

MEETING NOTES

Meeting Description: District 9 Meeting

Date: 7-29-21

#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		*
2	Madelyn Edwards (HCO I)		*
3	Chris Jasion (SCO II)		*
4	Sheldon Joseph (SCO I)		*
5	Wesley Herron (SCO I)		*
6	Deane Mills (SCO I)		*
7	Jerry Midyette (SCO IT)		*
8	Frank Castillo (SCO IT)		*
9			
10			
1	Returning to the office- Covid-19 policy- The telework agreements will be terminated on August 2 nd . Monitor your own health and stay home if you are sick. Notify the supervisor immediately if you have tested positive for Covid. Make sure that keep your areas cleaned and disinfected. Check with admin for Clorox wipes etc. The EO#215 lift masks and social distancing requirements, but both are still recommended by the CDC for folks that are not fully vaccinated. Make sure to wash your hands often.		
2	Procedures if an employee tests positive- Identify the close contacts (within 6 feet of someone for 15 minutes or more, direct contact, or they sneezed or coughed on you.) Close contacts that are fully vaccinated do not need to quarantine. Close contacts that are not fully vaccinated will need to quarantine in accordance with the CDC guidelines. Stay at home for 14 days after your last contact with a person who has Covid-19. Watch for fever (100.4F), cough, shortness of breath, or other symptoms of Covid-19, stay away from others especially people who are at higher risk for getting very sick from Covid-19. You can reduce your quarantine period if you have no symptoms and after day 10 without testing or after day 7 after receiving a negative test result (test must occur on day 5 or later).		
3	Witness Statements- Make sure to use quotes around the word for word witness statement references. Make sure to use (sic) around incorrect spelled or grammar		

	verbiage from their statement. All fatality/accident inspections should have written witness statements.
4	45-day fatality meetings- Make sure to alert me when the 45 days is approaching for your fatality inspections so that we can schedule the group meeting.
5	Unusual cases- If you run into an odd situation make sure to inform me of it as soon as possible. We can schedule to meet with BC and Director's office in the beginning of the inspection for additional guidance if needed.
6	SEP meeting attendance/ discussion- Thank you all for attending and participating in the SEP meetings.
7	Group fatality/accident discussions-
8	District positions- The OSHA Express Dashboard Manager (OEDM) position has been posted as well as the HCO I position. All other positions in the district are filled.
9	New Lapse Time- Inspections with citations (based upon the State Activity Mandated Measures or SAMM) (meets range 30-40 days). CSHO lapse time for in-compliance inspections (40-45 days).
10	NCVIP Status-
10	Question and Answer- Around the room. Any concerns? Any unusual situations you've faced on inspections?
	<p>Keys to Success:</p> <ol style="list-style-type: none"> 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. 2. Ask for inspection assignments when you know you need one. <i>Everyone including trainees should be writing on at least 2-3 inspections at a time.</i> 3. Meet with Supervisor at least bi-weekly to discuss performance or to answer questions that you may have. Take notes during the meeting. 4. Follow our written policies and procedures to include the FOM and Technical Writing. Review the updates to the FOM. 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.

	<p>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.</p>
	Calendar of Events

MEETING NOTES			
Meeting Description: District 9 Meeting			
Date: 6/25/2021			
#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		
2	Madelyn Edwards (HCO IT)		
3	Chris Jasion (SCO II)		
4	Sheldon Joseph (SCO I)		
5	Wesley Herron (SCO I)		
6	Deane Mills (SCO IT)		
7	Jerry Midyette (SCO IT)		
8	Frank Castillo (SCO IT)		
9			
10			
1	Welcome Frank! Around the room introductions.		
2	fatality meetings @ 45 days (from the accident date) 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. * CSHO should initiate with Supervisor the 45 day meeting.		
3	OSHA 31s: Make sure to stay up to date with your OSHA 31s. Complete them by Monday for the previous weeks.		
4	Final NCVIP Evaluation Period: Step 1: Employee Complete Self Performance Evaluation 6/21/21-7/5/21 Step 2: Manager Complete and Approve Employee Performance Evaluation 7/6/21-7/20/21 Step 3: Indirect Manager Review and Approve Employee Performance Eval. 7/21/21-8/4/21 CSHO and Supervisor Meet to discuss Step 4: Manager Sign Off on Employee Evaluation 8/5/21-8/19/21		

