

DISTRICT 2 SEPTEMBER 2020 MEETING AGENDA

Location: MS TEAMS
Date: 29 SEPTEMBER 2020
Time: 0900
Facilitator: LEE PEACOCK

Participants:

Griselle Negron	Dawn Reynolds	Curt Hobson
Rob Maedje	Rob Jacobson	Sarah Burns
Ed Joye	Peggy Reme	

Time Started: 9:00 Adjourned: 10:35

Agenda Items

- District Update
 - o SCO 1 Positions; Upcoming Interviews
 - o Stats/PIR/Goals: District is behind on inspection goals for 1st quarter
 - Safety, 7 inspections; Health, 20 inspections
 - Take opportunities to conduct additional inspections in effort to meet goals.
 - o CSHOTs OPN, Tasking & Workload
 - o Case File Pictures: Submit disk to admin for storage
 - o Admin: any case file-related tasks should be routed with comm log
 - *Note:* E-mail ok too, but need to route
- Fatalities, COVID Complaints, Referrals/Accident Updates
- Virtual Training Courses (125- more to come)
- Fall Protection Training- October 7th
- Hearings
 - o RC scheduling/videoconferencing
 - o Monthly Non-Available Dates
 - o Scheduling/prep time with AGs; may take precedent
- CSHO Case Update
- Upcoming Statewide Sup Meeting;11/5- any items to discuss, send to me by 10/28
- Misc. Items

