

ETTA BUREAU MEETING AGENDA

Date: Monday, February 27, 2023

Location: 3rd Floor Conference Room, C324 or Via Lifesize with Supervisor Approval

Time: 10:00 am

Scribe: Joseph R. Davis

Staff in Attendance: Melodie Braswell, Morgan Brown, Marcy Collyer, Cory Dunphy, Michelle Evans, Elma Garcia, Alta Guzman, Celeste Hardy, Carlene Harris, Tim Hogan, Joe Long, Julie Martin, Starsky Martin, Christine Reed, Tyrone Taylor, Nick Vincelli, Carol Wells, Jacopo Wiggins, Kiley Willard, Hollis Yelverton, Jennifer Haigwood, Wanda Lagoe

Schedule

Open Meeting – Anyone who has a “Safety Moment” to share

Last Bureau Meeting – 10/31/22 meeting minutes have been posted on the One Stop Shop

Bureau Chief Updates / Announcements, Wanda Lagoe

- Birthdays – Jan. – Elma, Carlene; Feb. – Joseph D., James; Mar. – Andy; Apr. – none
- Certifications – None

OSH Deputy Commissioner / Director Updates / Announcements, Jennifer Haigwood

Section Updates

- **Library:** Nick Vincelli
- **Recognition Program Section:** LaMont Smith
- **Standards Section:** Hollis Yelverton
- **Training Section:** Marcy Collyer

Safety and Health Steering Committee Updates

- **Quarterly Meeting:** Carlene and James

Open Discussion – Staff Updates

- **Training:** Joseph D., Elma, Celeste, Julie, Starsky, Andy, Todd
- **Standards:** Cory, Alta, Joe L., Christy, James, Jacopo
- **Recognition:** Melodie, Morgan, Michelle, Carlene, Tim, Tyrone, Kiley
- **Bureau Administration:** Carol

Can include brief highlights (e.g., unusual question received, funny work-related story, need-to-know issue) on HLS, SEPs, Alliances/Partnerships, Walk Arounds, Committees/Boards, SSTMs, Vehicle Use, Questions Received by Standards, Internal Training, Budget, Safety & Health Schools/Conferences, or other similar topics.

Closing – Adjourned: 11:30

ETTA BUREAU MEETING - MINUTES

Safety Moment:

- **Christy:** know your surroundings.
- **Melodie:** watch out for trees!
- **Marcy:** please report accidents.

Jennifer Haigwood

- Recognition of great work. Thanks to all!

Wanda Lagoe

- Introduction: Welcome to Melodie Braswell
- No certifications
- Met with the MESH partners after the SHCNC sent email that they were doing away with allowing 25 outside credit hours per MESH certificate. At the meeting, NC-IES requested that some data regarding employee use of those outside hours be assessed first. Another meeting is being scheduled within six weeks to discuss further.
- A billboard has been posted by Lamar for the Fall Stand down.
- The Special Events webpage on the NCDOL website has been updated to reflect all the upcoming stand downs and forums.
- Jay is updating the new intranet now so please send your updates to him. He is also in charge of updating the NCDOL website.

Nick Vincelli:

- Attended Suspicious Package/Bomb Threat Awareness presentation in Dec. 2022
- Attended BEST Conference.
- Training Section began using office in library for webinars in Feb.
- Ordered more Datachem certification exam seats in Jan.
- Submitted quotes for Streamery (streaming safety/health video service) & Reference Solutions (AKA ReferenceUSA) subscriptions to lapsed salary wish list.
- Library's fax line problem finally resolved (coordinated visits by NCDIT technician—discovered cable in telecommunication room had been chewed by a rat).
- Charity Locklear submitted work order via Kevin Cummings to deal with rat infestation in ORB basement.

Lamont Smith (via proxy)

- SSTM Training – Initial and recertification trainings are scheduled in March located in both Raleigh and Winston-Salem.
- Safety Awards 2023 Banquets Season begins in Wilmington on March 21, 2023.
- Star Annual Reports were due on February 15th unless an extension was granted.
- Carolina Star Safety Conference is scheduled for September 19-22, 2023.

