

Dist IV

Date: 08.07.2020

1. Review of August 6, 2020 Statewide Supervisor Meeting (see below)

2. District IV discussion

- (TEAMs, use of Lifesize (no zoom use)
- Wish list items
- Fit Testing
- PIR Report
- Training of CSHO in training
- PPE in office
- COVID Coding
-

Statewide Supervisor Meeting – August 6, 2020

Scott Mabry began district meeting at 9:05 am on 08062020

Started meeting with an update from each district as follows:

- District 1 update – “tooting” along
- District 2 update – 8 fatalities with 6 released CSHOs and many other accidents. Also have a partnership
- District 3 update - 4 fatalities with 4 compliance officers. Added Grant Quiller
- District 4 update – Grant promoted to District 3. 2 CSHOs in training. Will be recruiting for vacant IH position
- District 5 update – Covid 19 in Mocksville fatality. A lot of Covid related inspection activity.
- District 6 update – Couple of open positions, 1 fatality case in review, and several multi digit amputations
- District 7 update – 4 released compliance officers, 2 in training, have submitted forms to post for HCOII
- District 8 update – Thanks to all that have assisted this district. Hired HCO to start August 17.
- District 9 update – 5 released CSHOs. Trained have been helping out at complaint desk. Hoping to turn open SCO position to II position.
- District 10 update – Busy. Lost admin person last Friday. Lots of COVID cases.
- District 11 update – working on COVID fatalities. Working on filling open position. Meeting with employees to discuss performance.
- AG Safety – Heat fatalities. Thanks to Grant Quiller for help with fatality. COVID outbreaks on farms in NC.

Judyth Niconienko – Quarterly Mtg at end of August with Fed OSHA

PSIM update -- Anne Weaver gave update – Public sector survey 10% down in collection rate – two months delayed in sending out. Retrieving and analyzing data for COVID activity. Major increase covid related activity media requests. Currently have 355 File requests related to COVID 19.

ETTA update – LaMont Smith gave update. 2020 standards books are in, spiral bound, will be distributed next month. OPN 35 Health Haz changes summarized. Silica CPL under review. Beryllium final rule. Have continuous update of COVID guidance on website. Annual Training decision will be coming soon. All safety award programs postponed – but will be working to set up virtually – working with co-sponsors to make this happen.

OPRA – Leaton update. File quality is getting better and better. Settlement agreements have been keeping most in place.

Admin update -- Deidre – new admin hired in Charlotte office. Dawn will hire new admin for Wilmington office.

Consultative – Kevin O-Barr gave update.

Director's office -- Kevin Beauregard with Director's office update. Take care of yourself (physically and mentally).

Hurricane – Isaias minor damage and will not be changing compliance activities.

COVID - 1914 COVID related complaints have been processed. A number of those are valid. 34 COVID related referrals. Farm outbreak of COVID currently working on this. Jill Cramer and Kevin working on UNCC system complaints. Do anticipate increase of complaint when schools go back into operation – trying to work with them. Proposed Exec. Met with gov office to discuss OSHA authority to enforce face mask use – OSHA chose to not do this. But something good came out of this -- 2000 N95s came out of this meeting. Phase 2 extended to Sept. 11 – so we will continue in phase 2.

Good news – processed 23G grant. A little more federal funding. Got 2.5% legislature increase.

Changes in OE (mostly behind the scene) – allow transfer of data, changes to intervention report, may add add'l scanners in OE.

Wish list purchase – a little add'l federal money -- \$110,00 items requested and approved almost all items. Doing a computer replenishment – will get new laptops, monitors, docking stations, etc. Will probably been awhile before these get distributed.

Excellent FAME report – Kevin thanks all for that.

Now is Phase 4 of NCVIP annual performance.

Ric Schuman update – complaint desk very busy. Employees rotating in the office. Phone calls still coming in.

East Compliance – Nicole Brown provided update. Thanked all the complaint districts. Thanked the complaint desk for all their efforts. Thanked all of the CSHOs for their efforts. Work group has been developed to discuss lapse time – how to evaluate it. Judy Durham retired from Wilmington. Reminder to make sure IHs have been fit tested. Make sure staff gets their physicals.