Date: 9/29/2020

Time: 8:26:45

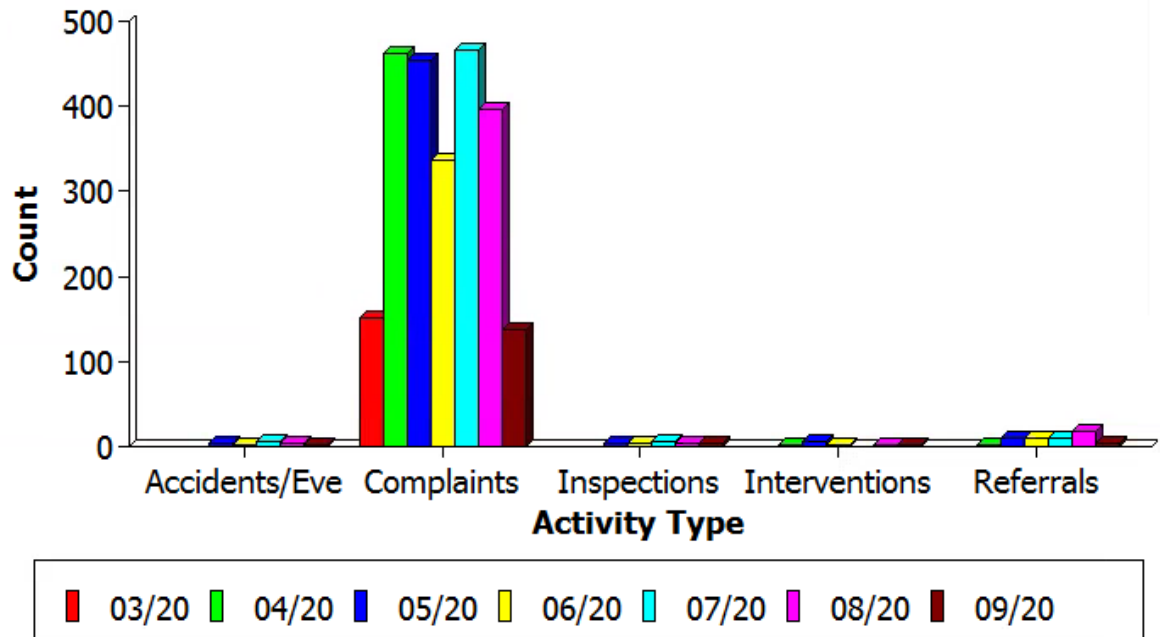
COVID-19 Activity Summary

Accidents/Events	14		
09/2020 (Sep '20)	1		
08/2020 (Aug '20)	3		
07/2020 (Jul '20)	5		
06/2020 (Jun '20)	1		
05/2020 (May '20)	4		
Complaints	2406	Valid: 1011	Non-Valid: 1395
09/2020 (Sep '20)	138	72	66
08/2020 (Aug '20)	397	200	197
07/2020 (Jul '20)	466	217	249
06/2020 (Jun '20)	336	166	170
05/2020 (May '20)	454	176	278
04/2020 (Apr '20)	463	121	342
03/2020 (Mar '20)	152	59	93
Inspections	18		
09/2020 (Sep '20)	3		
08/2020 (Aug '20)	3		
07/2020 (Jul '20)	6		
06/2020 (Jun '20)	3		
05/2020 (May '20)	3		
Interventions	13		
09/2020 (Sep '20)	2		
08/2020 (Aug '20)	1		
06/2020 (Jun '20)	2		
05/2020 (May '20)	6		
04/2020 (Apr '20)	2		
Referrals	51		
09/2020 (Sep '20)	4		
08/2020 (Aug '20)	17		
07/2020 (Jul '20)	10		
06/2020 (Jun '20)	9		
05/2020 (May '20)	9		
04/2020 (Apr '20)	2		
Totals	2502		

COVID-19 Activity Summary

03/01/2020 - 09/29/2020

COVID-19 Activities



DISTRICT 2 AUG 2020 MEETING AGENDA

Location: MS TEAMS
Date: 11 AUGUST 2020
Time: 0900
Facilitator: LEE PEACOCK

Participants:

Dawn Reynolds, Peggy Reme, Griselle Negron, Curt Hobson, Rob Maedje, Sarah Burns, Ed Joye

Agenda Items

*Statewide Supervisors Meeting Items

*Fatalities, COVID Complaints, Referrals/Accident

*District Update

SCO 1 Positions

Stats/PIR/Goals

CSHOTs OPN, Tasking & Work Load

Weekly Itinerary

Expense Reports- Monthly

New Equipment/Wish List Funding

*Inspections

(PPE check/status)

Confirmed COVID Cases at site

*Fit Testing

*CSHO Case Update

*Misc Items

8/16/20

STATEWIDE Supervisors Meeting

- Public Sector Survey went out - 2nd delay in sending out -
 - After increase in Covid-19 media Requests
- STDs - 2020 STDs distributed next month - Spiral bound
 - Electronic & ER - regular books.
- OLN 35 - changes - Pub 5:10A coding
- Revised 5:10A CPL - Rev. Berryman, Anticypate Antidote
- Covid ^{table} being update regularly - New Print updated.
- Decision Annual Training by 22nd
- Postpone all Safety Antidotes - Endotya will hold virtually by August.

Kevin B - Hurricane - Some damage in state - Some tornadoes - NO Consultation modes at this time.

- South - 1914 - processed. 57 - valid - 1157 - NV
- 34 Referrals. outbreak at Farm - over 100 people/cases -
- CLASS Action Against WACC - wants OSHA shut down -
Willing to work with WACC system - but no Authorization
- Gov's office → wanted to take Face mask Police. - we support CDC guidelines but not Face masks & PPE - Respirators
- Gov. Extended Phase II till Sept. 11th - we continue Phase II
 - continue Telework, Hygiene, Face masks.
 - Sev. blgs had cases. CIT, WS, Labor
- Processed 236 - got little Fed. Funding -
- Record 2.5% increase -
- OE changes - intervention Fee & compliance - health Screen.
- Adding additional Screeners in offices -
- FSD → Take parties & Fees - Notifying others.

- Ask Bureaus - Equipment → \$110,000+ Approved almost all items
- Computer - ^{New} 90 needed and update since don't know about Futureysal.
~\$220,000 New Equip. - Keep some with budget
older Equip.
- NCVIP Step 104
- Thanks to all staff - no neg. Findings in FARE

(Desk → busy - ME Office - 15 Reports.

Nicole → IH - Fit testing

Scott - more tubing sets for PortaCounts - N95 & Surgical Mask

- Get prepared for Covid Inspections. - Be ready to answer questions, have PPE.

- Stay on top of 30-60 day fatality meetings - Helpful

- Questions about working at home & off to do virtual training / school

- If need all time - ^{annual Rollover} End A / En. time - will have to use own time.

- CAN rearrange work schedule if needed.

