

ETTA BUREAU MEETING AGENDA

Date: Monday, October 31, 2022

Location: 3rd Floor Conference Room, C324 or Via Lifesize with Supervisor Approval

Time: 10:00 am

Scribe: Cory Dunphy

Staff in Attendance:

Wanda Lagoe	Hollis Yelverton	Joe Long	LaMont Smith
Celeste Hardy	Carlene Harris	Christy Reed	Altagracia Guzman
Tyrone Taylor	Kiley Willard	Michelle Evans	Carol Wells
Jennifer Haigwood	Cory Dunphy	Nick Vincelli	Morgan Brown

The following attended virtually via Lifesize:

Jacopo Wiggins	James Washington	Julie Martin	Starsky Martin
----------------	------------------	--------------	----------------

You are welcome to bring snacks to share.

Schedule

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

Wanda: She recently had a repair man come out to look at her dryer and noted that her dryer vent had not been cleaned out in several years. He recommended getting it cleaned/blown out every 2 years or so to avoid the lint catching fire. Michelle also mentioned that her brother-in-law’s house burned down because of this as well.

Others also shared to ensure that animals, such as birds are not nesting in the end of the vent, especially if the vent cover is stuck open. Also check the roof for holes where other animals, such as racoons and bats can enter the house. They can cause damage and scare/traumatize people in the house.

Last Bureau Meeting – 8/29/22 meeting minutes have been posted on the One Stop Shop

Bureau Chief Updates / Announcements, Wanda Lagoe

- Start using the new Beacon (FIORI). Carlene shared that once you start using FIORI to enter time that you are not allowed to go back to BEACON because it can cause issue with reporting.
- OSH Advisory meeting on Thursday 11/3.
- Still working on the new One Stop Shop.
- Cutthroat and Secret Santa – Did you want to do both like last year - optional? Yes.
- Vehicle Use – Please sign up ahead of time. Other bureaus and others are checking them out. Mentioned to Jennifer H. that it is starting to become an issue as our staff needs the vehicles and we are still short one vehicle. LBT also has vehicles for use.
- Be sure to put the vehicle tag back in the car when returning the vehicle after use. We had to buy a new one as one was lost. We also need to clarify what spots in the larger parking lot are considered Lot 34 since they are not clearly marked. ETTA still has one spot in Deck 77 for a car.

- Partnership Board meeting at LBT this afternoon with Bordeaux for a site at Kure. 18-month project that will be starting in November 2022 if accepted by board. Several ETTA folks volunteered for this partnership.
- Birthdays – Nov. – Christy, Hollis; Dec. – Alta, LaMont
- Certifications – None.

OSH Deputy Commissioner / Director Updates / Announcements, Jennifer Haigwood

- Thank you to everyone for their kindness and help during her transition to the OSH Director's position.
- There is a busy November coming up:
 - starting with the OSH Advisory Council Meeting in Asheboro. They will be discussing the Heat Stress standard draft, the statutory changes that took effect 10/1 (penalty amounts and when the statute of limitations starts for accidents), and Lee P. will be presenting on recent FAT/CAT activity.
 - Tree Care Industry Alliance signing in Charlotte
 - Annual Training and All Employee Banquet in Raleigh 11/14-16
- She also wanted to thank Michelle for allowing her to be a part of a recent Public Sector STAR recertification, and Kylie for the Pender County Safety Awards Banquet.

Section Updates

- **Library:** Nick Vincelli
 - Completed review & downsizing of patron file last month – deactivating approximately 250 patron accounts.
 - Reference USA/Solutions access issues appear to be resolved (initial email may have been phishing, may have been legitimate).
 - DataChem issue should also be resolved.
 - Recently placed order with I.H.S. for 9 titles (mostly consensus standards) after requesting quotes from 3 vendors.
- **Recognition Program Section:** LaMont Smith
 - The ETTA Carolina Star Program had 35 Star re-certifications and approved four (4) new Star worksites. At the end of FFY 2022, there were 147 Star Sites: 102 Carolina Star sites, 23 Building Star sites, 18 Public Sector Star sites and four (4) Rising Star sites.
 - The Annual Carolina Star Safety Conference was held September 14-16, 2022. Although FFY 2022 represented the 26th year of conference existence, due to the global pandemic, the 2020 conference was canceled. Therefore, the 2022 conference was officially recognized and celebrated as the 25th Anniversary of the Carolina Star Safety Conference. Total attendance for this event was 724.
 - During the 2022 Carolina Star Conference, one (1) Star site was recognized for achieving 25 years in the Star Program. There are now nine (9) Star worksites that have achieved the status of 25 years as a Star Program participant.
 - The Carolina Star Program hosted its 3rd Annual Building Star Best Practices Workshop in November 2021. The workshop was virtual, and there were a total of 44 people in attendance.

