

## **District 8**

### **Quarterly Meeting Minutes**

**Date:** 03/10/2023

**Time:** 12:00 pm – 1:30 pm

**Attendees:** Katie Perry, Horace Dozier, Deane Mills, Tyler Smith, Jennifer Sitzmann, Osiel Gonzalez-Alanis, Almeth Scott

### **AGENDA**

**1) Jennifer Sitzmann OPN 64 PowerPoint Presentation**

**2) Discuss new Beacon website and usage**

- a) Transitioning over to new beacon website
- b) Ensured everyone knows how to input time

**3) New Emergency Action Plan guidance**

- a) in office POC

**4) Review of APN 16 – Effective 02/17/2023 (printout provided)**

**a) Sub paragraph D: Cases requiring CFR**

- All work-related fatalities within OSH jurisdiction
- Two (2) or more hospitalized following the same incident
- All loss of eye injuries
- Amputation of multiple digits (toe, finger) with no citations related to the accident (BC and DO review only)
- Amputation of a limb (foot, hand, leg, arm)
- Hospitalization or single digit amputation to a worker younger than 18 years old
- Inspections with failure to abate or willful citations
- Hospitalizations or amputations that result in repeat citations as the proximate cause
- Inspections with media involvement
- Inspection with private sector penalties >\$75,000
- Inspection with public sector penalties >\$25,000
- Inspections where a 1910 standard is cited in construction, and not previously identified as applicable
- Director “Need to Know”/Inspections initiated by the Director’s Office
- Corporate-wide/State-wide settlements

**b) Sub paragraph E part 4: CFR Case Lapse Times (60 & 90 days)**

- i) CFR cases with lapse time of **60 days** = weekly face-to-face meeting with DS
- ii) CFR cases with lapse time of **90 days** = weekly email sent to BC (cc'ing DS, Paul & Grant) with status updates for each CFR over 90 days and an expected completion date.

4. For cases requiring case file review that appear on the 60-day lapse time report, a weekly meeting shall be held between the CSHO and supervisor to determine progress of the case.

For cases with a lapse time of 90 days or greater, a weekly email shall be sent to the bureau chief and the Assistant Director's Office by the CSHO or supervisor explaining delays in completion of the case file. The email shall include the expected date the current step of case file development/review will be completed. A meeting may be scheduled between the CSHO, supervisor, bureau chief, and an Assistant Director's Office representative to discuss case progression.

**c) Sub paragraph E part 5: CFR Fatality Pre-Citation Meetings**

5. A formal meeting between the CSHO, district supervisor, bureau chief, and a Director's Office representative is required for all cases involving the death of an employee. The district supervisor or CSHO must initiate the scheduling of the meeting with applicable parties no later than 30 days from the opening date of the inspection. The meeting must be held within 45 days from the opening date of the inspection.

Meetings can be scheduled at any time if the CSHO and district supervisor are in agreement regarding the facts of the case and proposed citations. Meetings will be held via video conference/in person (preferred) or by phone. Prior to the scheduled meeting date, the CSHO will provide attendees with a PowerPoint presentation using the template available in the OneStopShop under the FIS tab in the Forms section. The presentation will be made available to the AG's Office upon their review.

**5) Review information from state-wide District Supervisor meeting**

- a) 2023 Annual Training – October 9 – 11
- b) U&T Visa certifications – what to expect in the future & at 2023 annual training
- c) Federal Regulatory agenda
  - i) Permanent COVID healthcare rule – they are in the last phases of finalizing
  - ii) Working on a heat stress standard, but no timeframe set for finalization
- d) Grouping memo (or “anti-grouping memo”)
- e) Issuing citations via email “read receipt” – currently forbidden, but could change soon

f) ETTA update

- i) Potential for new training locations outside of the field offices
- ii) Looking into outsourcing IH/Safety training specifically for trainees
- iii) 03/15/2023 - OE training w/ Nicole 9:00 – 11:30 am (2<sup>nd</sup> floor training room)
- iv) Current courses available on OneStopShop

	Location	Date	Available
Food Manufacturing SEP	Webinar, NC	03/23/2023	19
Long Term Care SEP	Webinar, NC	04/04/2023	18
Grocery SEP	Webinar, NC	04/26/2023	19
Long Term Care SEP	Webinar, NC	07/18/2023	24
Grocery SEP	Webinar, NC	07/26/2023	25
Logging SEP	Virtual, NC	08/02/2023	25
Food Manufacturing SEP	Webinar, NC	08/30/2023	25

g) EE interviews, important statements and using the witness form

h) Potential for performance goals to change slightly

**6) OPN 64 Notebook – new standard for notebook layout**

**7) Open Forum & Feedback** - discuss current open cases, lessons learned, status updates or share new guidance; Trainees to discuss any new activities/challenges they have encountered during their OPN 64 training period.