

District X FFY 2020 Meeting Notes

Wednesday, July 15, 2020

14:00-14:45

Scribe: H.J. Laurie

- a. Opening (Virtual Meeting via Lifesize)
Moment for Team Building
- b. OSH and District's Update/Discussion from East Bureau Mtg.
 - New Optional numbers beginning July 1 with 001-21 to coincide with New State Fiscal Year
 - CSHOs need to sign case files through Reports/Inspection Reports
 - o Left column for initial submit, then right side for final submit after corrections
 - o CSHOs also need to maintain sheet for submission dates.
 - o This will be used to compute Lapse Time
 - Annual Evals have been completed by DS and submitted to BC for approval
 - CSHOs in training, update APN 64
 - Reminder of COVID procedures in/around office
- c. Other District Business
 - Plans/coordination for District Meeting July 30 11:00-15:00 for Judy's retirement luncheon
 - o Reminder: COVID concerns: individual drinks, etc
 - o Park Rules: no glass, no nails/tacks, don't feed ducks
 - o Assignments:
 - Will/Alex: burgers/dogs/charcoal/cooking
 - Howard: gift
 - Donald: drinks
 - Holly: buns/rolls/condiments/potato salad/beans
 - Ira: clean-up/trash
 - Alex: music/ coordinate w/Dawn for dessert
- d. Monthly Reports:
 - Reminder: OSHA 31s weekly
 - Reminder: Beacon's reports due on Fridays and/or Mondays
 - Reminder: 60 Day reports due on Fridays and/or Mondays

February 12, 2020 D-X Meeting Agenda

Attendees: Lafayette Atkinson, Judy Durham, Howard Laurie, Will Matthews, Ira Griffith, Idelisse Perez, Alex Lee, & Holly Pups. Ira Griffith, *Recorder*.

A. Opening

B. Holly Pups – introduction to the District 😊

Moment for Team Building (chit-chat!)

Group discussion on Coffee fund, the importance of routing everything that needs an action taken, and office candor.

C. OSH Update/Discussion from Director/Bureau.

- Election year cycle FY 2017 – 35

There are 4 parties running for Commissioner of Labor and they will be speaking in September.

- Coronavirus on FED website; Review COOP pages 33-34 for safety precaution; ETTA in process of updating the COOP to address the Coronavirus.

Discussed the source of the Coronavirus, the need to review the Co-op, and that ETTA is updating the Co-op

- N95 are on order in the event they are needed for inspection

Masks are on order

- Critical incident system in place to receive notification for emergencies. BC will notify each District of system. Can also be used for workplace violence and weather.

Everyone had responded on whether they wanted added to the system via email.

- Feds funding increased \$359,000; 21D 38.000; No State budget in place; asking for 1.3 million for salary increase; 500, 000 for AG office; two addition position for ASH;

Discussed raises and additional positions

- Inspection activities increased 1st quarter; goal 250 per month

CSHOs were encouraged to continue to work toward the goal of 250/month

- FAME (Federal Annual Monitoring Evaluation) results:

- Abatement documentation need to be more complete
- Include photos and documentation
- Abatements documents need to be numbered per the citation and entered in OE document in an orderly fashion in accordance with the violation numbering.
- Abatements photos need to be numbered per the citation and entered OE photo in accordance with the violation numbering.
- Make sure abatements are feasible, i.e., fall protection on a roof not likely to be abated without fall protection training including...we can discuss on case-by-case basis. All programmatic violations require the complete program in the file.

Discussed what a FAME inspection was and the results of the latest FAME inspection. Discussed what qualified as an acceptable abatement, that CSHOs must have physical proof of abatements, and that they must be entered in order of the citation number.

- Internal training will include tablets during the 100 courses; they will be sent downloads of the courses
- Terri/Doris
 - Time and attendance policy revised for clarity
 - Medical slip can be requested anytime
 - all surgeries require return to work documentation from physician

All policies were reviewed

- Interim appraisal completed; will schedule time with each person to discuss.
- Rule of thumb for writing files: 8 hrs. to enter the OSHA1 and write the narrative; and 4 hrs. per violation.

Discussed expectations for the writing of case files.

- Adding pertinent supporting documents to OE, do not mean adding extraneous or non-essential material.

Discussed what qualified as pertinent documents.

- Open Casefile – late abatements

Reviewed OSH Case File Management Checklist. The time expectations for each phase of the late abatement process. Reviewed how to track abatements and payments in OE using the Open Inspection Report tool.

- OE going paperless
 - Howard/Alex DX test subjects

D. CSHO's Significant Cases

- Howard and Idelisse
- Donald and Holly
- Howard and Will

Discussed three ongoing inspections being conducted by Howard/Idelisse, Donald/Holly, and Howard/Will.