

Attendees:

- Chris Moore
- Doreen Makaya
- Mark Rasdall
- Lynn Stephenson
- Courtney Phillips
- Todd Waller
- Margaret Ness

Discussion Topics:

- Workflow system – CSHOs are to work out of workflow queues on OE.
- Enter comments in both communication log and OE notes tab unless it is internal info.
- Reviewing trainee-written files – put a summary of corrections within OE notes.
- Add S10 Code (High Profile Inspection – Case File Review) into OSHA 1's for any inspection that goes through the CFR process.
- Mask mandate lifted within building and office for fully vaccinated people.
- July 6, 2021 – Begin to bring full staff back into office (staggered).
- August 2, 2021 – plan for everyone to return to office.
- Documents classified as confidential: CSHOs must request the employer and/or their legal counsel to provide a “privilege/confidential log”.
- If you receive a document that the company claims to be confidential, CSHO needs to request “privilege/confidentiality log”.
- Commissioner Dobson will not issue a new memo regarding bullet proof vests as PPE.
- Any inspections opened with a law enforcement: the files will go through CFR. \*questions about general schedule inspections\*
- Scott Justice is new OE Dashboard Manager as of July 1, 2021.
- CSHOs IT – meet with new CSHO's bi-weekly to discuss their training progress and OPN 64.
- July 1, 2021 – begin following new lapse time calculation and lapse time counts ONLY workdays.
- Next district meeting at end of July.

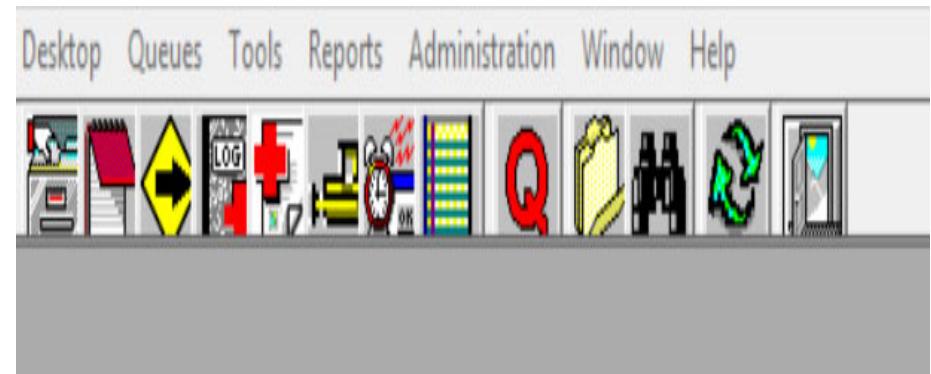


# District VII

District Meeting

# Workflow System

- How to access?
  - Clicking on **Workflow Queues** **menu item** under the Queues menu
  - Clicking the **Workflow Queues** **toolbar icon**



# Workflow Queue

Workflow Queues - User nhbrown

Use	Activity	Type	Stat	Route Date	Establishment	Route Notes
318103140	I	MI	05/05/2021	A & V Welding LLC	PLS REVIEW FOR WRITE-OFF	
318119088	I	MI	05/05/2021	Charlie Jones	PLS REVIEW FOR WRITE-OFF	
318117660	I	MI	05/05/2021	Cecil Henderson	PLS REVIEW FOR WRITE-OFF	
318105590	I	MI	05/05/2021	VSV Construction, Inc.	PLS REVIEW FOR WRITE-OFF	

Row 1 of 4  View Route Notes

Route Notes: PLS REVIEW FOR WRITE-OFF

Date	Time	Route By	Route To	Diary	Route Notes
05/05/2021	09:40:22	crmoore	cmwood		(Route) OK TO SEND TO BC TO APPROVE WRITE OFF
05/05/2021	10:06:52	cmwood	FI		
05/05/2021	10:25:37	cmwood	nhbrown		PLS REVIEW FOR WRITE-OFF

Route Document To:  Expand All

- OSHA Director
- Penalty Clerk
- PMA
- Progress Reports
- Quality Assurance
- Referrals
- Review
- User Queue
  - Nicole Brown
- State Agencies
  - North Carolina DOL

