

ETTA BUREAU MEETING MINUTES

Date: Monday, April 24, 2023

Location: Via Lifesize from ORB office or Teleworking from home

Time: 10:00 am – 11:30 am

Scribe: Todd Waller

Staff in Attendance: Wanda, Carol, Carlene, Michelle, Tyrone, Todd, Celeste, Japonica, Elma, Christy, Jennifer, Marcy, Kiley, Melodie, Corey, Joe L., LaMont, Jacopo, Andy, Joseph D., James, Hollis, Nick, Starsky

Wanda opened the Meeting asking if anyone had a “Safety Moment” to share:

Marcy reminded everyone to keep alert driving with the increase in traffic; more people are back to work and on the highways driving fast.

Bureau Chief Updates / Announcements, Wanda Lagoe

- Last bureau meeting minutes are posted to the One Stop Shop.
- Updated the carousels on the NCDOL website for Stand-Downs.
- Billboards – Fall Stand-Down already posted, Heat and Trench Stand-Downs to be posted shortly; working on the Safe + Sound.

OSH Deputy Commissioner /Director Updates / Announcements, Jennifer Haigwood

- Thanked Michelle and Andy for the Star Recert at Sherwin Williams in Greensboro.
- Thanked Kiley for Burlington safety awards banquet and for her great work in her first season as Safety Awards Coordinator.
- Friday April 28, 10 am worker memorial ceremony on south side of capital – please feel free to stop by.
- Next week, Fall Stand-Down - speaking at Monday and Thursday events.
- Agency Bills are passing through in the Senate: one allows us to serve citations electronically; another is on repealing Article 22, and the last is one that affects the OSH Division’s ability to adopt federal changes verbatim.

Section Updates:

Library, Nick Vincelli

- Renewed subscriptions to Streamery (streaming safety/health video service) and Reference USA subscriptions last month (both were wish list items and were submitted in NC E-procurement after review by Legal Affairs Division, etc.). Both subscriptions will expire Aug. 2024.
- Loose ceiling tile in the stacks area was promptly repaired by Facilities Mgmt (per Charity’s work order)—Carlene noticed this during a safety inspection walk-through.
- Attended RALLA meeting and SHSC meeting since last meeting.

Recognition Program, LaMont Smith

- Kiley and Melodie are doing a great job organizing and working with co-sponsors, preparing banquets and certificates, and processing paperwork. At this time, nine banquets have been completed.
- Special Star Team Member (SSTM) Training was conducted on March 7 – 9, 2023 in Raleigh and March 15 – 16, 2023 in Winston Salem. A total of 20 SSTMs and one OSTM participated in initial training and four SSTMs were recertified. Since the inception of the SSTM Training Program, the Star Program has trained more than 350 OSTM/SSTMs.
- Michelle and Melodie did a great job at sending out and receiving Star Annual Reports (SARs). All SARs have been submitted by the Star companies except for two.
- Carolina Star Safety Conference will be held on September 20 – 22, 2023. The conference theme is Re-Focus – Re-Engage – Re-Commit. Conference website is up and running for registration. A board with team leaders meeting is scheduled for May 4, 2023.

Standards, Hollis Yelverton

- Welcome Japonica!
- Reminder to assist with inventory this year, by double checking everything on your lists and getting those back to Japonica.
- We're currently out of stock of 1926 and 1910 books and almost out of stock for 1910 flash drives. The standards books for this year are in the process of being edited and we hope to have them soon.
- Several FIS documents are under review/revision. This includes OPNs for a few SEP teams and CPLs from OSHA.
- The ETTA vacuum is out of service and we'll be getting a new one.

Training and Education, Marcy Collyer

- Training has been very busy. Marcy thanked all the trainers and everyone who supports training for all their support with the ongoing busy schedule.
- Marcy and Elma are working on the internal training calendar. We have a very busy 18 months of training coming up, due to all the projected new hires. Next course is the #125 Health Standards course in June.
- The public calendar is full, with multiple webinars and 10/30 hour courses. We also have multiple upcoming special events that the trainers will provide updates for as we go around the room.
- We are in the planning stages for annual training in October. We're hoping to have a fun team building event to kick it off. Stay tuned for further updates.
- We signed a new alliance with the Plumbing Heating and Cooling Contractor's Association in March. We look forward to the future collaboration.
- Marcy recently completed most of the annual alliance meetings. Alliance members are excited about upcoming events for 2023.
- Thanks to Cory Dunphy for working with our NUCA alliance on the recent trench safety podcast promoting the "Think Inside the Box" campaign.

