for first time since February 2020.

Carlene Harris:

- I joined Commissioner Dobson and several members of his staff that toured our two Star sites in Columbus County at International Paper Company, Cape Fear Woodyard and West Fraser, Inc., Armour Lumber Mill on June 22, 2021.
- Completed 3 Carolina Star recertifications visits since the last meeting.
- Working on Star Annual Report reviews.
- Working with my regional team and the Carolina Star Board on the conference in September.
- Co-taught OSTM/SSTM training with LaMont on May 25-26.
- Attended quarterly Grocery SEP Meeting on June 4 – on target to meet all goals.
- Taught 3 sections for the OSH 105 course June 7-9.

Training and Education:

Joseph R. Davis

- Fall Stand Down
 - Virtual – of course: 5 days – 2 expanded webinars per day
 - Trenching: 2 webinars during Trenching Safety Week
 - Instructed/facilitated by Joseph Davis and Julie Martin
- Construction Forum: Great event – well received by all.
- Topics covered Health Hazards in Construction.
- 30 hour – Construction
 - Facilitating July 12 – 16 at LBT
- First live 30 hour since COVID

Starsky Martin:

- Training: Taught course Stairways and Ladders webinar in Fall Stand Down. 13 participants. Moderated and taught course Exit Routes, Emergency Action Plan and Fire Prevention Plan in 105 Course. 18 new CSHOs trained.
- Conducted Re-opening Best Practice and COVID-19 webinar for NC Chamber of Commerce. 51 participants.
- Conducted Essential Worker Protection and COVID-19 webinar for USDOL Wage and Hour Division. 22 participants.

- Labor One: Minor maintenance to be completed, replace small interior overhead lamp bulb and large exterior 2nd entry door porch lamp bulb. Obtaining repair quote from Capital Chevy. All equipment in Labor One is fully operational and functional.
Loving the new and safe rearview backup camera, seats and one touch automatic awning!
- Grocery SEP Committee: Last Meeting on 6/4/21. Next Meeting 9/14/21.
2nd ETTA event: Grocery SEP webinar 7/21/21. We are meeting goal.
- Ergonomics Committee: Last Meeting on 5/31/21. Next Meeting 8/2/21.
Finalizing ergonomics evaluations. Increase in ergonomics evaluations due to employees returning to the office from working at home. Let me know if ETTA staff needs me to resend via email resourceful office ergonomics handouts and office stretch exercises. (Please note, use office stretch exercises at your discretion and if medically capable.)

Andy Sterlen

- Successful fall standdown week.
- Working with SHCNC on scheduling classes, taught ENV 101.
- Taught 5 classes in 105 course.
- Taught and facilitated 10 hour GI course. This was Idelisse and Celeste's first time with a live audience and they did great.
- Construction Forum went well. Had 48 attendees.
- Going back out on the road.
 - Cumberland County Schools
 - 10/30 hour Construction course
 - Teaching PSM at the BEST Conference
 - Going with Carlene to do PSM audit at Butterball

Celeste Hardy

- Participated in the Fall Stand Down week doing Fall Protection using a Barbie House to demonstrate the use of safety harnesses.
- Conducted 3 sessions for the 105 to include Logging, Arboriculture, and Chainsaws.
- Completed first in person training at LBT for the 10 hour General Industry.
- Scheduled to participate in the Pro-logger Camp in Troy in July.
- In July will participate in the 30 Hour construction training with three topics & will conduct a Star Evaluation with Carlene and Ed Hardy.
- Idelisse and I will do the booth at the Star Safety Conference in September.

Standards:

Jacopo Wiggins:

- First time at BM
- Made introductions and talked briefly about experience in during tenure at Compliance East.

Closing – Adjourned @ 2:20pm