Route Notes

Normal Priority

Diary Days

Diary Date 05/05/2021

Route

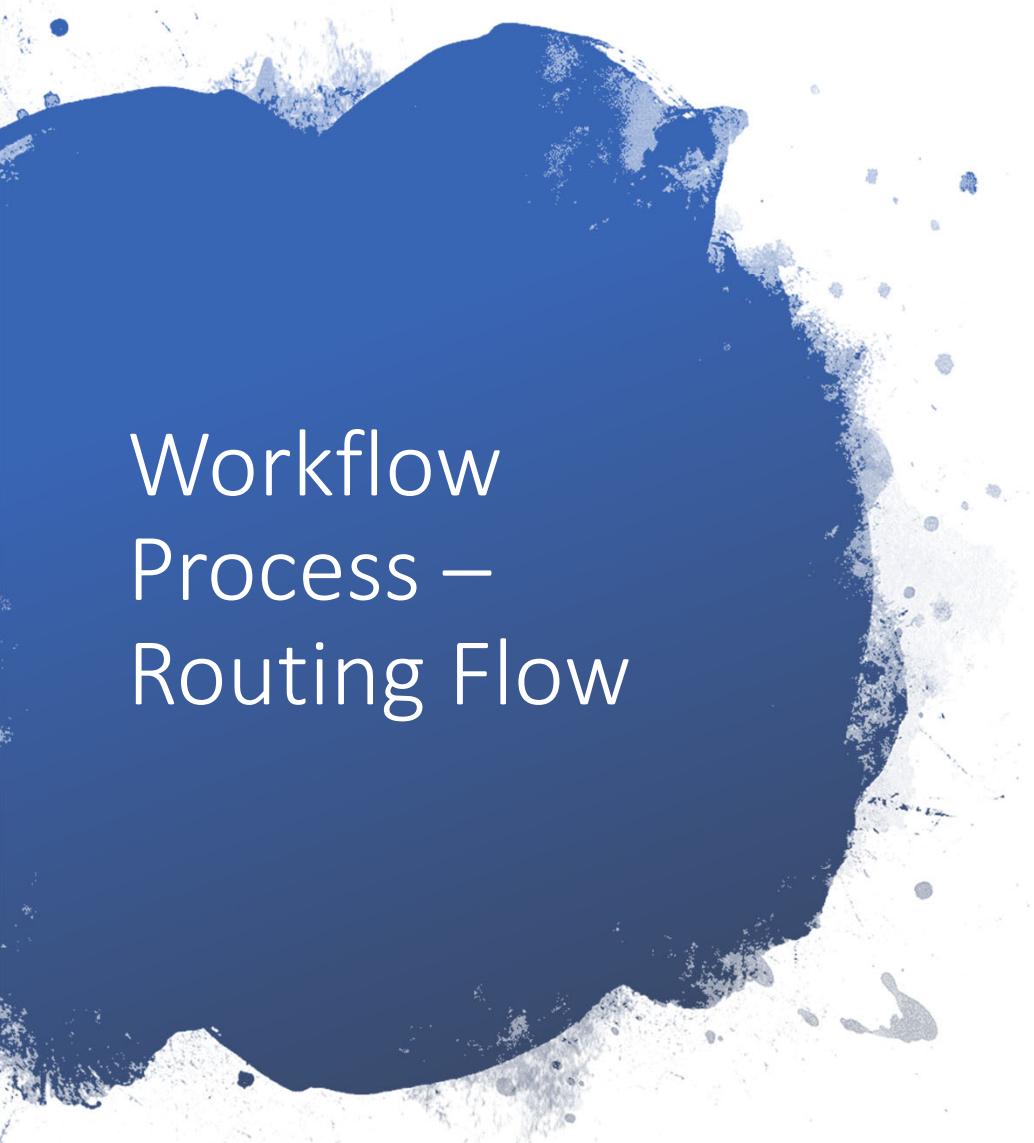
File

Diary View

# Purpose of the Workflow Queue

- The activity case files that exist in the Workflow Queues allow you to route the queued entry for subsequent processing.
- Once the processing is done in one phase of a case, it can be forwarded to a different user for additional processing.





# Workflow Process – Routing Flow

- Two types of activities OSH Compliance staff route using the Workflow Queues
  - Inspections
  - Investigations
- Who routes?
  - Complaint Desk staff (when CSHOs help CD staff process)
  - CSHOs
  - Admin Support Staff
  - DashBoard Manager (NEW position)
  - District Supervisors
  - Bureau Chiefs
  - Director's Office (OSH Reviewer primarily)

# How to Route?

Workflow Queues - User nhbrown

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	318105590	I	MI	05/05/2021	VSV Construction, Inc.	PLS REVIEW FOR WRITE-OFF

Select the inspection activity that is currently under your review. Double click to open up OE.