Cory Dunphy

- Helped teach at the OSH 100 in early January. It is always good to be a part of these training events.
- I attend the Wake Co LEPC BEST conference on 2/16. Good presentations on emergency response and case study of the Winston fertilizer plant fire.
- Health Hazards SEP committee met on 1/19. Nothing new came out of the meeting. Next meeting on 4/20
- Carolina Heat Health Coalition is ramping up their meetings again. They are focusing on outreach, as well as new methods for judging environmental conditions. I am also keeping an eye on these activities in relation to our Heat Stress standard that is in the works.
- Will be working with Hollis, Wanda and the leadership team to possibly revise our State Emergency Response Plan (SEMP) and Homeland Security/Emergency Response team.
- Attended NUCA's Safety and Risk Management meeting on 2/14. This year's theme is Trench Safety due to increasing number of trenching accidents occurring across the country the past 2 years.
 - They have asked for a 10-15 update/presentation from NCDOL on topics that NC OSH wants them to know. Last meeting, I talked about the hazards surrounding the excavations and how in NC we have had some accidents in recent years that occurred when the ground surrounding the trench boxes have not been properly prepared and they collapsed, trapping individuals between the box and the wall of the excavation. Lee P. will be talking at the next meeting since it will be in Charlotte on 5/9.
 - Greg Maready and a couple of contractors will be recording an NCDOL podcast on 3/21 and I will be participating with them. The podcast will focus on what NUCA does and their initiative to "Think inside the box".
- On a personal note, thank you for all your prayers for my dad. He is progressing well on his recovery from his hospital stay in December and continues to improve weekly.

Hollis Yelverton

- Standards book order for this year is in progress and we should be receiving them in the next month or so.
- We're holding interviews for the administrative assistant position this week and next and hope to have someone soon.
- Thanks to Celeste, Julie, Christy, Jacopo (and soon to be Alta) for working on new Quick Cards. We should have ten new Quick Cards soon in English and Spanish.
- Working on improving how recently added items on OSS are displayed. Employee training sessions regarding operation of OSS will be scheduled soon.

Marcy Collyer

- Introduction: Welcome to Elma Garcia,
- Annual training meeting 3/2 – internal training and annual training,
- Internal/External training calendars up to date so far,
- New alliance with PHCC – covers Construction SEP.
- Floor monitor: Christy primary – Elma backup,
- Health Training Position: Position reclassified to instructional designer/program manager. Posting of position pending.

Carlene Harris

Safety and Health Steering Committee Updates:

- Committee met on January 10th, next meeting will be on April 11th.
- ETTA walkthrough will be conducted in March. Please check your areas for trip hazards (loose cords, cords on the floor, etc.).
- Ergonomics update – Starsky will send you notes.

Staff Updates:

- Attended Building Star Workshop in January. Kudos to LaMont and Tim for coordinating.
- Conducting pre-site visits, 1 recertification visit December, Set-up for 10 recertifications for the year.
- Meetings for Star Team, Bureau, Star Board, Star Regional Team, Safety and Health Committee
- Preparing for SSTM training in March.

Starsky Martin:

- **Labor One:** Repairs and maintenance is current. I will be obtaining a quote to get Labor One detailed professionally quarterly. Please reach out to me via email if you would like to schedule drive time with Labor One.
- **State Motor Fleet:** New permanently assigned vehicle estimated delivery is late March-April 2023. The motor fleet vehicle assignment order was delayed from the car dealership and manufacturer. Specials thanks to Christy Reed, Elma Garcia and all involved for retrieving and implementing the new temporary assigned vehicle from LBT. Please be mindful of the sanitation and cleanliness of the interior cabins of our motor fleet vehicles. If you need a car wash ticket, please see Christy Reed.
- **Ergonomics Committee:** Ergonomics Policy 12 is had been revised, finalized, and uploaded on the intranet. Path: [Safety and Health General Policies | North Carolina Department of Labor Intranet](#) Requesting ergonomics committee support has changed slightly. There is a new ergonomics form on the intranet entitled: “Request for an Ergonomics Evaluation.” Path: [Safety and Health Forms | North Carolina Department of Labor Intranet](#) This new form will be filled out with the supervisor and submitted to Crystal Williams in HR to initiate Ergonomics Committee support. You can request an ergonomics evaluation or limited scope consultation. We have no outstanding evaluations to perform to date. We have conducted two evaluations to date. No meeting scheduled at this time.
- **Grocery SEP Committee:** ETTA Event goals have been met in FY2022! Next meeting scheduled for March 21, 2023. We have an upcoming Grocery SEP Webinars on 4/12, 4/26, 7/12 and 7/26/23.
- **Employee Insurance Committee:** No updates. No meeting scheduled at this time.
- **Training:** In January 2023, the 100 course and Technical Writing course w/ Todd went great with the CSHO’s. Celeste and I have an upcoming 10-hour CI training class in Morehead City from March 7-8. The Fall Stand Down 2023 is underway from May 1-5! Todd and I have all the Labor One event locations are confirmed and they are: HEFL partnership at CLT Douglas Airport, FujiFilms partnership with Jacobs Engineering in Holly Springs, NC, and Barnhill Construction DHHS project at NC State Fair Grounds. Andy and I also have an upcoming 30-hour GI training class in Johnston County from May 8-12. I will continue to work on special projects, fulfill training assignments to instruct safety and health awareness in person/virtual classroom 10/30