	<p>Step 5: Employee Sign Off on Evaluation 8/20/21-9/3/21</p> <p>If you are a new employee with less than 6 months of state service, you will not receive a performance rating for this cycle.</p> <p>You will need to update your progress bar within your goals and upload your final inspection spread sheet showing your inspection credits.</p> <p>Send me an email on your SEP meeting attendance.</p>
5	<p>Fatality follow up inspections: OPN 95H SEP: Reinspection After a Fatality: Special Emphasis Program for employers who have had a work-related fatality and who have been cited for a violation of the standards.</p> <p>All establishments that have experienced a fatality will be scheduled for reinspection one year after the event date. Once scheduled, the goal will be for a CSHO to reinspect within six (6) months of the date scheduled or within six (6) months after the final order date for a contested case. All such establishments will be reinspected unless the original fatality inspection report indicates that a comprehensive and effective safety and health program was in place, including all programs required by specific OSH Division standards, and there were no standard violations.</p> <p>GS Targeting site has a list of the fatality inspection locations.</p>
6	<p>No Inspection Fatality Case File Review Memo OE 4: Obvious “natural cause: medical cases, suicides, and non-work zone traffic accidents can be reviewed and closed by the supervisor. Includes heart attacks, strokes, and other medical conditions where a person collapses at work.</p> <p>Fatalities due to traumatic events in the workplace where natural cause is questionable will require BC review and approval before the case is closed. Most of these cases may require the CSHO to visit the site. Example on the ME report it states blunt force trauma to the head.</p>
7	<p>Congrats to Madelyn and Deane to whom I have recommended to be released to conduct independent inspections, pending BC approval!</p>
8	<p>Programmed Planned Inspection Irregularities: See emailed chart and NAICS code list</p>
9	<p>Question and Answer- Around the room. Any concerns? Any unusual situations you’ve faced on inspections?</p>
	<p>Keys to Success:</p> <ol style="list-style-type: none"> 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.

	<ol style="list-style-type: none"> 2. Ask for inspection assignments when you know you need one. <i>Everyone including trainees should be writing on at least 2-3 inspections at a time.</i> 3. Meet with Supervisor at least by-weekly to discuss performance or to answer questions that you may have. Take notes during the meeting. 4. Follow our written policies and procedures to include the FOM and Technical Writing. Review the updates to the FOM. 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. 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.
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MEETING NOTES			
Meeting Description: District 9 Meeting			
Date: 5-27-21			
#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		
2	Scott Justice (HCO II)		
3	Madelyn Edwards (HCO IT)		
4	Chris Jasion (SCO II)		
5	Sheldon Joseph (SCO I)		
6	Wesley Herron (SCO I)		
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1	Jerry Midyette- Wood Dust OPN 64 presentation		
2	<ul style="list-style-type: none"> Collections: Remember that Abatements have nothing to do with the inspection penalties. You must still attempt to obtain abatement verification even if penalties have not been paid. Collections cannot begin until the employer's administrative rights have been exhausted. Those rights are exhausted when the time for requesting an informal conference or review by the OSH Review Commission have expired or the appeal period from a decision at an informal conference or hearing have expired. Once the employer's administrative rights have been exhausted, the amount of the penalty at that point becomes a debt owed the state. The Financial Services Division cannot begin the collection process until they have verification of Proof of Service. This may be satisfied by a signed certified mail receipt (green card), a Notice of Service from a sheriff's dept., a signed document from the CSHO that the citations were personally served on the employer, the printout from the USPS internet site showing delivery of the citation package and the tracking number from the original green card that was mailed with the packet. 		

	<ul style="list-style-type: none"> After 30 days if no payment has been made and there has been no request for informal conference or contest then submit to supervisor for collection process.
3	<p>OE Changes/Updates: Revision to Chapter XVI in the FOM</p> <p>This chapter is currently under review/revision by Anne Weaver and Jackie Spangler</p> <p>One of the issues being addressed is concerning High Profile cases</p> <ul style="list-style-type: none"> 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 CSHOs? To go back to March 2020 and add the S 10 code into OE. <p>You do not have to re-open the file to enter this code if you do not touch the violations.</p>
4	<p>Covid-19 Changes:</p> <p>CDC lifting mask mandate for vaccinated people</p> <ul style="list-style-type: none"> 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? <ul style="list-style-type: none"> 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. Please continue to wear a mask if visiting with admin at their request. Daily symptom and temperature checks are discontinued. The Senior Staff has begun reopening plans for our offices. <ul style="list-style-type: none"> July 6th we will begin a modified plan- (2 days per week in office) August 2nd offices will be fully opened
5	<p>Documents classified as Confidential: We have raised questions about confidential documents.</p> <ul style="list-style-type: none"> 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.