- Equipment - HP tablets for Sups - can order

MAY 8, 2020

District 2 Team Meeting - MS Teams

Present:

Rob Madsen

Sarah Burns

Ed Toxe

Grisselle Negron

Dawn Reynolds

Curt Hobson

Pebby Reme

- Discussed items from Recent Sup Meeting
- Fire Prev. Presentation from Ed Toxe
- Common Tower Insp. And Drone Mission Update - From Dawn Reynolds

May 7, 2020-

Supervisor Meeting

Kevin - S+H professional week

o (cont) → mid March - ~ ~~1400~~ 1400 e-mails / calls

CS - 35 interventions, business Dev, working with DHHs

- Haz Mat, webinars, PP, & compliance memos

- March 11th - 5/7 - 574 - word complaints -

- Developed letters Firearm office - Triage for complaints -

Uplift, nu, not handling at all

3/11 - 5/7 - 782 ~~782~~ 335 - 40 Dist 2 - 96
40

96 → 3/11 - 5/7 782 ~~782~~ 335 - This yr. 227 [↑]

- opening up - ^{most likely} will see increase

- meet / meeting Haz Mat mod April 1

- Everyone not back at work at once -

Continue doing what we are doing for Phase 1 -

Swicks - enter phase 2 - more return to
workforce

- Most likely before close of day Friday

- Social distancing in office - if not possible - will wear F mask

↳ Temp, sanitizing,

- State Budget - Any lapse funding going back to state.

but items not purchased by end of fiscal year.

- Next year budget will be impacted - maybe at least 1% cut -

1% we can absorb - 2 1/2% pay increase - have to

wait

+359,000 - Fed OSHA -

salary increase - maybe on hold

HCO II & SCO II classification (are through)

- Expansion Request through budget -

- June 15th - Nov 30th Hurricane 2 named storms -

at least 3 - cat 3 or higher

- Ric - more backlog complaints coming
- changed - knew he would be getting Request

SCOTT - call Dr. Dancy-Duke - start EE physicals back up.

- Constant - start - NO PFT TEST - need face mask
- Can go out to do const. insps - need to see serious hazard.
- Smith - ^{annually} 35,000 - 14,000 day
- Mett Photoging - doing good to try to social distance / keep people off
- MAR - 290 insps., APR - 30 insps.

Nicole / Paul - nothing

Judyth - 5/27 call meeting - Fed / Kim

Wanda - nothing

Aime - nothing - Mett Request - Fed / Complaints

* - Physical Forms

- Presentations From Ed -
Fire Prevention

- Presentation From Dave -
Cell Tower Insp - AGA - Fall Protection Issue

- Presentation From Griselle -
Fire Prevention - Case Study

District 2 Team Chat: 3/31/2020 11:00 am

Attendance:

Sarah Burns	Rob Jacobson	Curt Hobson
Dawn Reynolds	Peggy Reme	Griselle Negron
Rob Maedje	Ed Joyce	

Chat Topics:

1- At home office set-up; any needed items

2- tiffing: any issues

3- Office trips/work

*Check Voice mail regularly

4- Complete assignments;

5- Case file management:

*Abatements- Stay on top of- do not wait until 30 days late

*Close out files

*Late Penalty- Send to Jordan to start collections

6- ETTA Webinars, Powerpoint Presentations

7- Continue to engage CSHOTs

*Discuss a case or complications or issues raised by employer

*Share pictures of hazards and discuss

*While working on report, share the screen and work together

*Show how to enter abatements, close files, routing, tiffing, adding pics, etc..

Time Started: 10:57

Time Completed: 11:39

Eric Truitt
Dawn Reynolds
Grizelle Nye
Curt Hobson

Rob Jacobson Leuker
Dale Holland
Peggy Lane
Rob MacTe

11-26-2019 - 10am District 4 2

~~Present: Lee Peacock, Peggy Lane, Dawn Reynolds, Curt Hobson, Rob Jacobson~~

Lee Peacock - MS Doris last day 11/22/2019

- Jordan - Temp

- Job will be posted

Safety Officer 1 - Posted

Safety Officer 1 - Posted

Safety Officer 2 - ~~Posted~~ - will be reposted

18 vacant positions in division

Rob M-Taylor Roofing case completed

Grizelle - Advanced Development case completed

Kevin - Update

2929 inspections last year

1944 Safety

985 Mca /tr

Currently working 6 fatalities

FAME Audit - Dec 9th

- Fatality Cases

- Selected Inspections

- sit down interviews with CS40's

- OE Coding - SEP Code, Amputation, Health Hazard
- END OCT STOP - 6 months
- NCVIP - Adjust goals - adjust % complete
- Motor Fleet Management -
 - Large Audit IN Progress
 - GPS - Telematics
 - 1,050 miles per vehicle - estimated
 - rotate vehicle use
 - 4 current vehicles
 - Lee checking on toll lane transponder
- State Budget - Still not signed budget. Could be March - May 2020.
- Federal Budget - Still not signed
- Tablets
 - New order in process
- ONE drive - CD drives-external drive no longer supported.

