

District VIII Meeting  
June 2, 2022 @ 1:30pm

Attendance: John Jaskolka, Jim Zepede, Horace Dozier, Tyler Smith

1. Tyler's Presentation
  - Control of Hazardous Energy (Lockout/Tagout)
2. OPN 96F – Focused Inspections in Construction & OPN 123X – Special Emphasis Program for Construction Activities (including FOM XII) - Training
  - Overview / purpose
  - Inspection Process/procedures
    - Inspection Prep
    - Permission
    - Program Evaluation for focused
    - Coding
  - Open Discussion
3. Accidents
  - Memo – “No Inspection” Fatality Case File Review
    - Reviewed in detail
  - Memo – Entering and Processing Fatalities, Catastrophes and Accidents in OSHA Express (OE)
    - Reviewed in detail
  - Next of Kin (NOK) requirements (FOM VIII)
    - Discussed requirements
4. SEP Committee updates
  - Around the room, sharing updates from committee members.

Opened meeting up for any additional Questions: None asked

Meeting adjourned around 3:15pm

District VIII Meeting  
November 5, 2021 @ 9:30am

Attendance: John Jaskolka, Greg Williams, Jim Zepede, Horace Dozier, Kevin Higham, Clifton Brown, Tyler Smith

1. Vacation/sick leave requests
  - Vacation requests must be submitted in a timely fashion at least one week prior
  - Holiday Leave
2. Schedules
  - Each week everyone needs to send out a basic schedule plan for the week to everyone in the district.
  - 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.
3. File Reviews
  - Upon receive a review of your file you need to express in OE notes that all comments and/or questions were addressed.
  - For comments and/or questions that were not addressed, you need to express in OE a brief explanation as to why.
  - Tech Write
    - Hazard description (refer to OSHA 1B/2B - slide Section A – Hazard Description)
4. Back to the basics (Inspections 101)
  - Walk-around
    - Scope/purpose (partial vs comprehensive)
    - OPNs
    - CPLs
    - Equipment/tool evaluations
      - Make/model/serial # etc.
      - RPM/amps/volt etc.
    - Photographs / videos
    - Measurements, includes sampling
    - Procedure evaluation
    - Potential Violations
      - Exposure
      - Hazardous condition
      - Knowledge
    - Interviews
      - Employees
      - Management
    - Document review
      - Written vs verbal
5. SEP Committee updates
  - Around the room, sharing updates from committee members.

Opened meeting up for any additional Questions:

Ended at 10:28am