Row 1 of 4  View Route Notes

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Route Notes

Normal Priority

Diary Days

Diary Date 05/06/2021

Route

Diary View

# Activity Opened in OE....Looks familiar?

Inspection Update - 318103140

Inspection Number: 318103140 134138 Establishment: A & V Welding LLC  
Inspection Date: 04/05/2017 **182** 4308 Wake Forest Rd., Raleigh, NC 27609

**Establishment**

**Inspection** | **Dates** | **Contacts** | **Emphasis/Initiatives** | **OSHA-1AC** | **OSHA-167I** | **Health** | **Violations** | **OSHA File**

1. Reporting ID 0453710  
2. CSHO Information  
a. CSHO ID Horres, Belvin  
b. Job Title Safety Compliance Officer  
c. Supervisor Assigned Moore, Chris  
d. Trainee(1) Edwards, Allison  
e. Trainee(2)  
3. Optional Report Number 089-17  
18. Legal Entity Corporation  
20. Type of Business Steel Erector  
21. Inspection Category Safety  Joint  
22. Primary NAICS/SIC 238190  1799  
23. Secondary NAICS/SIC  NAICS/SIC Xref  
a. Guide  
b. Inspected

24. Inspection Type **Unprogrammed Related**  
25. Inspection Classification  
 Safety Manufacturing  Safety Construction  Safety Maritime  
26. Employed in Establishment 4  
27. Covered by Inspection 4  
28. Controlled by Employer 6  
29. Union? No  
30. Employee Walk Around No  
31. Employee Interviewed Yes  
35. Scope of Inspection Partial Inspection  
43. Reason No Inspection Unknown  
97. Federal Contractor Yes  
98. Attempt to collect info No  
99. Imminent Danger Notice 00/00/0000

5. Related Activity

Type	Number	Sat Safety?	Sat Health?	Cmp/Ref Close	Related Close Date
Referral	203442611	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Add Delete

42. Optional Information

Type	ID	Value
N	01	318103116
S	05	04/19/2017
S	03	20

Add Delete

## What's Next?

- If reviewing the file, you can print into Adobe and export as a WORD document.
- If you are not reviewing the file and/or have completed your review you will need to enter comments on the communication log **AND** in OE notes tab.
- Close out of the file, by hitting the red “X” in the top corner of the screen you are currently working in and return to the Workflow queue screen.

# Communication Log and Notes Tab

Inspection Update - 318103140

Inspection Number: 318103140 134138 Establishment: A & V Welding LLC  
Inspection Date: 04/05/2017 182 4308 Wake Forest Rd., Raleigh, NC 27609

Establishment

Inspection | Dates | Contacts | Emphasis/Initiatives | OSHA-1AC | OSHA-167I | Health | Violations | OSHA File

Documents | Pictures | Attachments | Notes | Current Activity | Related Activities

Notes | Communication Log | Audit Log |

05/31/2017 14:24:40 nhbrown

Inspection Report -

Inspection type is Unprogrammed Related but there is no related activity listed under Related Activity

Opening Conference date - Q. Why wasn't an opening conference conducted on 4/4/17 when entry was made? Even if it was an abbreviated opening and a more formal opening conference was going to be conducted it should have been done at the time of entry to the jobsite.

Opening conference date - was 4/5/17; however the entry was on 4/4/17; it is documented that the entry was made by CSHO II Mia Pearson and CSHO in training Mark Slade. did they not make contact with any management official onsite? Did they attempt to conduct an opening and if so with who?

Narrative -

Section A. Assignment & Opening Conference -

1st paragraph - According to the written text this inspection was the result of a referral "accident" notification (#203442611) that was received. However, in this section of the narrative the CSHO does not indicate the referral number, nor does the CSHO indicate who assigned the inspection. Based on email correspondence the referral was assigned by CSHO II Mia Pearson. (see correspondence below from Mia to BC Brown). This information is what should be incorporated in the file. The assignment came from CSHO II Mia Pearson.

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Inspection Date: 04/05/2017 182 4308 Wake Forest Rd., Raleigh, NC 27609

Establishment

Inspection | Dates | Contacts | Emphasis/Initiatives | OSHA-1AC | OSHA-167I | Health | Violations | OSHA File

Documents | Pictures | Attachments | Notes | Current Activity | Related Activities

Notes | Communication Log | Audit Log |

Contact Type: Other Intake: dheason 04/06/2021 10:05

Contact Name: DEason

Phone: Email:

Subject: Write-off

Comments: Has judgement per FSD; routed to CMoore to review and submit to FSD for writeoff

#	Date/Time	Contact Name	Subject	Comments
1	04/06/21 10:05	DEason	Write-off	Has judgement per FSD; routed to CMoore to review and submit to FSD for writeoff
2	04/28/21 11:45	CRM	checked file	emailed FSD to confirm that a judgement has been filed agains
3	05/05/21 08:57	CRM	Write-Off	FSD approved for write off, forward to admin to write off case fi
4	05/05/21 09:39	CRM	Write off	Write of penalties >\$3,000.00 need BC approval, mistakenly for
5	05/05/21 10:24	C.Wood	Processing	Routed to BC for write-off approval