- The Safety Awards Program celebrated its 76th year. The Safety Awards Program recognized 1,801 Gold Awards, 331 Silver Awards for a total of 2,132 Safety Awards. Additionally, 50 Million-Hour Awards were presented to award recipients. During this time, 28 Safety Awards Banquets were conducted with a total banquet attendance of 1,983 attendees.
- Requested all ETTA staff go to www.carolinastar.org to see Morgan's latest handiwork.
- He also provided his staff "brags" to the members of the Recognition program. He also thanked all in ETTA for their continued support and participation in the visits (STAR and Safety Awards).
- Pam S.'s position is still vacant but there have been a lot of applications received for it.
- **Standards Section:** Hollis Yelverton
 - Thank you to Kylie & Christy for help covering Crystal's roles with publications.
 - Thank you to Jovonah & Betty for their help with phone coverage as well.
 - Still working on getting the new One Stop Shop taken care of. Joe and Jacopo will be helping with uploading some of the older documents to the site.
 - Heat Stress Rule is still in the preliminary rulemaking stage and was sent out to some stakeholders this morning for review. OSH Administration has asked for feedback by 11/30/2022, but it looks like the earliest that it would adopt would be 2024.
 - Working with Alta on creating a SN for the use of pumpjack scaffolds in masonry. This is in response to McGee Brothers (in Charlotte area) taking a response letter from ETTA several years ago about a specific situation using the workbench as part of the fall protection system and disseminating it to several other companies as a wide-spread interpretation. Using the SN to clarify/rescind the initial letter.
- **Training Section:** Marcy Collyer (presented by Wanda)
 - Training section met most of the SEP goals for FY22 -Thanks to everyone for their support.
 - Annual training details on calendar -Please register if you plan to attend.
 - Full public calendar through December – Public attendance at our 10/30 hours and our webinars is increasing.
 - Two new alliances pending Tree Care Industry Alliance (November signing) and Plumbing, Heating and Cooling Contractors (Signing date TBD-Likely December or January at one of their events).
 - Hopefully filling admin position and open trainer position upon my return.

Safety and Health Steering Committee Updates

- **Quarterly Meeting:** Carlene and James
 - Reviewed annual policies with no changes.
 - Attended quarterly meeting virtually.
 - Still looking at sheltering in place and internal evacuation procedures. Employees will be notified by a floor monitor blowing a whistle and announcing to shelter in place. We talked about which stairwells to go to, and not to cross over in front of the windows between Marcy's office and the breakroom.
 - Continue to inspect your areas.
 - The last fire drill went well.

- The committee is still working on an active shooter procedure. Maybe we need to look at an interim ETTA policy.