Deedra - Disclosure, Case File Review
Complete when Given ASAP

- Paperless System - In progress

OE - IB 1-2 photos

- Everything else on disc

- OE Pic # and Name should match CD

- Manual Reference - entire manual

Not required just pertinent section/s
for OE

- Repeats - ~~not~~ source - IB - complete IB
actual initial citation

- Witness statements - Include names

- All CFR cases should be completed
within 90 days.

- 60 day report - update any cases over 60 days
to directors office

- Fatality Update

Meetings - At 45

Section G Quick overview, possible
violations

Core y - New standard officers
12-13-19 Work Zone Flagger
12-18-19 CPR First Aid AED
1-6-2020 #105 Safety Standards

1H - Air Sample Reports - Save Final

Expenses: Travel Log
- Commute Miles to Adjusted Miles
1. Depart Miles
2. Enter all Miles in return section

- Attorney involvement
 / Travis Vance
 / Greg Allen
- Communication - Timetable requests
 need to be specific.

Receipt of Public Agency Records

- Used to obtain report that is not public
 information

Chapter 3 - Records - receipt instructions
 confirmation

Not Medical Records
 Medic run report

Page 4 of 5

- Communication Log - Continue to use. CASE FILE SUMMARY

- Mail - email make sure date stamped or email date/time.

Q -

Attendee List

Lee Peacock

Peggy Reme

Dawn Reynolds

Curt Hobson

Rob Maedje

DaQuan Holland

Grisele Negron

Eric Trarland

Case File Retention/Disposition Guide

FAT/CAT HP	All Other Cases	Documents/Photos/Attachments	Who			Location in OE		Comments
YES	NO	1	Photos or videos on CDs, DVDs, thumbail prints, etc., (each marked with company name, inspection number, and source of photo or video).			Admin-CSHO	MRC	Medical Records Cabinet
YES	YES	2	Communication Log (Case File Summary)			Admin	OE	
NO	NO	3	Confidential Information Log			CSHO	Attachments	
YES	YES	4	Informal Conference Notes Form			Supervisor	Documents	
YES	YES	5	Citation or Settlement Authorization Form			Supervisor	In OE in 1671 Authorization Tab	
NO	NO	6	Certified Mail Receipt(s) and Green Card(s) or Receipt Verification(s)			Admin - Scan	Documents	These are to be part of a file copy when a "disclosure request is sent", as will be for contestments.
NO	NO	7	Medical Records Chain of Custody Form(s)			CSHO	MRC	Medical Records Cabinet
NO	NO	8	Multi-employer Inspection Medical Records Retention Request Form(s)			CSHO	Attachments	
YES	YES	9	Case File Audit			Admin	OE	
YES	YES	10	Abatement(s) [2D(s) with detailed information; specific documentation; written programs for programmatic citations; etc.] Note: district supervisors must review abatement information to ensure appropriate documentation is retained in case file that will show hazard was abated. (Refer to FOM Chapter III Section E.4 "Verification of Abatement")			Admin/CSHO	Documents	Will route to csho with notification. If abatements come in an email or fax the Csho will tiff into the Document Section
YES	YES	11	All legal documents (contestment request, request for IC, PMA, signed copy of settlement agreement, settlement agreement cover letter, no change letter, notice of docketing, orders, final order, etc.) Note: If the employer refuses to sign the Settlement Agreement, maintain unsigned copy of Settlement Agreement in the case file.			Admin - Scan	Documents	
YES	YES	12	Correspondence received subsequent to citation issuance in the order received; and all documents should be date stamped.			Admin - Scan	Documents	This will change to yes for ALL inspections
YES	YES	13	In Compliance Letter and Certificate (when applicable)			Admin - Scan	Documents	
YES	YES	14	Copy(ies) of issued citation(s) and 2D(s) with supervisor signature			Admin - Scan	Documents	
NO	NO	15	Draft response to complainant/referral source/NOK			CSHO	Attachments	
YES	YES	16	Inspection Report (OSHA-1)			OE	OE	
YES	YES	17	OSHA IAC (Inspection Contacts, Narrative, & Inspection Program Evaluation)			OE	OE	
YES	YES	18	Copy of response letter mailed to complainant/referral source			Admin - Scan	Documents	
YES	YES	19	Copy of all correspondence (letter, email) with NOK			Admin - Scan	Documents	
YES	YES	20	Copy of all correspondence (letter, email) with employer			Admin - Scan	Documents	
YES	YES	21	Copy of all correspondence (letter, email) with non-fatal accident victims			Admin - Scan	Documents	
YES	YES	22	Accident/Event Notification			CSHO - OE	OE	
YES	YES	23	Complaint Form			CSHO - OE	OE	
YES	YES	24	Complaint Form OSHA 7 if complainant signed			CSHO	Documents	
YES	YES	25	Referral Form			CSHO - OE	OE	
YES	YES	26	Copy of Workplace Measurement Summary Sheet			CSHO - OE	OE	
YES	YES	27	Accident/Event Investigation Summary			CSHO - OE	OE	

