

MEETING NOTES			
<b>Meeting Description:</b> District 9 Meeting			
<b>Date:</b> 9/28/2020			
#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		
2	Scott Justice (HCO II)		
3	Veatasha Dorsey (HCO I)		
4	Madelyn Edwards (HCO IT)		
5	Chris Jasion (SCO I)		
6	Sheldon Joseph (SCO I)		
7	Wesley Herron (SCO I)		
8	Deane Mills (SCO IT)		
1	<b>Fatality meetings @ 45 days</b> with BC and Director's office- you will need to develop a presentation (power point) for sharing in the meeting outlining the details of the fatality, sketches, photos, and a summary of what you plan to cite and why. Please provide any documentation, written programs etc. for review to the group by email a couple of days before the meeting. There is a way to share your screen in Lifesize to present, so far Wesley/Deane, Scott and Veatasha have had successful meetings.		
2	<b>Lapse time corrections:</b> monitor your lapse time report to verify, I will be complete with the corrections this week		
3	Make sure you keep your own spread sheet for your inspection stats. O. E. reports are not always accurate. Your interim and final appraisals need to be accurate.		
4	<b>Casefile retention/disposition guide:</b> make sure to follow the guide for including information into OE- <ol style="list-style-type: none"> <li>1. All inspections with photos- Labeled CD will be given to admin for storage in MRC</li> <li>2. Evidence sheet into documents (for all inspections with photos)</li> <li>3. Confidential info log into attachments</li> <li>4. No copyright/ trade secret/ or confidential documents placed into OE beyond the confidential info log (in attachments)</li> </ol>		
5	Take some time to review some of our program reports found on One Stop. Such as the Federal Annual Monitoring and Evaluation Report (FAME). <a href="http://10.35.133.11/etta_one_stop/listingDetails.cfm?&amp;catid=16&amp;subcatid=117">http://10.35.133.11/etta_one_stop/listingDetails.cfm?&amp;catid=16&amp;subcatid=117</a>		
6	<b>Abatements-</b> For items abated during the inspection, (marked as I) must have documentation or photo to verify abatement. The abatement needs to be labeled in OE for that specific abatement i.e. abatement citation 01 item 001. The 1B citation should also include a note stating how the employer abated the hazard and when it was verified.		

7	<b>Photos</b> - All photos should go into the photo section of OE. If an employer provides you with a document (abatement) with a photo embedded, you will need to snip the photo and place it into photo section. Photos within documents section cannot be viewed well once printed.
8	<b>OSHA Express (OE)</b> - Make sure to check your workflow queues daily. Once you have completed a task you will need to “file” them to remove from your Q. Make sure to check your OPNs for correct coding and use N-19 for COVID-19 inspections.
9	<b>Technical Writing</b> - Make sure to revisit the technical writing information in One Stop periodically to ensure your writing is continuing to follow the guidelines. Anytime you must deviate from following our policies/procedures due to the employer/ employee actions you have to mention that unusual circumstance within section E of the narrative. Example, employee refuses to speak with you for an interview or provide you with their mailing or phone number. Technical Writing Info found on One Stop-Training Resources- OSH Technical Writing- OSH Technical Writing Student Packet.
10	<b>OSHA 31s</b> - Make sure to have them completed by Monday’s for the previous week activity in OE along with your Beacon timesheet.
11	<b>Thanks to Madelyn and Deane</b> - for complaint desk work. Keep them in mind for onsite inspection activity.
	<b>Question and Answer- Around the room. Any concerns? Any unusual situations you’ve faced on inspections?</b>
	<p><b>Keys to Success:</b></p> <ol style="list-style-type: none"> <li>1. Monitor the progress of your work plan. Know where you are and where you need to be by tracking your inspection activity and running your reports in OE. Be self-accountable.</li> <li>2. Ask for inspection assignments when you know you need one. <i>Everyone including trainees should be writing on <b>at least 2-3 inspections at a time.</b></i> *When we are no longer under state of emergency.</li> <li>3. Meet with Supervisor at least weekly to discuss performance or to answer questions that you may have. Take notes during the meeting.</li> <li>4. Follow our written policies and procedures to include the FOM and Technical Writing. Review the updates to the FOM.</li> <li>5. Ask for assistance early and often after you have performed your own research and are confused. Don’t get stuck your lapse time will increase.</li> <li>6. When you submit an inspection report make sure that you have gone through and checked it for the correct coding, spelling, grammar errors and organization. Make sure that you have all the required fields in OE completed such as the employee exposure tables. Always do your best work because you never know when your case will be contested or audited.</li> </ol>
	<b>Calendar of Events</b>
	October 7 <sup>th</sup> Virtual Fall Protection Training