Scott Mabry – look to purchase add'l tubing for Porta a Count to limit cross contamination. Gave caution to make sure clean respirator during fit test to limit cross contamination. Can fit test on N95s. Will most likely need to go out and make COVID related compliance activity. ASH has been busy with heat stress and COVID complaints – other compliance district may need to help them out.

Stay on top of 30/60 day fatality meetings.

HR – virtual school kids and LEAVE time. Can still use FMLA leave (available on an annual basis). If have exhausted this leave will need to use their own leave. Contact HR with any questions about this FMLA. Can be flexible with employees as long as we are all getting the work done.

Equipment – HP tablets – if superv. want one let Scott know so that they can get an order together. The tablets are more seamless than an IPad.

From Kevin Beaurgard:

Compliance Supervisor Meeting

8/6/2020

Kevin Beauregard- Director's Office

- Hurricane Isaias
- COVID-19
 - 1914 COVID-19 Complaints (757 valid, 1157 non-valid), 34 Referrals (24 Hospitalizations), 9 fatalities
 - EO 155 continues Phase 2 through at least September 11, 2020.
 - UNC Systems
 - Sikh Coalition respirator and face covering concerns
 - Governor's Office meeting
- Sad news, CSHO Deena Dickinson in WS passed away this past weekend. She worked in District 6 (Nancy Hall - supervisor)
- FY21 23g and 21D grants reviewed and approved by Region, submitted to NO
- OE
 - Build #180
 - Intervention form and report changes
 - Interface changes

- Quote to add 2 additional scanners to Compliance, awaiting DIT authorization and amended OE contract
- Financial Services Change Request to OE for including interests, etc...
- Approved approx. \$110k for Bureaus
- Approved \$220k for OSH computer replenishment (laptops, monitors, hubs, docking stations, wireless mouse, wireless keyboards)
- NCVIP
 - Step 4 (review meetings)
- FAME FY2019- Great Job!
- Beth Rodman's birthday was 8/4/202 and Anne Weaver's birthday is today 8/6/2020 (Thursday). Happy Birthday to both of you!
- Questions?

From: Weaver, Anne <anne.weaver@labor.nc.gov>

Sent: Thursday, August 6, 2020 10:20 AM

To: Crawford, Laura <laura.crawford@labor.nc.gov>

Subject: PSIM Bureau Notes from Compliance Supervisor Meeting on 8/6/2020

Hey, Laura. The following are my notes from today's meeting:

- The Public Sector Injury and Illness Survey collection rate is down about 10% compared to the same time period last year.
- PSIM has received many media requests for case files related to COVID-19. The current total is now 355 files.
- PSIM is reviewing and analyzing COVID-19 related Compliance data to hopefully provide information to be used by Consultation and/or ETTA for outreach activities.

Dist IV Minutes

Date: 05.08.2020

1. Statewide Supv Meeting update
2. COVID update (1400 emails/calls, etc.)
- 3.. Backlogged complaint – more coming
- 4.. Compliance activity – OK to do Construction.
5. Meatpacking and COVID
6. Physicals – can continue to get these done

Dist IV - continued to do a great job. Continue to use social distancing and PPE. We will evaluate each assignment for risk prior to performing.

Dist IV minutes

Date: 03.25.2020

1. COVID Update
2. Telework Policy
3. Casefile – paperless process
4. Photos – add 3 to OE. All others into photo disk
5. Casefile Discussion/Training – Marcus Bandy
6. Casefile Discussion/ Training – Ted Hendrix

11.15.2019 district IV staff meeting

Holiday schedule – thank you for providing your anticipated dates of leave and availability. If any changes, please let me know.