YES	YES	28	OSHA-2B(s): Failure to Abate Notices; NOTE: Follow-up inspections, but the notices will be in the original inspection case file.	CSHO - OE	Documents	
YES	YES	29	Violation Summary Process	CSHO - OE	OE	
YES	YES	30	Violation Worksheet (OSHA-1B(s))	CSHO - OE	OE	
YES	YES	31	Inspection Health Sampling Report & OSHA Field Sampling Sheet(s), 91,92,93,98	CSHO - OE - One Stop Shop forms	OE or Documents	
YES	YES	32	Calibration Worksheet(s)	CSHO - OE	Documents	
YES	YES	33	Sampling Equipment Date Printouts (Direct Reading Equipment)	CSHO - OE	Documents	
YES	NO	34	Sampling Chain of Custody Form	CSHO - OE	Documents	
YES	NO	35	Property/Evidence Form	CSHO - OE	Documents	
YES	NO	36	Receipt of Public Agency Records Form and Documents (except medical records.) NOTE: This form shall be in the file for any information (i.e., photos, police records, etc.) obtained from another agency.	CSHO - OE	Documents	
YES	NO	37	Air and Bulk Lab/Test Analysis Request Form(s) and Analysis Reports	CSHO - OE	Documents	
YES	NO	38	Sketches or Diagrams	CSHO - OE	Documents	
NO	NO	39	Copy of Original Programmed Inspection Assignment Sheet	CSHO - OE	Attachments	
YES	YES	40	Witness Statements(s)	CSHO - OE	Documents	
YES	YES	41	OSHA-59: Employee/Employer Rights and Responsibilities	CSHO - OE	Documents	
YES	NO	42	OSHA 300 Logs, 200	CSHO - OE	OE	
YES	YES	43	Secretary of State Verification Page	CSHO - OE	Documents	This will change to yes for ALL inspections
YES	YES	44	Appendices/ Other Documents (Include a Table of Contents for Appendices)	CSHO - OE	Documents	This will change to yes for ALL inspections
YES	YES	45	Clasped envelope(s) containing Trade Secret or Confidential Documents or Evidence per E.7, E.8.a, and/or E.8.b. of this FOM Chapter XVI.	MRC		
YES	NO	46	Clasped envelope containing materials obtained by Copyright Law.	MRC		Medical Records Cabinet
NO	NO	47	Medical Records from locked cabinet (verify all associated case files are closed).	MRC		Medical Records Cabinet
NO	NO	48	OE Notes are not to be included in any inspection files. The OE Notes are for internal use only.			OE Notes are never printed out.

The Print All Worksheets is set to print in order of the case file. Never check the OSHA File Notes we (NC) do not print these out.

Print All Worksheets

Select the information to print

- ☒ Case Audit Report
- ☒ OSHA File Communication Log
- ☒ Citation/Settlement Authorization Forms
- ☒ Citations
- ☒ Inspection Form (OSHA-1A)
- ☒ Inspection Contacts (OSHA-1A0)

Check All



records that are not considered public records, not realizing that those records may be placed in an OSH case file and disclosed by the NCDOL at a later time.