Row 1 of 5

# Workflow Queue

Workflow Queues - User nhbrown

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Row 1 of 4  View Route Notes

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- Referrals
- Review
- User Queue
  - Nicole Brown
- State Agencies
  - North Carolina DOL

Route Notes

Normal Priority

Diary Days

Diary Date 05/06/2021

Diary View

# Workflow Queue Steps

Workflow Queues - User nhbrown

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Route Notes

Normal Priority

Diary Days

Diary Date 05/06/2021

Enter your routing note

# Workflow Queue Steps contd.

Workflow Queues - User nhbrown

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- Referrals
- Review
- User Queue
  - Nicole Brown
- State Agencies
  - North Carolina DOL

Route Notes

Normal Priority

Diary Days

Diary Date  05/06/2021

Go to the "Route Document To" section and expand the "North Carolina DOL" folder.

# Workflow Queue Steps contd.

Workflow Queues - User nhbrown

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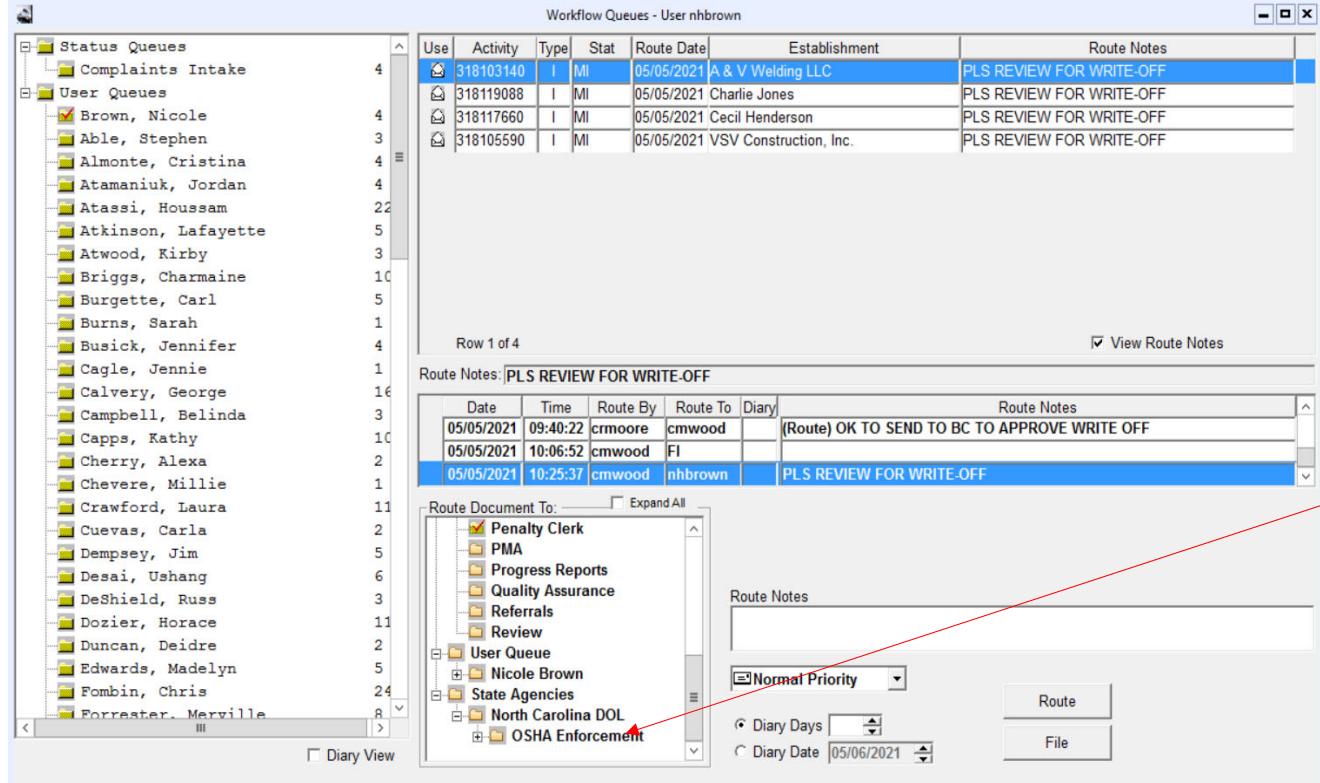
- ✓ Penalty Clerk
- PMA
- Progress Reports
- Quality Assurance
- Referrals
- Review
- User Queue
  - Nicole Brown
  - State Agencies
  - North Carolina DOL
    - OSHA Enforcement

Route Notes

Normal Priority

Diary Days

Diary Date



Expand the "OSHA Enforcement folder"

# Workflow Queue Steps contd.

Workflow Queues - User nhbrown

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Route Document To:  Expand All

- District 08
- District 09
- District 10
- District 11
- Resign and Retiree
- Information Technology
- PSIM
- Carolina Star
- ACS
- OSH Directors Office

Route Notes

Diary Days

Diary Date

Diary View

You will see the different districts and the OSH Director's Office. When you expand the appropriate folder, you will see names of persons in that district/department (i.e., Admin or OSH Directors Office).