MEETING NOTES			
<b>Meeting Description:</b> District 9 Meeting- Virtual			
<b>Date:</b> 8/7/2020			
#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		
2	Scott Justice (HCO II)		
3	Veatasha Dorsey (HCO I)		
4	Madelyn Edwards (HCO IT)		
5	Chris Jasion (SCO I)		
6	Sheldon Joseph (SCO I)		
7	Wesley Herron (SCO I)		
8	Celeste Hardy (SCO IT)		
9	Deane Mills (SCO IT)		
I	<b>Returning to the office- Any questions?</b>		
II	<ol style="list-style-type: none"> <li>1. No hurricane consultative mode visits will occur this year for compliance.</li> <li>2. Compliance received additional N95 face masks as well as the paper masks. The fabric masks have also been received and will be distributed to the field offices.</li> <li>3. Thanks to all our trainees who have been working hard at the complaint desk. Complaint desk processed 1914 Covid complaints and 834 referrals since outbreak.</li> <li>4. If you have small children at home who will be attending virtual school, check with HR regarding leave available for you.</li> <li>5. There have been 355 media requests to PSIMS for files related to Covid-19.</li> <li>6. The 2020 standards books are in and they are spiral bound. They will be distributed to the field offices. The books online will also be available.</li> <li>7. There have been updates to the Covid related websites with the CDC, DHHS, OSHA guidelines.</li> <li>8. The quality of compliance inspection files going through CFR have been better according to director's office.</li> <li>9. We had an excellent FAME report. No negative findings from OSHA. It is available to view on One Stop.</li> <li>10. Has everyone completed their Duke Physical? We are charged \$25 for appointment no shows.</li> </ol>		

	<p>11. Fit testing will take place shortly for possible COVID-19 related complaint inspections.</p> <p>12. Make sure to upload your credit tracking worksheet into NCVIP at interim and at final.</p> <p>13. Make sure to upload your lapse time tracking sheet into the attachment section of OE beginning this week for each inspection prior to submitting to me.</p> <p>14. Any ppe needed, you can send myself or Nicole an email and let her know what you need, or you can go into the office on Mondays to get the PPE from her. Remember the hand sanitizer refill bottle is located in the lab.</p> <p>15. Remember any in-compliance CFR file needs to go through BC first and inspections with citations go through AGs office (Victoria) first.</p>
III	<b>Goodbye Celeste!</b> We will miss you in the district. I appreciate your hard work and dedication over the last year to D9.
IV	<b>Question and Answer- Around the room. Any concerns? Any unusual situations you've faced on inspections?</b>
V	<p><b>Keys to Success:</b></p> <ol style="list-style-type: none"> <li>1. Monitor the progress of your work plan. Know where you are and where you need to be by tracking your inspection activity and running your reports in OE. Be self-accountable.</li> <li>2. Ask for inspection assignments when you know you need one. <i>Everyone including trainees should be writing on <b>at least 2-3 inspections at a time.</b></i> *When we are no longer under state of emergency.</li> <li>3. Meet with Supervisor at least weekly to discuss performance or to answer questions that you may have. Take notes during the meeting.</li> <li>4. Follow our written policies and procedures to include the FOM and Technical Writing. Review the updates to the FOM.</li> <li>5. Ask for assistance early and often after you have performed your own research and are confused. Don't get stuck your lapse time will increase.</li> <li>6. When you submit an inspection report make sure that you have gone through and checked it for the correct coding, spelling, grammar errors and organization. Make sure that you have all the required fields in OE completed such as the employee exposure tables. Always do your best work because you never know when your case will be contested or audited.</li> </ol>
VI	<b>Calendar of Events</b>
	TBD