Whenever possible, the CSHO should conduct a review of the records, leave them on site, and reference them in the narrative or violation worksheets (OSHA 1Bs) as necessary. However, at times the CSHO may need the records to include in the case file to support the OSH report. When the CSHO receives any report, record, photo, video, etc. from a public sector agency during an investigation that may need to be included in our case file, the CSHO must inform the agency that the records provided to the NCDOL may be placed into our case file and will then be subject to disclosure pursuant to NCGS 95-136 - Inspections, when the investigation and any legal proceedings associated with the issuance of citations are no longer pending. The CSHO will also inform the agency that an employer cited under the provisions of the act is entitled to receive a copy of the official inspection report following the issuance of citations, which may include their agency's records.

When the CSHO concludes that the records from another public agency must be included in the case file and receives these records from the public agency, the CSHO will complete the "Receipt of Public Agency Records Form" (located in the Forms folder in the FIS). A copy of this completed, signed form will be given to the agency providing the records, and the original form will be maintained in our case file. These records and the completed release form must be incorporated into the case file. The records must not be stamped confidential and included in the case file in lieu of the completed release form. Even if any such records (documents, photos, videos, etc.) are designated or stamped by the providing agency as a "public release report or record", the release form must be completed in order to include it in our case file. All records (documents, photos, videos, etc.) that are covered by a completed release form must be stamped, marked, or designated in some obvious way for anyone reviewing the file to know which records in the case file are covered by the release.

form 35

- iv. Other Records. Any other records which fall within the scope of the inspection and which are related directly to the purpose of the inspection will be examined. These may include, but are not limited to:
- A. Required certification records properly completed and any available equipment inspection and maintenance records.
 - B. Safety committee minutes; checklists; records of inspections conducted by plant safety and health committees, insurance companies, or consultants; if voluntarily supplied by the employer.
 - C. Variance documentation. The employer's requirement to comply with a standard may be modified through the granting of a variance by the NCDOL (or federal OSHA in the case of a multistate variance). The NCDOL Variance Log is maintained on the Inspection Resources page of the OSH One Stop Shop.

inspections are closed: [List all secondary inspection employer names, inspection numbers, and CSHO name and CSHO IDs (if different CSHO)].”

- F. Medical Records Chain of Custody Form. After the medical records are placed in the Kraft envelope and labeled as stated in paragraphs C. and D. above, the CSHO will complete a Medical Records Chain of Custody Form, for each record/medical record identifier (located under Forms in the FIS). This form will be maintained as part of the inspection file and will be initialed by the medical records administrator each time medical records are transferred to or removed from the locked file cabinet.
- G. Transferring Medical Records to the Medical Records Cabinet. Medical records will be separated, stamped, labeled and transferred to the medical records cabinet on the day they are received whenever possible. CSHOs who are out of town for extended periods conducting inspections, are working late shifts or are returning to the field office after normal working hours will transfer the medical records to the medical records cabinet on the day they return to the office. Teleworkers will secure medical records at home and transfer them to the medical records cabinet on the next day they go to the field office, but in no case will teleworkers maintain medical records in their home more than 5 working days.

Medical records will be maintained in a locked cabinet in the field office. For information about transferring medical records to the medical records cabinet, see FOM Chapter XVI, paragraph E.6. When a case file is closed, the CSHO will purge the medical records and other case file documents per FOM Chapter XVI, paragraphs E.6., E.7., E.8. and Appendix XVI-B: Case File Retention/Disposition Guide for Closed Files.

- iii. Receipt of Public Agency Records. (This section does not apply to medical records.) Occasionally, the NCDOL OSH division conducts an investigation or an inspection at a workplace where an investigation or response by another federal, state or local agency has occurred. These agencies include, but are not limited to: the U.S. Department of Justice (USDOJ), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); the USDOJ, Federal Bureau of Investigation (FBI); the N.C. Department of Justice, State Bureau of Investigation (SBI); the North Carolina Department of Public Safety, State Highway Patrol; the U.S. Environmental Protection Agency (EPA); the N.C. Department of Health and Human Services (NCDHHS); the N.C. Department of Environmental Quality (NCDEQ); and any city or county law enforcement agency, fire and rescue or emergency medical services.

As part of an inspection or investigation process, the CSHO may need to review records from these agencies. Additionally, these agencies may provide unrequested records to the CSHO assuming that they are germane to the investigation. An agency may provide the CSHO with

• I.H's should run an air sampling date they should all be green. If Red go in + save as final.