Select the name of the persons queue you want to route the file.

# Workflow Queue Steps contd.

Workflow Queues - User nhbrown

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Route Document To:  Expand All

Route Notes

Normal Priority

Diary Days   Diary Date  05/06/2021

Route File

Diary View

Selected the name of the person. Notice the "red" checkmark beside their name. This indicates who the file will be routed to next.

# Workflow Queue Steps contd.

Workflow Queues - User nhbrown

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05/05/2021	10:25:37	cmwood	nhbrown		PLS REVIEW FOR WRITE-OFF

Route Document To:  Expand All

- Chevere, Millie
- Clark, Tena
- Duncan, Deidre
- Eason, Dawn
- Hines, Jordan
- Martin, Sabrina
- Phillips, Sherry
- Robertson, Tonya
- Spangler, Jackie
- Wood, Caitlin

Route Notes

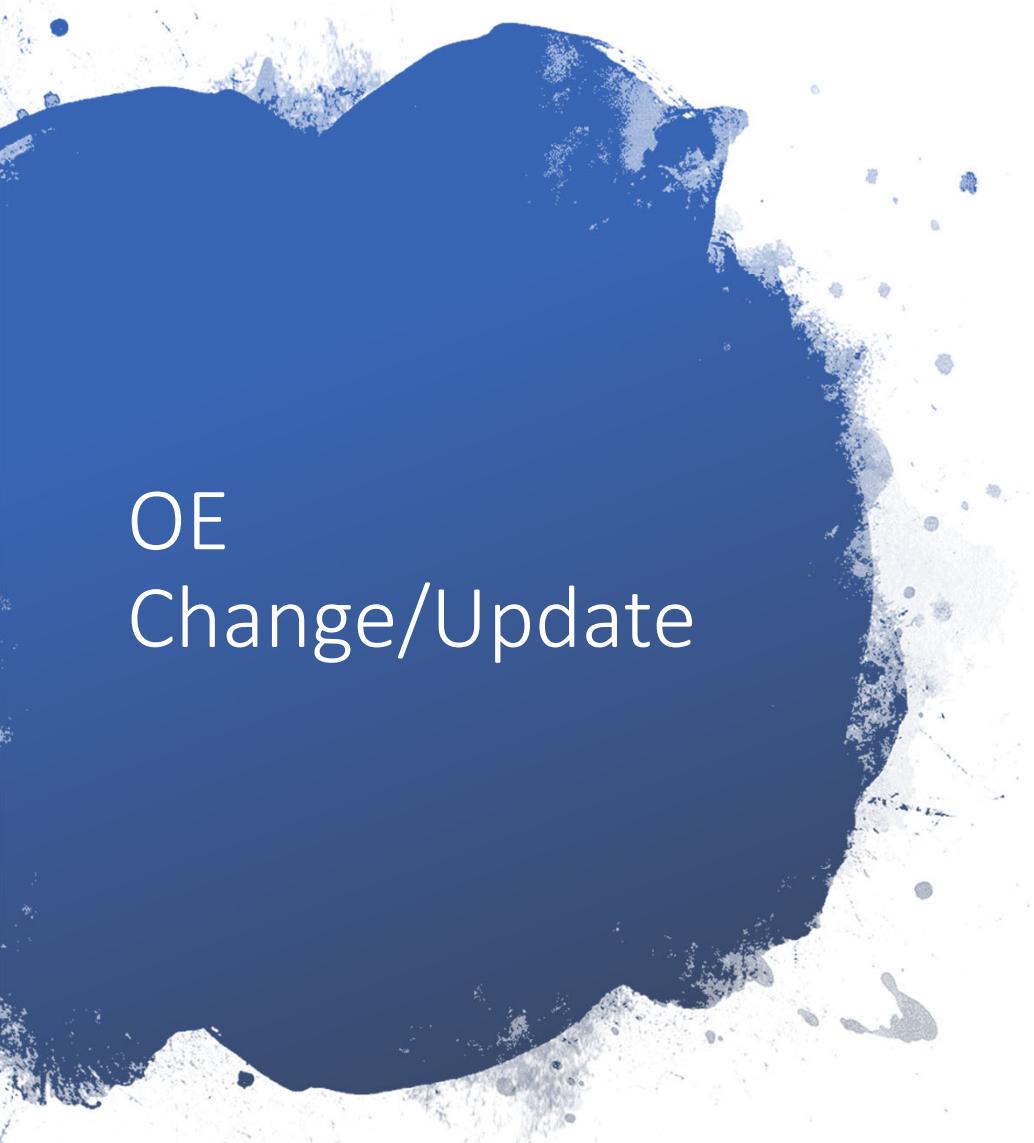