	<ul style="list-style-type: none"> 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.
6	Scott Justice is our new OE Dashboard Manager. He will also continue to work as the HCO II for our district. His new duties will start on 7/1/2021.
7	Every 2 weeks meetings with Supervisor: Check ins to address any questions/ concerns and to provide feedback. If you have not scheduled your meetings with me, please do so as soon as possible.
8	Purpose of Workflow Queue
9	Question and Answer- Around the room. Any concerns? Any unusual situations you've faced on inspections?
	<p>Keys to Success:</p> <ol style="list-style-type: none"> 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. 2. Ask for inspection assignments when you know you need one. <i>Everyone including trainees should be writing on at least 2-3 inspections at a time.</i> *When we are no longer under state of emergency. 3. Meet with Supervisor at least weekly to discuss performance or to answer questions that you may have. Take notes during the meeting. 4. Follow our written policies and procedures to include the FOM and Technical Writing. Review the updates to the FOM. 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. 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.
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MEETING NOTES

Meeting Description: District 9 Meeting

Date: 4/29/2021

#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		x
2	Scott Justice (HCO II)		x
3	Madelyn Edwards (HCO IT)		x
4	Chris Jasion (SCO II)		x
5	Sheldon Joseph (SCO I)		
6	Wesley Herron (SCO I)		x
7	Deane Mills (SCO IT)		x
8	Jerry Midyette (SCO IT)		
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1	<p>Lapse time changes beginning in the new evaluation period 7/1/21 to 6/30/22- Using SAMM (State Activity Mandated Measures) time which does not include weekend time. CSHO time open to issuance 30-40 days this includes supervisor/admin/BC/ AGs time with the files.</p> <p>Lapse days on inspections: On your inspection reports you may notice a color-coded number which indicates the lapse time on the file. It is calculated from the earliest event date from the complaint, referral, accident, or inspection date to the earliest citation issuance date, close date for IC inspections, or current date. We must make sure that our files do not go over 180 days according to the OE date. This date may not be in line with the 6-month statute of limitations to issue citations so make sure to check your must issue date.</p>		
2	<p>ULG Translator Services Log- Please complete the log she emailed out today and email to Tammy Higgins when you use the translation service</p>		
3	<p>File Copies for PSIMs/ Contested Cases: Make sure that you make these file copies a priority as admin and PSIMS/AGs office also have timelines to get the documents submitted. Make sure to route back to admin and make a note in the file that you have verified the copy.</p>		

4	Make sure that you are coding (as applicable) your inspections as soon as you put in the OSHA-1 for Construction SEP, Amputation, etc. Reports are ran often so we need to make sure that we are accurate.
5	Make sure that you are completing your OSHA-31s in OE. I will run a report on Friday this week to check the status. These reports are to be completed weekly like your Beacon timesheets. Directions on how to enter the info is found on One Stop in memos.
6	Communication Log Questions?
7	Make sure you have scheduled your annual work physical and all must take the health recommendation form with the N95 info.
8	Photos must accompany each inspection even if it is in-compliance for verification that we inspected the site. The photos should be uploaded into OE. To import photos into OE for violations, the Photo Icon on the top right of the Violation screen should be utilized to enter photos associated with the specific violations. Each violation should contain no more than three photos; however, all violations should contain at least one photo. For fatalities and high-profile cases, additional photos can be added for case file review. Abatement photos will be exported into the "Pictures" section and should be labeled as "Abatement Photo 01 001"
9	<p>Witness Statements: According to FOM Chapter 3, pages 50 and 51 it states, "Witness statements will be obtained whenever the CSHO determines that such statements would be useful in documenting adequately an apparent violation. Witness statements will normally be written, and the employee will be encouraged to sign and date the statement. The CSHO will assure the employee that the statement will be held confidential to the extent allowed by law. However, witness statements must be released to the employer upon specific request 10 days prior to a scheduled contested case hearing. Following are some examples of situations where the CSHO will normally obtain written statements:</p> <ol style="list-style-type: none"> 1. When there is an actual or potential controversy between the employer and employee as to a material fact concerning a violation. 2. When there is a conflict or difference among statements as to the facts. 3. When there is a potential willful or repeated violation. 4. In an accident investigation, when attempting to determine if apparent violation(s) existed at the time of the accident. 5. When identified violation occurred prior to the inspection.

	<p>Witness statements will normally be written in the first person and in the language of the individual. The wording of the statement will be understandable to the individual and reflect only what has been brought out in the interview.</p> <ol style="list-style-type: none"> 1. The employee will initial any changes or corrections; otherwise, the statement will not be changed, added to or altered in any way. 2. The statements will end with wording such as: "I have read the above, and it is true to the best of my knowledge." The statement will also include the following: "I request that my statement be held confidential to the extent allowed by law." The individual, however, may waive confidentiality. The individual will sign and date the statement and the CSHO will then sign it as a witness. 3. If the individual refuses to sign the statement, the CSHO will note such refusal on the statement. The statement will, nevertheless, be read to the employee and an attempt made to obtain agreement. A note that this was done will be entered into the case file. <p>C. The employee may have a copy of their witness statement if they request one."</p> <p>The witness statements are important as they provide testimonial which can be used to strongly support your citations in the event of contest.</p>
10	<p>Question and Answer- Around the room. Any concerns? Any unusual situations you've faced on inspections?</p>
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