District 4 Holiday Coverage - 2019										
Date	Crawford	Hendrix	Hardesty	Bandy	Hayward	Warren	Quiller	Kemppainen	Thrower	Kearney
<u>Friday 11.22.19</u>	Leave - Not Avail	POC - Avail		Avail	Avail	Available	Avail	avail.	avail.	Avail
<u>Sat. 11.23.19</u>	Not Avail	POC - Avail		Avail	Avail	Available	Avail	avail.	avail.	Avail
<u>Sun. 11.24.19</u>	Not Avail	POC - Avail		Avail	Avail	Available	Avail	avail.	avail.	Avail
<u>Mon. 11.25.19</u>	Leave - Avail	Avail		Avail	Avail	Available	Avail	avail.	avail.	Avail
<u>Tues. 11.26.19</u>	Leave - Avail	Avail		Avail	Avail	Available	Avail	avail.	avail.	Avail
<u>Wed. 11.27.19</u>	Leave - Avail	Leave - Avail		Avail	Avail	Available	Avail	avail.	avail.	Avail
<u>Thurs. 11.28.19</u>	Holiday-Avail	Holiday-Avail		Holiday - avail	Holiday - Not avail	Holiday - Available	Holiday - Not Avail	Holiday- avail.	Holiday-Not avail.	Holiday-Avail
<u>Fri. 11.29.19</u>	Holiday-Avail	Holiday-Avail		Holiday - Avail	Holiday - Avail	Holiday - Not Avail	Holiday - Not Avail	Holiday- avail.	Holiday-Not avail.	Holiday-Avail
<u>Sat. 11.30.19</u>	Avail	Avail		Avail	Avail	Available	Avail	avail.	not avail.	Leave-Not Avail
<u>Sun. 12.1.19</u>	Avail	Avail		Avail	Avail	Available	Avail	avail.	not avail.	Leave-Not Avail
<u>Sat. 12.21.19</u>	Avail	Avail		avail	Avail	Not Avail	Leave - Not Avail	avail.	not avail.	Avail
<u>Sun. 12.22.19</u>	Avail	Avail		avail	Avail	Not Avail	Leave - Not Avail	avail.	not avail.	Avail
<u>Mon. 12.23.19</u>	Leave - Avail	Leave - Avail		Leave - Avail	Avail	Not Avail	Leave - Not Avail	leave not avail.	leave not avail.	Avail
<u>Tues. 12.24.19</u>	Holiday-Avail	Holiday-Avail		Holiday - Avail	Holiday - Not avail	Holiday - Available	Holiday-Avail	holiday not avail.	holiday not avail.	Holiday-Avail
<u>Wed. 12.25.19</u>	Holiday-Avail	Holiday-Avail		Holiday - Avail	Holiday - Avail	Holiday - Available	Holiday-Avail	holiday not avail.	holiday not avail.	Holiday-Avail
<u>Thurs. 12.26.19</u>	Holiday - Avail	Holiday - Not Avail		Holiday - Avail	Holiday - Avail	Holiday - Not Avail	Holiday - Avail	holiday not avail.	holiday not avail.	Holiday-Avail
<u>Fri. 12.27.19</u>	Leave - Not Avail	Leave - Not Avail		Leave - Avail	Avail	Leave Not Avail	Avail	leave not avail.	leave not avail.	Avail
<u>Sat. 12.28.19</u>	Not Avail	Not Avail		avail	Avail	Not Avail	Avail	Avail	not avail.	Avail
<u>Sun. 12.29.19</u>	Not Avail	Not Avail		Avail	Avail	Not Avail	Avail	Avail	not avail.	Avail
<u>Mon. 12.30.19</u>	Leave - Not Avail	Leave - Not Avail		Avail	Avail	Available	Avail	Avail	leave not avail.	Avail
<u>Tues 12.31.19</u>	Leave - Not Avail	Leave - Not Avail		Avail	Avail	Available	Avail	Avail	leave not avail.	Avail
<u>Wed. 01.01.20</u>	Holiday - Not Avail	Holiday - Not Avail		Holiday - Avail	Holiday - Avail	Holiday - Available	Holiday - Not Avail	Holiday - Avail	holiday not avail.	Holiday-Avail
<u>Thurs. 01.02.20</u>	Leave - Not Avail	Leave - Not Avail		Avail	Avail	Available	Avail	Avail	avail.	Avail
<u>Fri. 01.03.20</u>	Leave - Not Avail	Leave - Not Avail		Avail	Avail	Available	Avail	Avail	avail.	Avail
<u>Sat. 01.04.20</u>	Not Avail	Not Avail		Avail	Avail	Available	Avail	Avail	avail.	Avail
<u>Sun. 01.05.20</u>	Avail	Avail		Avail	Avail	Available	Avail	Avail	avail.	Avail

Open enrollment 11/2-11/17/19 – make sure you complete the process

OSH Advisory Council meeting in Asheboro scheduled for 11/20 - FYI

Email and Calendars on tablets and phones

- Next time your NCID password needs to be updated, you will probably have to download the most recent Outlook app for Android or iPhone. DIT is phasing out allowing email on mobile devices via direct Beacon sync
-

Profession Cert. Study assistance

- The unused datachem seats are being rolled over into the next year instead of expiring. Nick (Library) is purchasing a few seats for CIH, OHST and CHST as they have already been used. He is also purchasing new SPAN workbooks for the respective certifications that are being updated.