Normal Priority

Diary Days   Diary Date

Diary View

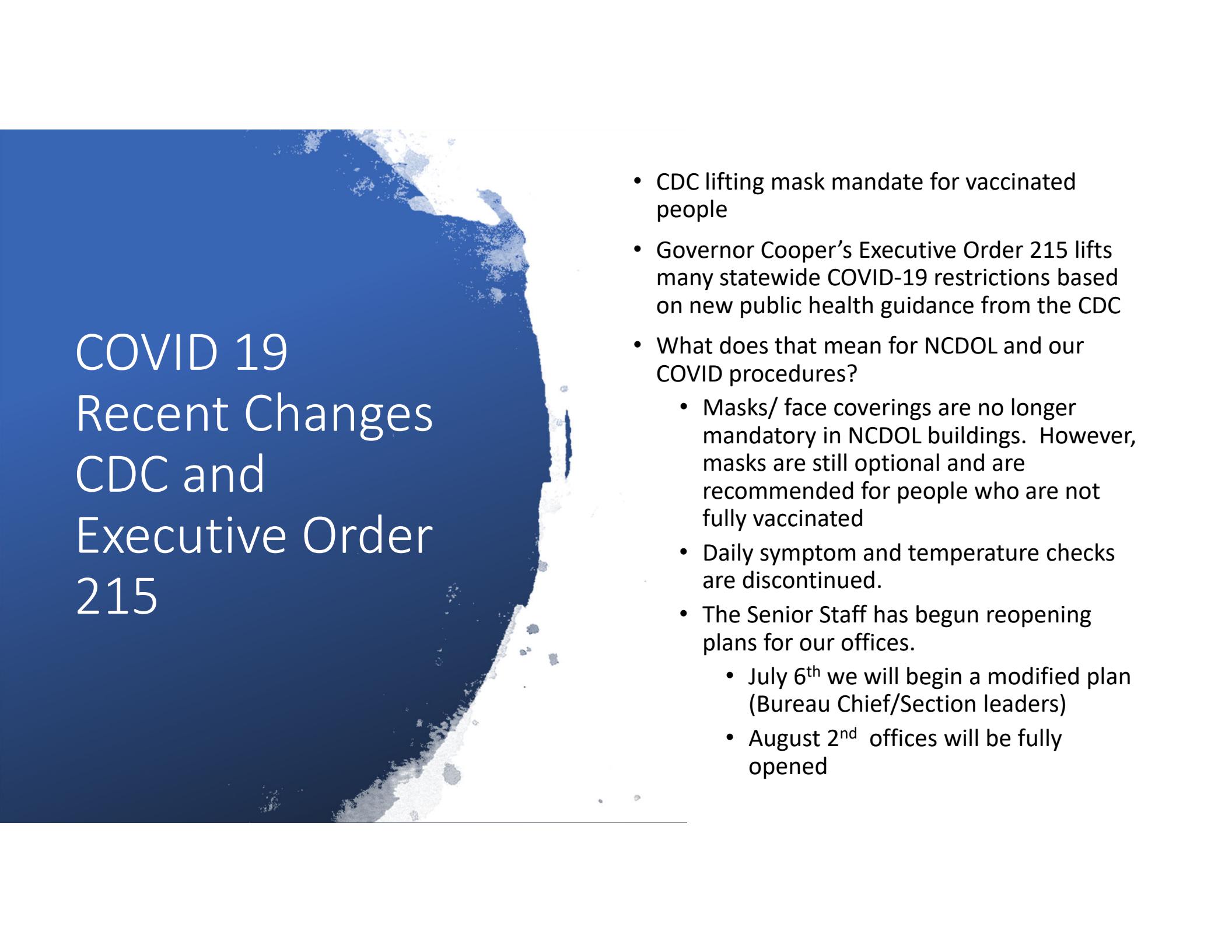
Write your notes in this section. The note should indicate to the person what action is being required next. For example:

Process citations  
Send employer complaint letter (#



# OE Change/Update

- Revision to Chaptr XVI in the FOM
  - This chapter is currently under review/revision by Anne Weaver and Jackie Spangler
  - One of the issues being addressed is concerning High Profile cases
    - High Profile = Cases Requiring Citation Review
    - Changes include the addition of an S 10 Code “High Profile”
    - This will allow staff to search these files in OE
    - What is needed from DS? To go back to March 2020 and add the S 10 code into OE.
    - You do not have to re-open the file to enter this code as long as you do not touch the violations.