Expensees

• Leaving From Home + Commute file

← commute is actually adjustment miles

— You get reimbursed the lesser of miles to the destination.

of miles in far Right column should match the expense form.

~~Lafayette~~
House
RaeFord

Packers / Travis Vance was their to meet him — Tactic is to slow off down — Opened on Sat. — Atty — ee's onsite Jose Iduate + Atty — ? ees — No info

• Nonames
• stepdaughter

Now objecting + subpoena. ☐ 

House of RaeFord — provided photo

• Does Host ER Know who is in their facility?

• Local advocate called after the PSSI fat. other people are watching.

Documents - Table of Contents

Appendix 1 - Description

" 2 - "

" 3 - "

can also
use to help
provide guidance
all of the documents

Witness statement make sure use EName

Marcy - Training - almost met goals

- Internal
 - Legal aspect
 - St H Mgmt Nov 18
 - Workzone Flagger OCSS -
 - 105 - Jan 6-17
- 8-9 OCSS classes were opened in the last 24mo.
- Cory Dempsey Transition to Standards
- all internal trng go to Marcy
- Annual Trng. - mixed review
- Amputation Paul + Todd Great Job
- Julie will roll out LTC ← via webinar
- ✓ training records - ensure it is documented

- Rane
- PSIM will be SEP calculations going forward
 - Working with legal - confidential info
 - witness statements
 - etc.
 - Public Sectors - 2 total NON responders
 - Cabarrus County school ← has errors on their report

Lecton

Settlement Agreements

CFR - Go through BC +

Lapse time 90 days for all CFR cases.

Paul

- Sign Date when file to Admin Staff.

- (Tracking 1 is CSHO lapse day to calc. their time)
(in the next build can change the signing date)

- CSHO should be running their own lapse days + update CSHO Sup lapse 1 date

- Need to use Que to track Files
Get in Habit

- Use Comm Log

on Repeat
Need
cit plus
1B in file

- Previous 1B for Repeat citations + worksheet
Go in Attachment

++ is required to include previous citation + worksheet in file.

Highlights cont.

- Fatality meetings
 - Conduct within 45-days of fatality
 - Can be held sooner if CSHO and Supervisor agree on facts of the case
- Settlement agreement changes
 - Major changes, i.e. reclassification of citations, further penalty reduction; must be submitted for approval again
 - Minor changes, i.e. non-admittance clause, rewording of stipulation; **does not need** to be submitted for approval again

Highlights cont.

- Lapse time goal
 - 90-days

Highlights

- 60-day lapse time report
 - CSHO and Supervisor must have a weekly meeting regarding case progress
 - >90 days lapse time- weekly email to Bureau Chief and Director's Office explaining delays
 - Large case load
 - Uncooperative employer
 - Difficulty in documenting case
 - Difficulty in identifying citations

- Telematic all cars have them Now. MFM manages the system; report. We will develop a policy in the Near Future.

- Video conf system — schedule online training — Admin + anyone else who wants to know can sit in Training class. Do Not unplug the cables they are in sequence.

- coding (Arboris — like a municipality should not be included — The lossing SEP includes Specific NAICS so can Not Count.)

- Abs office — Settlement process
APN 110 J —

- 93% - of insp → ASIT
91% - Health insp.
98% - Safety insp.

Homebuilder's Assn. has met w/ Dir's office + Comm. officer. Have drafted letter to them.....

Judyth — FAME review

- Soar is due by Mid Dec

Deidre • Report Manual on OE now

Ko B. — Victoria + paperless system
— papers / documents / photos / all in OE

6 months — hard copy + paperless
we will transition

.....

KB

Cost effective to go paperless
this takes the PSIM step
out to SCAN + maintain a
copy of the case file

effective + efficient system

S.M.

Best 3 photos on OE

↓

marcy
stated
discussion
of manuals
from legal
aspects class

Manuals in OE — only need the
referenced in — TOC + ref. info

about maintaining a full manual in a case file

Documents in OE Make sure they
are in there

Dawn

Power in LBT

Leahen —

ibreach 30 days then need
weekly email # BC +

Director's

Put detail in 60 day report
to explain

Fast mtg w/ 45 days
Needs to be a narrative +
maybe some draft citations