Expenses

The Commute miles should reflect the ADJUSTMENT miles, not necessarily your commute miles. Our policy states that you will claim the mileage that is the LESSER of the distances.

Departure	Return	From	To	Purpose of Trip	Odometer Reading		LESS: Commute Miles	Miles To Be Reimbursed
					Beginning	Ending		
some date	some date	1234 Home Blvd., Gastonia	McKimmons Ctr, Raleigh	Training	45,110	45,500	45	345
some date	some date	1234 Home Blvd., Gastonia	Statesville, NC	inspection	46,000	46,110	18	92

The mileage in MILES TO BE REIMBURSED should match the quantity claimed on the Reimbursement form.

Day	Travel		Transportation		
	From	To	1	In-State	Out-of State
some date	Gastonia	Raleigh	RC		
			A		
Depart	9:00 a.m.	12:00 p.m.			
Return	p.m.	p.m.			
Total Mileage Per Private Car Trip:	345	P	\$113.85		
Reason for Trip:	Training		Day Total	\$113.85	\$0.00
Day	From	To		In-State	Out-of State
some date	Raleigh	Gastonia	RC		
			A		
Depart	a.m.	a.m.			
Return	p.m.	p.m.			
Total Mileage Per Private Car Trip:	0	P	\$0.00		
Reason for Trip:	training		Day Total	\$0.00	\$0.00

Opening conferences and closing conferences – I am hearing a common thread lately that upper management was not made aware of our inspection and/or closing. Make sure you are reaching out to a member of management, i.e. when on a const. site and you meet with a superintendent make sure that you reach out to his manager.

Closing Conferences – Per FOM: Closing conferences are conducted at the conclusion of an inspection. Please do not rush to conduct the closing conference. It is important to let the employer know of any and all hazards observed during the inspection, therefore a wrap up session with the employer is very important.

Employee interviews: Make sure you follow the FOM on employee interviews, guidance from OSHA 100 class and ALWAYS try to interview more than one employee. Target should be 10% +.

Retention / paperless

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, thumbnail 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 167i 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 contentsments.
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 Abatements (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 (contentment request, request for IC, PMA, signed copy of settlement agreement, settlement agreement cover letter, no change letter, notice of docking, 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(es) of issued station(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 1AC (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-A/B(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	
NO	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 Statement(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 Appendices
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					
<p>Select the information to print</p> <p><input checked="" type="checkbox"/> Case Audit Report</p> <p><input checked="" type="checkbox"/> OSHA-File Communication Log <input checked="" type="checkbox"/> Check All</p> <p><input checked="" type="checkbox"/> Citation/ Settlement Authorization Forms</p> <p><input checked="" type="checkbox"/> Citations</p> <p><input checked="" type="checkbox"/> Inspection Form (OSHA-1A)</p> <p><input checked="" type="checkbox"/> Inspection Contacts (OSHA-1AC)</p> <p><input checked="" type="checkbox"/> Inspection Narrative (OSHA-1AC)</p> <p><input checked="" type="checkbox"/> OSHA-300 Log (OSHA-200 if exists)</p> <p><input checked="" type="checkbox"/> Inspection Program Eval (OSHA-1AC)</p> <p><input checked="" type="checkbox"/> Violation Form (OSHA-1B)</p> <p><input checked="" type="checkbox"/> Violation Hazard Narrative (OSHA-1B)</p> <p><input checked="" type="checkbox"/> Violation Instances (OSHA-1B)</p> <p><input checked="" type="checkbox"/> Related Activity Forms (OSHA-1)</p> <p><input checked="" type="checkbox"/> Health Forms (OSHA-91.92.93.98)</p> <p><input checked="" type="checkbox"/> OSHA File Documents</p> <p><input checked="" type="checkbox"/> OSHA File Pictures</p> <p><input type="checkbox"/> OSHA File Notes</p>					
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="View"/> <input type="checkbox"/> Default Printer					

Remember all parts of the casefile should be in OE.

