

District VIII Meeting
August 21, 2020 @ 3:00pm

Attendance: John Jaskolka, Greg Williams, Jim Zepede, Horace Dozier, Will Dunlop

1. Welcome/introduction

- Introduction of our new employee Will Dunlop who is our new HCO I
 - Will introduced himself
- Congratulations to Horace Dozier who has been promoted to SCO II
- Inventory Forms – Update
 - Everyone to go through their inventory, update their forms, provide update form

2. Monthly Reports

- Reminders: 60 Days reports due on Mondays before Noon
- OSHA 31s must be entered weekly
 - Ensure they are entered by COB Monday at the latest each week
 - Will begin checking to ensure they are being kept up to date
- Beacon must be entered by Monday each week
 - Ensure they are entered by noon on Monday's
 - If on vacation, can enter them before you leave for vacation

3. OSHA Express (OE)

- Workflow Queues
 - Need to check them every day now that we are only doing electronic files
 - When working on inspections, route them to yourself as a record to show you are activity working on the file.
 - Don't just "file" items to clean out queue
- Coding for SEPs
 - Check OPNs to code inspections properly
 - Use N-19 for COVID-19 inspections
- Routing
 - Files will not be reviewed until the file is routed
 - Went over "workflow history" in OE for routing history

- Electronic signatures
 - The initial OSHA-1 must be signed prior to sending for review; sign the final OSHA-1 upon making corrections.
 - Files will be routed back if there is no signature

4. File Maintenance

- Late abatements and payment procedures
 - A copy of the FOM procedures were e-mailed to entire district
 - Covered procedures for obtaining abatements: Phone call, letter, citation.
 - Maybe Follow-up Inspection
 - Monitoring payments if employer is on a payment plan
 - After missing two payments – send to collections (two months)
- Access/Storage of physical files
 - Physical files need to be accessible for admin and management
 - Clearly visible upon entering the cubical
- Assembly of physical files
 - Ensure they are assembled correctly following the direction in the FOM
- Submitting for Closure – case file retention doc.
 - 2D-forms are routinely missing from the files – will be routed back to collect from employer
 - Multiple errors are being noted, missing information in physical file, information not tiffed in OE, improper assembly, missing abatements, etc.
 - Provided case file retention excel spread sheet by e-mail to district to reference

5. Inspections

- Inspections Tracking – worksheet
 - Provided to district by e-mail
 - The Excel spreadsheet will track the additional credits given for CFR cases, over 15 citations, full-shift sampling, etc.
 - Fill out for each inspection conducted to keep track
 - Attach during performance reviews for credit
- Writing – tech writing instructions
 - Provided the OSHA-1AC instructions from tech writing by e-mail to district
 - Refer to each time when writing a file
- Lapse time issues
 - Rule of thumb 8 hours for the OSHA-1 and narrative
 - 4 hours for each violation

- Need to work on reducing the average lapse time
- If inspection is on the 60-day report, meetings will be held to explain the reasons/complications with the file.
 - Due dates will be established
- High profile case
 - Need to focus on to ensure these files go through the entire review process
 - Request Videos immediately upon arriving onsite
 - Program review – upload to OE
 - Any document received needs to show your review when uploaded to OE
 - a. Like underlining important items/contradictions.
 - 30-60 day meetings
 - All high profile cases will now be meeting to discuss the case for guidance
 - a. The narrative section G. needs to be completed ASAP with all the information obtained before the meeting can be held
- Witness statements
 - Must be obtained for all individuals who witnessed the incident
 - Must be obtained for all individuals who describe a normal process/procedure
 - Must be obtained for all individuals who will be referenced in the file for knowledge or statements
 - Document if they decline and the reason
 - Questions about conducting video interviews
 - Video interviews can be done
 - Concerns with video interviews
 - a. Individuals are less willing to participate
- Medical records
 - Try to obtain medical records when inspection an accident.
 - If the individual doesn't want to release them, we have another form to obtain them without the individual's consent
 - BC signs off on this form
- Photo CD – evidence sheet
 - Provided evidence sheet by e-mail
 - Needs to be completed for every electronic file
 - a. Once file is closed provide Caitlin with the Photo-CD

Opened meeting up for any additional Questions: No one had any

Meeting adjourned @ 3:55pm