

ETTA Supervisor Meeting

Date: March 29, 2021; 10:00 am – 11:20 am

In Attendance: Marcy Collyer, LaMont Smith, Hollis Yelverton, Wanda Lagoe (Scribe)

Agenda:

Bureau Procedures

Section Highlights and Updates

BC Comments:

- Waiting to hear from OSH Administration regarding COVID schedules for the month of April now that a new EO has been put out. Should know something tomorrow after the BC meeting.
- Ensure employees mark the board when working at home, when they plan to return and when on leave.
- For those with an office, remind them to put sign on the door when in the office to knock.
- Please keep the COVID spreadsheet on the F Drive updated for schedules.
- Carol will be sending an email out regarding annual physicals soon.
- Remind employees about casual dress in the office. Stay away from shirts with sayings on them; never know when the Commissioner will stop by. Need to keep up professionalism in the office.
- SEP Committee members for the LTC and HH SEP will likely go to the Health standards officer.

Recognition Program:

- Working on SSTM/OSTM courses. Setting May 25 as OSTM initial/refresher at LBT. SSTM training be set soon after.
- Getting requests for Star presentations.
- Meredith working on scheduling in-person safety award banquets (August – November) with a backup plan if needed (virtual).
- Star consultants continue to do both on-site and virtual site visits.
- Have three options set up for the Star Conference scheduled for September; 1) usual conference, 2) hybrid (virtual and in-person) and 3) virtual.
- Working with Deidre and Jackie on OE; consultants having glitches with trying to log in. Hopes to be up and running by May.
- Everything ready for Eursula's retirement function on Wednesday.
- Finalizing the Star Best Practices to be put onto the website.

Training:

- New training room coming together well. Hope to have it ready to go for the April 10 hour course.
- Working on Captivate modules. Have a meeting with the trainers to cover items learned while using the software.
- Going through the PPTs and getting them updated. Assigned to trainers.

Upcoming External Events (Virtual)

- Grain Stand Up March 29-April 2nd
- Fall Stand-Down -May 4-7th
- Construction Forum - May 26th
- Heat Campaign-May -24-28th
- Excavation/Trenching Stand Down -June 14th-18th
- Safe and Sound -August 9-13th
- LTC Workshops -September 14th and September 22nd

Upcoming Internal Events (Virtual and In-Person)

- Accident Investigation/Interviewing Techniques- April 14-15th and 21st-22nd
 - Fall Protection -May 14th -Gravitec
 - 105 Course - June 7-17th
 - LTC SEP Course - July 29th
 - Logging SEP Course - August 5th
 - OCSSE CSE and Excavation/Trenching with Paul McCain -September (TBD)
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- Courses for TBD for Annual training (November 1-3rd) after this week's meeting.
 - Working on alliances. NCALGESO alliance to get renewed.

Standards:

- Setting up new questions for the HSO position. Interviews are scheduled for April. LaMont, Hollis and Wanda are on the panel.
- Working through all the AskOSHA questions. Receive many strange ones that need to be forwarded to different bureaus. Assigning many to the Standards section for responses depending on topic.
- Archiving many IGs that haven't been updated in a long time. Many were put together as a joint effort with experts on the topic.
- Meeting with the Commissioner on Coal Ash. Have had contact with a party that wants regulations developed due to the hazards.
- Updating brochures with the new Commissioner and phone numbers.