Need to find a good way to catalog all of the info that we add to documents and/or attachments

Date Rcvd	Description	Pages	Form	Activity	Type
11/04/2019	NEXT OF KIN-INITIAL LETTER	2	OS0530	318181922	I
11/04/2019	INSP-REQUEST MEDICAL RECORDS	2	OS0301	318181922	I
11/12/2019	REFERRAL FORM	2	OS0027	318181922	I
11/12/2019	CORRES SECRETARY OF STATE	1	OS0016	318181922	I
11/13/2019	ATTACHMENT TABLE OF CONTENTS	1	OS0000	318181922	I
11/13/2019	APPENDIX 1	5	OS0000	318181922	I
11/13/2019	APPENDIX 2	1	OS0000	318181922	I
11/13/2019	APPENDIX 3	1	OS0000	318181922	I
11/13/2019	APPENDIX 4	2	OS0000	318181922	I
11/13/2019	APPENDIX 5	4	OS0000	318181922	I
11/13/2019	APPENDIX 6	8	OS0000	318181922	I
11/13/2019	APPENDIX 8	2	OS0000	318181922	I
11/13/2019	APPENDIX 9	6	OS0000	318181922	I
11/13/2019	APPENDIX 10	3	OS0000	318181922	I
11/13/2019	APPENDIX 7	2	OS0000	318181922	I
11/13/2019	APPENDIX 11	2	OS0000	318181922	I
11/13/2019	APPENDIX 12	2	OS0000	318181922	I
11/13/2019	APPENDIX 13	1	OS0000	318181922	I
11/14/2019	ATTY. REPRESENTATION LTR.	1	OS0003	318181922	I
11/12/2019	SKETCHES OR DIAGRAMS	1	OS0015	318181922	I
11/12/2019	SKETCHES OR DIAGRAMS	1	OS0015	318181922	I
11/12/2019	SKETCHES OR DIAGRAMS	1	OS0015	318181922	I
11/12/2019	SKETCHES OR DIAGRAMS	1	OS0015	318181922	I

Row 1 of 25

Doc:<19308A000010> gcd:<190548>

Date Rcvd	Description	Pages	Form	Activity	Type
10/23/2019	WITNESS STMNT, CARLALMOND	3	OS0000	318180296	I
10/23/2019	WITNESS STMNT JUSTIN HONEYCU	3	OS0000	318180296	I
10/23/2019	WITNESS STMNT - ISAAC HIGGINS	3	OS0000	318180296	I

Date Rcvd	Description	Pages	Form	Activity	Type
10/30/2019	OSHA 59 SPANISH	1	OS0000	318181443	I
10/30/2019	OSHA 59 ENGLISH	1	OS0000	318181443	I
10/30/2019	GS	1	OS0000	318181443	I
10/30/2019	ERM	1	OS0000	318181443	I
10/30/2019	SEC OF STATE	1	OS0000	318181443	I
10/30/2019	PERMIT	1	OS0000	318181443	I
10/30/2019	PRIOR CFS FOR REPEAT 7/24/2019	1	OS0000	318181443	I
10/30/2019	PRIOR ISA FOR REPEAT 7/24/2019	2	OS0000	318181443	I
11/01/2019	PRIOR 501-B-13 CITATION	4	OS0000	318181443	I
11/01/2019	PRIOR 102-A-1 CITATION	4	OS0000	318181443	I
11/01/2019	PRIOR ISA	2	OS0000	318181443	I
11/01/2019	PRIOR CASE FILE AUDIT	1	OS0000	318181443	I
11/04/2019	CITATION PACKAGE & INVOICE	14	OS0350	318181443	I
11/04/2019	WHITE CERT MAILER	1	OS0021	318181443	I
11/08/2019	RECEIPT - GREEN CARD	1	OS0020	318181443	I

Cases requiring CFR/Settlement Authorization

- All work-related fatalities within OSHNC's jurisdiction
- Two (2) or more hospitalized following the same incident
- All loss of eye injuries
- Amputation of multiple digits (toe, finger)
- Amputation of a limb (foot, hand, leg, arm)
- Hospitalization or single digit amputation to a worker younger than 18 years old
- Inspections with failure to abate or willful citations
- Hospitalizations or single digit amputations that result in repeat citations as the proximate cause
- Inspections with media involvement
- Inspection with private sector penalties >\$50,000
- Inspection with public sector penalties >\$10,000
- Inspections where a 1910 standard is cited in construction and not previously identified as applicable
- Inspections involving poultry and poultry processing
- Inspections initiated by the director's office
- Corporate-wide/State-wide settlements

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

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

① Supv. Mtg.

