

## ETTA BUREAU MEETING MINUTES

**Date:** Monday, August 29, 2022

**Location:** 3<sup>rd</sup> Floor Conference Room, C324 or Via Lifesize with Supervisor Approval

**Time:** 1:00 pm

**Scribe:** Tyrone Taylor

### **Staff in Attendance:**

Wanda Lagoe	Hollis Yelverton	LaMont Smith	Marcy Collyer
Nick Vincelli	Starsky Martin	Todd Waller	Celeste Hardy
James Washington	Andy Sterlen	Carlene Harris	Carol Wells
Morgan Brown	Michelle Evans	Pam Short	Meredith Watson
Kiley Willard	Jacopo Wiggins	Tyrone Taylor	

**Hollis reported first because she needed to leave for another engagement:**

Hollis Yelverton:

- One Stop Shop content is being added and it should be ready by this Fall.
- The new heat stress standard is in the beginning stages, watch out for the press release. It applies to all industries.
- Federal OSHA penalties have increased, the NC general statutes have been revised to show an annual adjustment for inflation.

Cory Dunphy (via Hollis):

- Hurricane season is ramping up. Currently there are 4 areas of interest being watched by the Nation Hurricane Center, and one of those has a high chance of forming into a named storm. Still too early to tell if there will be an impact in NC, but we will be keeping an eye out for it.
- Attended the Federal Field Safety and Health Committee meeting a couple of weeks ago. Got to hear about how one group effectively tracks hazards (incidents and near misses).
- NUCA Safety and Risk Management team met a couple of weeks ago in Charlotte. Paul attended on our behalf. They also have an upcoming conference in Asheville, and we are looking to staff a booth during that event.
- The next Fire and Rescue Commission meeting is Oct 11 in Fayetteville.
- Workwise: Cory is finishing up reviewing a couple of documents dealing with recordkeeping in public sector employees, as well as reviewing homeland security documents for the revision of the One Stop Shop.
- Cory's Dad Joke of the Month.... what do you call a row of rabbits hopping away? A receding hair line (no one laughed).
- Cory's Bonus Dad Joke... what do you call a row of people gathering mozzarella cheese? A cheesy pick-up line (a few smiles and grins).

Andy's Dad Joke: why did the old man fall in the well? He couldn't see that well (a few laughs).

Morgan's Dad Joke: what do you get when you cross an old cow and a grumpy goat? Two animals in a Baaaad Moooood (more laughs).

**Last Bureau Meeting – 6/27/22 meeting minutes have been posted on the One Stop Shop**

Safety Moment: Morgan – Always check before grabbing the trash cans at night. A Black Widow spider was lurking next to the handle, and it could have bitten Morgan's hand.

**Bureau Chief Updates / Announcements**

Wanda:

- Birthdays: August – Meredith, Tim (today); Sept. – Starsky, Jacopo, Carol; Oct. – Wanda
- Certifications - None

**OSH Deputy Commissioner / Director Updates / Announcements**, Kevin Beauregard not present

Wanda Lagoe:

- No information on the Work at Home policy.
- Done with NCVIP, be sure to sign off on the one for this coming year.
- Vehicle audit was recently conducted. Be sure to report any moving violations to your supervisor within 10 days – both personal and state vehicle.
- Hollis is on the heat stress committee, and it will be based upon the Washington standard (i.e., action level, training, having water available). ANSI's version is based upon the wet-bulb temps and competent persons.

**Section Updates**

• **Library:**

Nick Vincelli:

- Half-way through the patron account review project and deactivated ~150 patron accounts so far (also disabled some inactive Streamer accounts).
- Attended virtual version of NCLA/BLINC summer workshop (first part was a presentation on Data Axel's Reference Solutions).
- Completed NCEP Collaborative Requisition Training.
- Participated in Assurance NM demo (mass notification system).
- Received 2020 29 CFR volumes donated by Legislative Library.
- Set up v-mail on new phones in library.

• **Recognition Program Section:**

LaMont Smith:

- Kiley Willard: Graduated from Campbell last May, interviewed in June and will take over for Meredith Sept. 1<sup>st</sup>. Currently training to learn the job.
- Star Conference 14<sup>th</sup>-16<sup>th</sup> of Sept. Attended one regional team meeting last Friday
- Closing out safety awards, dates have been extended beyond June time frame
- FY22 recert schedule is being closed out to prepare for the FY23 schedule.
- Pam asked, "how to further advertise the Star Program and Safety Awards." Thinking to use billboards again for safety awards next year.
- Wanda asked, "how many people are being projected for this year's conference?" LaMont responded, Morgan runs the website. Last year we roughly had 200 attend and 100 virtual attendees but we'll be at higher numbers this year.
- Celebrating 25 years of the conference. A 25-year anniversary award will be given to a contractor for 25 years of participation.

