

District VIII Meeting  
September 1, 2021 @ 9:00am

Attendance: John Jaskolka, Greg Williams, Jim Zepede, Horace Dozier, Kevin Higham

1. Vacation/sick leave requests
  - Vacation requests must be submitted in a timely fashion at least one week prior
2. Inspections
  - Prior to leaving/traveling to an inspection site, you must send me an e-mail letting me know where you are heading.
  - Returning from an inspection site, you must send me an e-mail letting me know when you returned from the inspection site.
  - 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
3. Back to the basics (Inspections 101)
  - Pre-inspection resources
    - Appropriations Act
    - OPNs
    - Targeting Page
    - Secretary of State Page
    - ERM Rate
    - Understanding the Industry
    - Potential Standards
  - Entering the site
    - Locating the highest management official
    - Residential lot
    - Multiple-employer work sites
    - Photographs
    - Asked to leave?
  - Opening conference
    - Explaining purpose of inspection
      - Complaint, referral, accident, etc.
      - Scope of inspection
    - Gathering necessary employer information
      - 1099s a must for construction
      - Legal name of company
      - OSHA-300 logs (if applicable)
    - Obtaining permission
      - Must be obtained
4. SEP Committee updates
  - Around the room, sharing updates from committee members.

Opened meeting up for any additional Questions:

Ended at 10:03am

District VIII Meeting  
May 11, 2021 @ 2:00pm

Attendance: John Jaskolka, Greg Williams, Jim Zepede, Horace Dozier, Kevin Higham

1. Inventory Forms
  - Need everyone to provide a copy
2. Overtime
  - If you acquire overtime, the expectation is that you use it within the next few weeks
  - You should only be acquiring overtime, if you are on-site conducting an inspection on Friday or have explicit permission from me to work overtime
  - Once you reach 40 hours during a week, send me an e-mail letting me know you've reach 40 hours.
3. Vacation/sick leave requests
  - Vacation requests must be submitted in a timely fashion at least one week prior
4. Files
  - Appendices
    - Referenced in report to support violations and inspection findings
  - Targeting Page / ER ID
    - Upload into attachments prior to submission for review
  - Letters
    - Upload all letters into attachments prior to submission for review
      - In-compliance letters need to be generated
      - Letter to complainant – Inspection results
      - Workplace summary measurements
      - Recommendations letters
      - NOK Letters
5. Workflow Queues
  - First thing you should do is open this up daily and refresh periodically
  - When first entering the OSHA-1, you need to select the option to route the inspection to yourself
  - Should only be routing through the queue windows
  - Your Queue is being used to show what you are currently working on
  - When admin routes something to you, read the note and take appropriate action. Don't just let the item sit in your queue.
  - Make sure there are no duplicates in your Queue.
6. Recordkeeping
  - What is a recording keeping injury?
    - Resources
      - CPL 02-00-135 – Recordkeeping Policies and Procedures Manual
      - FOM Chapter VI – Penalties
7. Inspections
  - Prior to leaving/traveling to an inspection site, you must send me an e-mail letting me know where you are heading.

- Returning from an inspection site, you must send me an e-mail letting me know when you returned from the inspection site.
- Addressing plain-sight hazards
- 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

8. SEP Committee updates

- Around the room, sharing updates from committee members.

Opened meeting up for any additional Questions:

District VIII Meeting  
January 7, 2021 @ 9:00am

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

1. Welcome/introduction
  - Congratulations to Kevin Higham has been promoted to HCO II
  - Inventory Forms – Update
    - Everyone to go through their inventory, update their forms, provide update form
2. Files
  - OSHA-300 logs
    - Include any findings/trends upon review and include in the Good Faith Section
    - Tiff in documents using S-0050 – OSHA-300 data
  - Appendices
    - Copyright materials
    - Necessary information
    - Referenced in report
  - Letters
    - All letters need to be uploaded into attachments prior to submission for review
      - In-compliance letters need to be generated
      - Workplace summary measurements
      - Recommendations letters
  - No inspections aka 000
    - Do not close the inspection prior to submitting to me for review
3. Vacation/sick leave requests
  - Vacation requests must be submitted in a timely fashion at least one week prior
4. Death Certificates
  - Around the room, sharing experiences obtaining
5. Fatality / high profile cases
  - 45-day meetings
    - In accordance with APN 16J – it is the responsibility of the CSHO and Supervisor to ensure these meetings are conducted prior to the 45-day mark
    - CSHO is expected to at least have Section G. completed and identify any potential violations
    - CSHO will prepare a presentation which is essentially Section G.
      - The CSHO must be able to walk through and provide a review to the committee discussing the case with supporting documents such as but not limited to, pictures, diagrams, procedural review, consensus standards, etc.
6. State optional coding (S-codes)
  - S-02 code is no longer used
  - S-01 code if they do not have one, then we are to not enter the S-01 code
    - Many files have been discovered with an S-01 code that states DNQ
    - If they have
  - S-05 code