11-7-19

K.B.

• Thank you → 2929 insp. compliance
that is ↑ — did not make goal; came
close ≈ : ^{1944 safety}
_{985 health}

• Fatalities on ↑ over last couple
years

• Areas where fats are increasing
→ Service Category + → Transportation
will take a closer look @ these to see
if need to focus or emphasis

• Open Enrollment (every year some miss deadline)
(if miss it you will get 70/30 plus the \$60⁰⁰ Tobacco fee)

• Shortened open enrollment & Get it done

• Quat. mtg. w/ OSHA coming up

• OSH Advisory Council — Nov 20 meeting

• Dec 9-13 — FAME to take place

• Already know what files have been
request — Double ✓ the file

• FAME — may talk to ee's or supv.

• OE Coding — make sure coded
appropriately Naics — mining — Maritime — miscoded

Run Insp. Report — Do NOT use "Accident"

• Insp. Summary Report → Quality Data in
= Quality Data Out

• Start Oct Nov Dec + we start in big
insp. hole — Right now we are down

- interim period coming - Jan. 2020 do documented coaching !!!!!
- Address it asap ↑
- Auditors office MFM (motor Fleet management)
 - Not utilize cars appropriately Need to Maximize usage of cars 1050 miles Per month audit is out there if want to read it
 - No state budget - wont be back in 2019 — Cannot proceed with any increases until get next years Budget

Scott M.

- Vacancy rate — 18 position vacant right now the vacant positions do not get the increase so Tammy + Scott have to ~~look~~ look for money to bring the position up. Keeps moving on posting + wirings →

KB — have set new min. for ^{salaries} \$ for all positions & are going to ask legislature again in the 2020 proposal — we are hope can look ~~at~~ these again.

- 2 IT trainees posted this week
- Tablets — HP tablet all compliance staff → They were the WRONG tablets → will be here by Nov 20th or after
- Staff leave — adjusting insp. Nos. due to vacancies + staff leaving.

• 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 (Arbor) — like a municipality
should not be included — The lossing SEP
includes Specific NAICS so can not
count.)

• Abs office — Settlement process
APN 116 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

•

K. 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
in discussion
of manuals
from legal

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

aspects class about maintaining a full manual in a case file

●

Documents in OE Make sure they
are in there

Dawn

Power in LBT

Leaton — if breach
then need
then need
→ 90 days → weekly email + BCK

Director's —

① Put detail in 60 day report ←
② to explain

● Fat mtg w/i 45 days

Needs to be a Narrative +
maybe some draft citations

Leotara

Settlement Agreements

CFR - Go through BC +

Lapse time 90 days for all
CFR cases.

Paul

- o Sign Date when file to Admin Staff.
- o (Tracking 1 is CSHO lapse day to calc. their time)
(in the next build can change the signing date)
- o CSHO should be running their own lapse days + update CSHO Sup lapse 1 date
- o Need to use Que to track files
Get in Habit
- o Use Comm Log

~~Comments~~

on repeat
Need plus
cit plus

IB in file

- o Previous IB for repeat citations + worksheet go in Attachment

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

Leotam

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

Email █ Can stop this email + route

on Repeat
Need
cit plus

IBinFile

- Previous IB for Repeat citations + worksheet
Go in Attachment

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

Documents - Table of Contents

Appendix I - Description

" 2 - "

" 3 - "

can also
use to help
provide guidance
as one of the ~~other~~ ~~other~~
Documents

witness statement make sure use EName

Marcy - Training - almost met goals

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

Anne

- PSFM 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

- IH's should run an air sampling date they should all be green. If Red go in & same as final.

Expenses

- Leaving from Home & Commute file

~~the~~ 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
of Raeford~~

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

- Nonnames
- Stepdaughter

Now objecting to subpoena ~~BB~~

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.