- **Standards Section:**

Hollis Yelverton: Reported earlier

- **Training Section:**

Marcy Collyer:

- New alliance with the Tree Care Industry Association (TCIA) to be signed November 10th, at the TCIA Expo in Charlotte. Andy Sterlen, Celeste Hardy and Gay Thorpe to attend with Jennifer Haigwood and Commissioner Dobson.
- Upcoming Annual Training November 14th -16<sup>th</sup>. Sections will be posted for registration soon. Topics include (1) Safety: Machine Guarding/LOTO, (2) Health: Industrial Hygiene Basics (3) ASH -Respiratory Protection, and (4) How to do a willful citation in 5 minutes. In addition, there will be a segment on Significant Cases, to be presented by OSH staff.
- Public Calendar is updated, and new platform is working well.

### **Safety and Health Steering Committee Updates**

- **Quarterly Meeting:**

James:

- SEP signed in July: 81 total inspections (28 East & 53 West), 803 YTD with a target of 875, Oct 6<sup>th</sup> is the next meeting date.
- Safety and Health Steering Committee:
  - 6/29/22 all fire extinguishers at ORB have been replaced.
  - Emergency evacuation drill: no one went back to check if everyone evacuated. Discussed having designated persons.
  - Mass notification system: personal cell phones were discussed for being included on notifications.
  - Building Security: challenging people inside the bldg. can potentially be a problem for safety. Can the Capital Police be involved?
  - Winter season coming, beware of space heaters!

### **Open Discussion – Staff Updates**

- **Bureau Administration:**

Carol:

- Wish list items: requisitions being prepared, trying to meet all financial service guidelines, waivers of competition and other things that are needed.
- Continue working on coding and all accounts payable items.
- Working on a procurement plan due in mid Sept. to Tammy.
- Will be touching base with legal regarding accepting accommodation gifts for OSH staff instructing during the 2022 Summit on Safety Leadership.

- **Recognition:**

Morgan: No update

Michelle: Evaluation with Jacopo as OSTM, he did a great job!

Carlene: 4 recerts, OSH 503 recert and taught 105. Thanks to Celest for helping with Kellogs, joe Long & James Washington will help with New Bern.

Meredith: Training Kiley to take over, Clinton banquet is complete, Hickory and Kinston are coming up, Kiley will be doing more progressively. After the transition will be two more events where Kiley will run it entirely.

Tyrone: VPPPA: Region 4 State Plan Forum discussed ideas for advertising VPP programs. OSHA Challenge: may not be a good use of time because they are not the administrators of the VPP program. After taking companies through a three-step process, the company is turned over to the administrator of the VPP program for certification. Seems like an extra step towards VPP.

- **Standards:**

Jacopo: Last July Health Hazard SEP meeting & Long-Term Care meeting, both groups met their goals, but Long-Term care's goals were reduced due to COVID. Also, the OPN is being discussed for updates to address the issue of compliance investigators showing up at long term care facilities. Performed first OSTM recert with Michelle Evans at Sherwin Williams.

Christy: Happy Fall!

- **Training:**

Joseph D.: The 2<sup>nd</sup> long term care training will be held in Charlotte this Sept. – it sold out! Amputations SEP – consultative services completed 34 surveys including Lo/To for machine guarding.

Celeste: Logging SEP - 26 inspections (8 in August), 3 total fatalities. Next Logging SEP will be on the 22<sup>nd</sup>. Andy, Gary, and Celeste will go to the Tree care alliance and Celeste will be attending the Star Conference.

Andy: Two-week PSM course starts on September 26<sup>th</sup>, TCIA Expo with Celeste in Charlotte on November 9-12, Summit for Safety Leadership November 13-18th; inaugural E-MESH program, 22/23 fiscal year 10/30-hour course begin on October 24.

Starsky: Labor One's rooftop has been repaired, recoated, and resealed. A quote will be obtained for getting Labor One detailed professionally on a quarterly basis. State Motor Fleet: We will be receiving an additional new permanently assigned vehicle, a Ford Explorer or Chevy Traverse soon. Ergonomics Committee: The ergonomic evaluation process and Policy 12 is being reviewed and revised. New ergonomic forms are being created to request an ergonomic evaluation or limited scope consultation. Starsky plans to meet with the committee on the last day of the annual training. Grocery SEP Committee: Next meeting August 6, 2022. Employee Insurance Committee: No update. Next meeting TBA.

Todd: Nothing New.

**Closing – Adjourned 2:02pm**