hours, speaker bureau request and webinars via all platforms: Lifesize, GoToWebinar, Zoom and MS Teams.

Joseph Davis

- Construction Form set for September 7, 2023, in the Statesville Civic Center. We are in the process of inviting guest speakers and have secured 2 people to cover tilt up operations and pre-cast concrete. Final agenda pending.
- PHCC new alliance kick-off meetings are scheduled for the March/April throughout the state. I am covering, Greensboro, Charlotte, and Arden. Andy is covering 3 other locations.
- Long-Term Care Workshops are upcoming with the Raleigh workshop scheduled for 4/18. Julie has submitted all the required documentation for payment and approval.

Celeste Hardy

- Andy and Celeste participated in the TCIA Expo and Alliance signing event November 10 and 12.
- Andy, Todd and Celeste conducted 10 hr. in General Industry at LBT Jan 18-19.
- Joseph, Andy and Celeste completed the 10/30 Hour CI in Asheville Feb 6-10.
- We held a virtual 10 hour for the overflow from the Statesville GI 10/30 hr. in November.
- Andy and Celeste participated in the landscaper's conference, Feb 21, training about 75 people in chainsaw safety and hosting a booth in Newland.
- Andy and Celeste participated in the Christmas tree conference Feb 23 - 24 training on the inspection process and hosting a booth in Boone.
- Starsky and Celeste will facilitate and teach a 10 CI in Morehead City next week March 7-8.
- Andy and Celeste will teach and host a booth for Arborfest in Fletcher March 30-April 2.
- The Logging SEP has one fatality for this year that was a logger, next meeting is March 16.

Julie Martin

- Internal/external Food Manufacturing SEP training.
- Long-term care workshop April 18 (Raleigh).

Jacopo Wiggins

- LTC committee meeting (upcoming internal webinars discussed).
- Federal SVEP (severe violators enforcement program) adoption dates coming up in March.

Joe Long

- This month was assigned to look over OPN88. Will work with the OSH committees assigned to address some of the inconsistencies found in our written guidance. OSHA has had some push back on their enforcement procedures for logging and the tree care industry canceling the enforcement CPL that we adopted.
- Asked about the recent updates to One Stop Shop. What is the best way to view the most recent updates? There was mention of possibly providing some training once some more of the bugs are worked out of the software.
- Mentioned that PBS is running some great programs during their fund-raising time frame. One in particular, "Aging Backwards" has some great exercises for improving posture and enhancing flexibility.

Kylie Willard

- Awards season starts March 21 in Wilmington.

Morgan Brown

- Due (baby of course) April 12 – congratulations!

Tyrone Taylor

- Pre-site meetings and application reviews.
- Attended a Carolina Star ceremony.

Tim Hogan

- January 24 – Annual Building Star workshop – 27 participants.

Michelle Evans

- SSTM training in Raleigh (March)
- Met with GI and PS groups – discussion of heat stress as a safety topic.

Carol Wells

- Working on wish list items to send to Wanda today for review before she submits to Tammy.
- Worked on purchase orders for additional billboards, car wash tickets, labor one repairs, Survey Monkey renewal, and I am receiving in e-procurement as needed for payment to be processed.
- Will be submitting dolb8 packet for Long Term Care Workshop to Financial Services to request check for the State Board after Jennifer approves it.
- Will be touching base with FS this week to make certain we have everything needed before entering in the requisition for renewal for the online registration with Biznet.
- Worked with Starsky on updates needed by Financial Services for Labor One insurance policy.
- Systel repaired the BizHub on 4th floor last week – technician installed a fusing unit and copier seems to be working fine.
- Reminder for anyone who has not filled out a travel reimbursement this year - the form has had a few additions made to it and the latest form is dated 1/2023.