- If they are not listed w/ Sec of State you should document that in Section E. Inspection Findings. You still can put the date you checked to see if they were listed with Sec of State in this section but you need to indicate they are not listed in unusual findings.

#### 7. Inspections

- 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

#### 8. SEP Committee updates

- Around the room, sharing updates from committee members.

Opened meeting up for any additional Questions:

## **DISTRICT VIII MEETING NOTES:** *November 5, 2020*

### ***In Attendance:***

Horace Dozier

Greg Williams

Jim Zepeda

Willard Dunlop

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### **1. Procedures for requesting death certificates.**

- a) Explained memorandum provided by BC addressing method to obtain death certificate
- b) Reviewed current procedures
- c) Explained use of either current or memorandum procedure to obtain death certificates.
- d) Addressed questions.

## **DISTRICT VIII MEETING NOTES:** *October 5, 2020*

### ***In Attendance:***

John Jaskolka

Horace Dozier

Greg Williams

Jim Zepeda

Willard Dunlop

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### **1. District SCO II's role during Supervisor absence.**

- a) Explained that SCO II Dozier would be point of contact while he is on leave.
- b) Explained the dissemination of reports through CSHO Dozier.
- c) Explained that high profile cases will not be handled at his level
- d) Explained that attendees would be immediately notified when his absence is required.

### **2. Dissemination of reports.**

- a) Explained to Will that he will be assigned to CSHO Dozier; explained that he will be receiving training on report writing and working the complaint intake desk.

### **3. District trainee accompanying CSHOs on inspections.**

- a) J. Jaskolka stated HCO could still take trainee on inspections despite being under SCO II.

### **4. Further discussion of CSHO Dozier duties while J. Jaskolka is out of office:**

- a) managing the Complaint Dashboard and
- b) limiting inspection activity
- c) conduction informal conferences
- d) late abatement and 60-day reports
- e) reviewing inspection reports to meet district requirements

Emphasis was placed on effective communication and its importance in determining workloads and inspection assignments.

### **5. Inspection Activity.**

- a) Rotating ME report handling responsibility to allow for greater exposure; emphasized the need to help trainee gain experience .
  - Question arose if programmed inspection could be accomplished. J. Jaskolka explained that long term care is not on the inspection radar, but other industries can now be inspected.
  - Question arose concerning frequency of high profile inspections. J. Jaskolka explained the Districts responsibility to complete our inspections and the assistance received over the last few months from other districts.

- J. Jaskolka explained that inspections may be assigned to other Districts to offset workload.  
J. Jaskolka clarified who to go to for questions on files or responses.

Other Items Discussed:

**6. Final Order Dates**

- a) when a file is final order (after 15 working days)
- b) 15 working days for EMR to request informal conference or report is final order.
- c) 8 days to schedule informal conference
- d) Sup can issue a no change letter or settlement agreement.
- e) 15 days for ER response
- f) Key is when the employer receives any notifications
- g) Abatements cannot be collected until final order
- h) Failure to abate for Health Inspectors instead of late abatement citations
- i) Difficulties in obtaining abatements
- j) Confirming citation packets have been received from employer
- k) Abatement procedures: dunning ltr, late abatement citation, sheriff
- l) Being vigilant in tracking citation packages and abatements

**7. Inspection Irregularities**

- a) Using form in the field to determine if applicable site can be inspected
- b) Educating yourself on denied entry procedures
- c) Location of form on One Stop

**8. N20 Codes**

- a) Purpose of code
- b) Importance to show efforts to obtain abatements and timeline
- c) How coding relates to the late abatement report