Open Discussion – Staff Updates

- **Bureau Administration:** Carol
 - Recently worked with Marcy on information needed to enter in e-procurement for Rave Catering and some promotional products from 4imprint for annual training. We already have purchase orders entered for the machine guarding and lockout/tagout with John Grzywacz and Workplace Hygiene with Tony Watson. The room rental purchase order was handled by Financial Services.
 - Continuing to check on our wish list items remaining on our encumbrance report to make sure if items come in, we want to get them paid out before 11/30/22. Anything not received by the end of November will need to be moved over in e-procurement by entering a change order and showing our grant year now; we hope there will be very few items if any that we must move over.
 - Now have a replacement hangtag for the black Chevy Traverse. Thanks to Christy for going over last week and picking that up from the Parking Division.
 - I will be working on the orders for some service awards and a change order for some additional costs for the One Stop Shop. Continuing to submit to Financial Services/Accounts Payable our monthly operating expenses and invoices for purchases received.
- **Recognition:**
- Morgan
 - Her last name is still Brown. She also announced that she is due on April 12th, 2023.
 - Next year will be pretty crazy since she will be trying to get things done before April.
 - She will be attending the upcoming OSHA 511 and 501 courses.
 - On Nov 1st she will celebrate her 5-year anniversary with the STAR program.
- Michelle
 - Attended the recent recertification ceremony at the Charlotte Douglas Airport along with their safety day. She really enjoyed the visit and recommends trying to organize a safety day for NC DOL.
 - Working on the recertification with Choate Construction. Thank you, Alta, for your help with this.
 - STAR annual reports are being sent out to companies soon.
 - Thank you for everyone's support during the last month (visits and conference)
- Carlene
 - Completed 2 Carolina Star certification visits. Thanks to James and Joe for assisting with BSH.
 - Attended Star Conference and pre-conference session.
 - Scheduling FY2023 Star visits and attending 4 meetings.
 - Also recently attended the DEQ conference for 2 days last week.
- Tyrone
 - Attended the PSM class in October.

- Attended the Building STAR ceremony for MetCon, as well as the Building STAR recertification ceremony for ClayCo with Michelle.
- Kiley
 - The last 2 banquets of the year are complete. The Pender County banquet had about 20-30 attendees while the Onslow County banquet was big (no exact number reported).
 - Helping Christy with stuffing envelopes for Standards.
 - Starting on preparations for 2023 recognition season.
- **Standards:**
- Cory
 - Recently attended Fire and Rescue Commission meeting in Fayetteville. No new updates.
 - Have the NUCA Safety and Risk Management meeting coming up on 11/15 in Durham.
 - Health Hazards SEP met on 10/20. No new activity other than to announce that Matt Gruber (HCO in Asheville) is the new committee chair.
 - Wrapping up the Hurricane season (goes through 11/30).
 - The COOP Tabletop exercise will be coming up on 11/2 with DOL management.
 - Dad Joke #1 – What kind of dogs do vampires own? Bloodhounds (Thank you Michelle).
 - Dad Joke #2 – Why shouldn't witches fly their broomsticks angry? They might fly off the handle. Laughter ensued....
- Alta
 - Continuing to answer COVID questions – much lower volume of inquiries – increasing number of W&H, REDB and general safety and health questions from the public.
 - Amputation SEP Committee – the numbers are good, and the committee is pleased with the performance.
 - Working on the SN that Hollis mentioned earlier – Drafted to reaffirm guidance when adequately using the workbench on Pump Jack scaffolds as part of its guardrail system. NC OSH is attempting to prevent the company using a guidance letter that was issued during a compliance visit dated from 2001.
 - Spent time at the Mexican Consulate with Jay for their “Labor Rights Week”. It was a good event, very interesting to get the opportunity to interact with the folks over there.
 - Participated with Michelle in Choate’s initial evaluation for their massive “Horseshoe Development at RTP” project. (1) Choate (Raleigh Corporate Office) & (2) Grand Opening on site. Meet again for site walkthrough in early December 2022.
 - She was impressed with Choate Construction and their use of some newer technology that they use on their site.
 - Spanish assistance to the Bureau as needed – currently working on reviewing Spanish brochures and literature handed to the public at the Mexican Consulate (quick cards) – the literature addresses the female version of the word “the Commissioner” – reading “*La Comisionada*” instead of “*El Comisionado*” when referring to Commissioner Dobson.
 - Looking forward to helping out at the OSH 100 Initial Compliance course in January.
- Joe L.
 - OSHA recently published a “Workplace Stress” link in Quick Takes. The link, (<https://www.osha.gov/workplace-stress>), provides resources that employers and employees can use to assist in reducing stress and improving mental well-being.