# COVID 19

## Recent Changes

### CDC and

### Executive Order

# 215

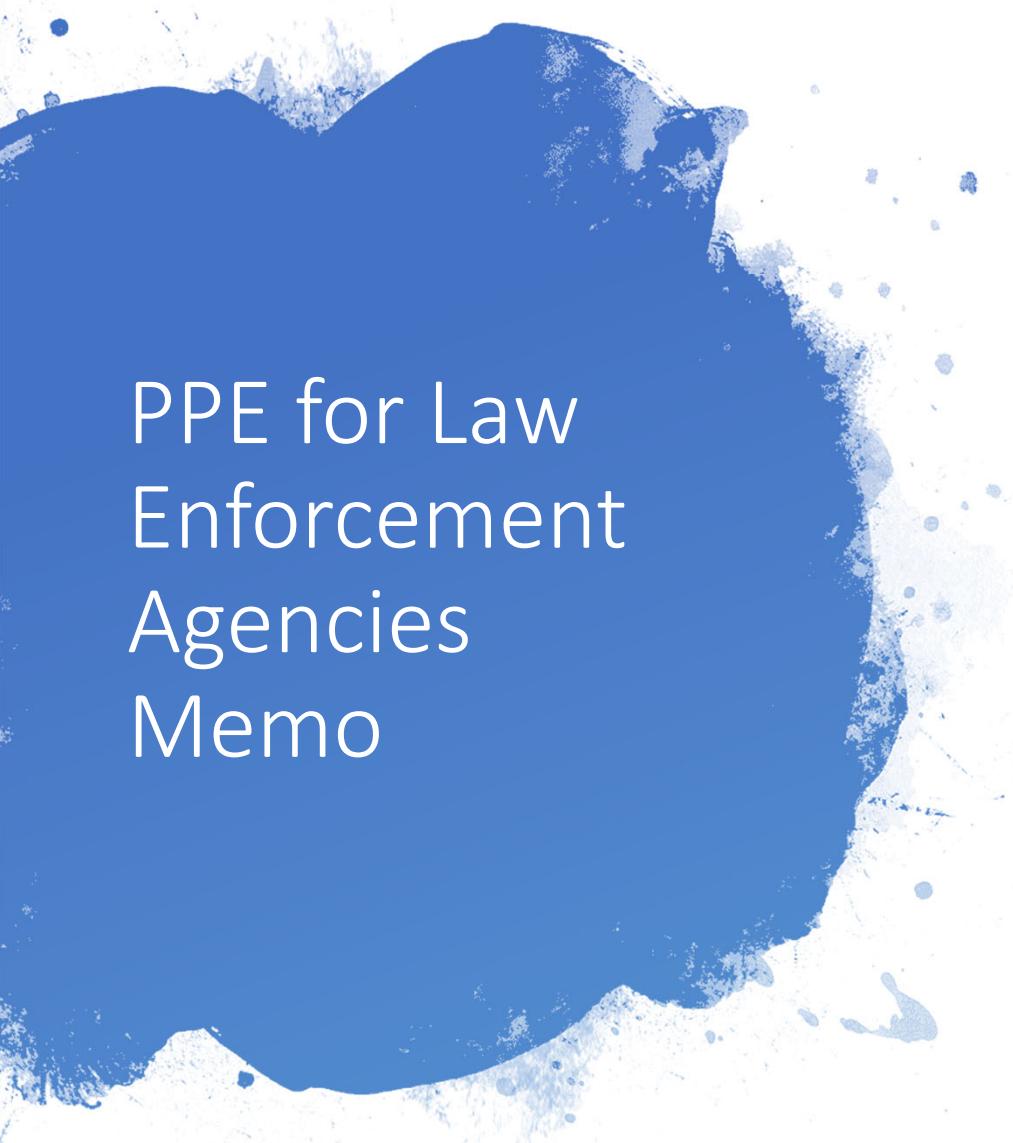
- CDC lifting mask mandate for vaccinated people
- Governor Cooper's Executive Order 215 lifts many statewide COVID-19 restrictions based on new public health guidance from the CDC
- What does that mean for NCDOL and our COVID procedures?
  - Masks/ face coverings are no longer mandatory in NCDOL buildings. However, masks are still optional and are recommended for people who are not fully vaccinated
  - Daily symptom and temperature checks are discontinued.
  - The Senior Staff has begun reopening plans for our offices.
    - July 6<sup>th</sup> we will begin a modified plan (Bureau Chief/Section leaders)
    - August 2<sup>nd</sup> offices will be fully opened

