

From: Donald Payne, CSHO I, District 10

To: Lafayette Atkinson, Supervisor, District 10

Date: May 27, 2021

Subj: District 10 Meeting Minutes

On May 27, 2021, District 10 convened its May 2021 monthly meeting.

In attendance were:

Nicole Brown – Bureau Chief

Lafayette Atkinson- District 10 Supervisor

Donald Payne - CSHO I

Alex Lee – CSHO I

Holly Pups – CSHO in training

Jordan Atamaniuk CSHO in training

Misha Griffith – HSO in training

The meeting was opened with the introduction of District 10's newest members:

Jordan – October 2020

Misha – December 2020.

Recognition was given to Howard Laurie who was retiring after serving for 28 years. Also, acknowledgement was given to Holly Pups who is resigning effective June 17, and Sabrina Martin, administrative assistant who resigned effective May 24, 2021.

AGENDA:

A discussion was held by Supervisor Atkinson on the focus of inspection activities such as, Food, Grocery, LTC, SST, etc.) An explanation was provided for Site Specific Targeting.

Annual Physical Exams are currently 90% complete.

Scott Justice was identified as the (OEDM) for East Compliance and a brief introduction as to his duties and how his impact will affect District 10.

Emphasis was reinvigorated on OSHA 1 procedures and the need to save the entries as final.

Procedural conduct was discussed by Supervisor Atkinson where the need to contact the General Contractor prior to entering a jobsite was emphasized.

CSHOs were directed to access and review Open Inspection reports weekly and address all issues where appropriate.

A discussion on the accuracy and the submittal of 60-day reports was conducted.

A modified office schedule was implemented where staff will be gradually returning to normalcy by shifting from 2 days a week to 3 days a week effective June 1, 2021.

Supervisor Atkinson discussed the casefile review process. CSHO's were provided with a PowerPoint presentation that described the Routing process, inspections, investigations, and closing casefiles.

Emphasis was placed on the deterrence of confidential information in the communications logs. CSHOs were instructed to place any confidential or "need to know" information in the Notes portal.

Alex Lee provided a PowerPoint presentation on excavation inspections as part of his OPN 64 requirement. The presentation was informative and comprehensive.

BC Nicole Brown discussed the designation and maintaining of Confidentiality information of employer's submittals. The inspection of law enforcement personnel was addressed.

Meeting ended.