- Inquired about NCDOL providing internal IT training sessions that could help with the software/APP changes occurring. Some subjects that may benefit: "how NCID, Beacon/Fiori, Microsoft, Azure, etc. interface with each other." "How NCDOL employees can best protect the information on their computers when having to use an employers' IT connections while assisting in the field.
 - Inquired about the status of the Department of Labor's annual Federal/State programs "ethics" training/review that was mandatory each year. One of the topics included in the training/review dealt with handling "Personally Identifiable Information" (PII).
 - Joe also likes the decorations around the 4th floor. Thank you to whomever put them up (Andy, Celeste, and Christy).
- Christy
 - Worked the fair 2 times this year. Very enjoyable experience.
 - Thank you to everyone for their support during the last month.
 - Happy Halloween!!
- James
 - James was having technical issues, so he was unable to report.
- Jacopo
 - He missed the recent Health Hazards SEP Committee meeting due to being sick.
 - He definitely recommends getting the flu shot. He had the flu, and it lasted several days, and he felt pretty bad. His wife and daughter also had it.
 - Long Term Care SEP Committee meeting tomorrow (11/1)
 - Jacopo is working with Grant Quiller on reviewing Federal OSHA's Willful, Repeat and Failure to Abate Serious Violator Enforcement Program. Comparing it to other programs/policies the NC OSH already has in place.
 - Working on uploading documents to the One Stop Shop, focusing on archived items.
- **Training:**
- Joseph D.- in Hendersonville.
- Celeste
 - I kept the booth at the Star conference which was well received by all.
 - Had 20 participants at the 30-hour General Industry training class in Statesville 10/23-10/28. Starsky and I were the facilitators and Todd, Andy and Julie presented training sessions.
 - Getting ready for TCIA Expo and alliance signing for next week. Andy and I will present training for NC arborists.
 - Logging SEP finished year with 1 logging fatality and 3 arborist fatalities, Gary out with surgery and to be back 12/7/22.
 - Annual training in two weeks and we will be hosting.
 - Joseph and Todd are doing 10-hour Construction class in Hendersonville this week and Andy is doing the Western Safety School in Asheville. Starsky and Julie are watching online.
- Julie
 - Getting ready for the 2nd Long Term Care workshop for the Charlotte area.
 - Manned the booth for the NUCA conference in Asheville.
 - Manned the booth and presented at the NC SWANA conference last week.
 - Will be presenting at the NSHC Safety Summit during Annual Training.

- Hosting a virtual 10 hour before Thanksgiving.
 - Hosting a 10/30-hour course in Wilmington.
 - We have the Train the Trainer course coming up before Christmas.
 - Food Manufacturing SEP Committee meeting had to be rescheduled, no date announced yet.
- Starsky
 - Labor One – no updates and all repairs/maintenance are up to date. He is working on getting quotes to get it detailed professionally quarterly. If you need to schedule a time to refresh yourself on driving Labor One, just send him an email.
 - No updates from Motor Fleet on a new, permanently assigned vehicle.
 - Please be mindful of keeping the inside of the state vehicles clean and sanitary. If you need a ticket for a car wash, please see Christy.
 - Ergonomics Policy 12 is being finalized. Policy 12 will be uploaded on the intranet soon. Requesting ergonomics committee support has changed slightly. There is a new ergonomics form on the intranet entitled: "Request for an Ergonomics Evaluation." This new form will be filled out with the supervisor and submitted to Crystal Williams in HR to initiate Ergonomics Committee support. You can request an ergonomics evaluation or limited scope consultation. We have no outstanding evaluations to perform to date. We have conducted eight evaluations to date. This week I will have individual ergonomics evaluation training for my three newest committee members via Lifesize. I will also update on the intranet our ergonomics committee membership roster. We now have coverage throughout the entire department. We added two new committee members in the west. I am also working on an ergonomics awareness training project in Captivate. Our next committee meeting is scheduled for November 9, 2022, via Lifesize.
 - Grocery SEP Committee exceeded their goals! The goal was 3 ETTA events and we had 5 events. Next scheduled meeting is 12/6.
 - No update on the Employee Insurance Committee.
 - Celeste and I had great turnout and participation at the 30-hour GI training class held in Statesville. We had 20 attendees. A 10-hour GI will be held in November. We will also be hosting our Annual Training this month. I will continue to work on special projects, fulfill training assignments to instruct safety and health awareness in person/virtual classroom 10/30 hours, speaker bureau request and webinars via all platforms: Lifesize, GoToWebinar, Zoom and MS Teams.
- Andy-at Western Safety School.
- Todd-in Hendersonville.

Closing – Adjourned 12:11pm