## Documents Classified as Confidential

- We have had questions raised during the inspection and/or contestment/disclosure process about confidential documents.
- Recently, the AGs office advised a CSHO to request the employer and/or their legal counsel to provide a “privilege/confidential log” to support its contention that the documents are properly categorized as confidential.
- Currently there is nothing in the FOM that requires OSH staff to obtain this log. Furthermore, our staff may not be familiar with this log and the type of information that is required to be included on a privilege/confidential log.

# Documents Classified as Confidential (contd)

- In the guidance provided by the AGs office and Legal Affairs the CSHO was told the following:
  - If the employer does not provide the log the documents could be included in OE, and they would not need to be maintained in the medical records cabinet (MRC).
  - What it did not address is if the documents are stamped by the employer as being “confidential”, which happens quite often.
  - If staff include documents that have been stamped as “confidential” in OE this could lead to some further confusion “WHEN/IF” the file is contested and/or requested for disclosure. PSIM will question why are “confidential” documents in the file.
  - As a result of this issue being raised an Action Request was submitted by me to obtain further clarification/direction on this issue.
  - If you encounter a situation where an employer has arbitrarily classified documents and/or processes (i.e., site description, etc) as “confidential” we need to request the “privilege/confidentiality log” and have the AGs office and/or legal review it to help determine how to proceed.



# PPE for Law Enforcement Agencies Memo

- Commissioner Dobson has decided to not issue a new memo regarding the bullet proof vests and law enforcement personnel.
- NCDOL will use the CPL 02-01-058, Enforcement Procedures and Scheduling for Occupational Exposure to Workplace Violence for guidance. Please refer to Memo WPV 3 on OSH One Stop Shop. Note: This is not in OE at this time, I will inquire about this.
- All law enforcement related inspection activities are required to go through the Director's Office for approval.

# OE Dashboard Manager (OEDM)

- Scott Justice is our new OEDM.
- He will begin his new duties on July 1, 2021
- Complaint Letter to the employer will be revised
  - Earlier I sent out an email w/ a copy of the letter and suggested language
    - “Please send your written response electronically to Senior Health Compliance Officer Scott Justice at [scott.justice@labor.nc.gov](mailto:scott.justice@labor.nc.gov), with a carbon copy to me at [supervisor/CSHO II email address@labor.nc.gov](mailto:supervisor/CSHO II email address@labor.nc.gov). Supporting documentation, such as photos or safety policies, should be attached to the email if applicable. If you have any questions about this letter or the information needed in your response, please contact Mr. Justice at (wk cell number).”

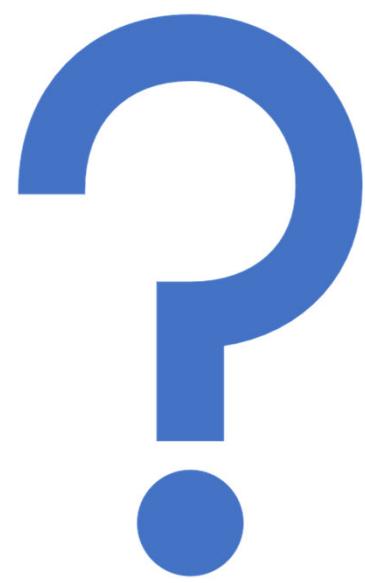
The language below is what will in the new letter. The DS and/or CSHO II will not be copied on the employer's correspondence.

- “Please send your written response electronically to Senior Health Compliance Officer Scott Justice at [scott.justice@labor.nc.gov](mailto:scott.justice@labor.nc.gov). Supporting documentation, such as photos or safety policies, should be attached to the email if applicable. If you have any questions about this letter or the information needed in your response, please contact Mr. Justice at (wk cell number).”



# CSHO in Training

- Information that may be helpful to new CSHOs and/or even some of our released CSHOs (shared w/ me from a colleague who works with FedOSH)
  - [https://www.osha.gov/sites/default/files/2019-03/health hazards workbook.pdf](https://www.osha.gov/sites/default/files/2019-03/health_hazards_workbook.pdf)
- OPN 64
  - Make sure you are meeting with new CSHOs bi-weekly at a minimum to see how they are progressing in training. This is also a good opportunity to go through sections of the OPN to make sure they are keeping up with their documentation and completing the requirements needed to be released.



Questions????