Safety and Health Steering Committee Updates

Committee Members, Carlene and James

- Discussion regarding emergency exits; recommend refresher training.

Open Discussion – Staff Updates

Bureau Administration, Carol Wells

- Coding and submitting invoices to accounts payable for all our incoming operating expenses.
- Going through the purchasing process for our approved wish list items as well as general bureau. purchases & contract renewals – deadline for e-procurement orders is 5/1/23 for this state fiscal year and we have until 6/15/23 to receive and process payment.
- Coding and processing medical exam invoices coming in for payment by Financial Services (FS).
- Coding to the proper section Safety Award banquet invoices & submitting for payment by FS.
- Labor One purchase order for batteries is going through approvals – may possibly be approved by the end of our meeting today.

Recognition Program:

Tyrone:

- Star annual reports complete.
- Three stand-down events.
- 1st PSM visit with Andy.

Kiley:

- Nine banquets completed.

Carlene:

- Conducted SSTM Training in March – 2 classes.
- Attended a Safety Awards Banquet.
- Conducting 3 pre-site visits, 2 recertification visits and 4 follow-up visits.
- Kudos to Julie and Cory for assisting me on a recertification visit.
- Attended 10 meetings for Star Team, Bureau, Star Board, Star Regional Team, S & H Committee.
- Preparing conference, remaining site visits and training for the remainder of the year.

Training and Education

Andy;

- Shake up NC
- Working on Construction Forum materials.
- Spoke at Best Conference
- 10 and 30 hour courses done since January:
 - 1 – 30 hr CI
 - 2 – 10 hr GI
 - 3 – 10 hr CI
- Celeste and Andy also went to:
 - NC Christmas Tree Association
 - ProLogger
 - Arborfest
- Working on Arborist Guideline

- Establishing ties with ISA and NC Urban Forestry.
- Final 30-hr coming up.

Starsky:

- **Labor One:** Labor One is at Capital Chevy for installation of two new batteries. Hopeful to retrieve it this week to continue planned Labor One events and training scheduled. Special thanks to Elma for assisting with traveling back and forth to dealership.
- **State Motor Fleet:** New permanent assignment 2023 Chevy Traverse, silver in color. Parked in Deck 77. Special thanks to Carol, Elma, and Christy.
- **Ergonomics Committee:** We have no outstanding evaluations to perform to date. No meeting scheduled at this time.
- **Grocery SEP Committee:** ETTA Event goals have been met at 50%! Next meeting scheduled for 6/27/2023. We conducted a Grocery SEP webinar on 4/12/2023. Eleven participants attended. We have scheduled the following upcoming Grocery SEP webinars on 4/26, 7/12 and 7/26/23.
- **Employee Insurance Committee:** No updates. No meeting scheduled at this time.
- **Accompanying Star Program:** Daniels and Daniels Pre-site visit with Tyrone on April 19th was excellent! I will accompany him again on Danis Construction Pre-site visit on May 15th. Special thanks to Tyrone for a job well done and allowing me to assist/ accompany him.
- **Training:** On March 7-8 Celeste and I had an awesome 10-hour CI training class in Morehead City at Carteret Community College. Eighteen participants attended.
 - 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: May 1st Barnhill Construction DHHS project at NC State Fair Grounds. Expecting 100+ attendees, May 2nd HEFL partnership at CLT Douglas Airport.
 - Expecting 300+ attendees, May 4th FujiFilms partnership w/ Jacobs Engineering in Holly Springs, NC. Expecting 1200-1500 attendees. Jennifer Haigwood will be speaking on May 1st and May 4th Fall Stand Down Events. Buddy Amerson and Bruce Pearson will be speaking on May 2nd Fall Stand Down Event.
 - Celeste and I also have an upcoming 10/30-hour GI training class in Johnston County from May 8-12. We have forty participants registered. 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.

Celeste:

- Completed internal logging training.

Standards

Cory:

- I participated in the NUCA podcast in March. The topic was NUCA's "Think Inside the Box" initiative, and we talked about it. The initiative started Colorado, and NUCA of the Carolinas has forwarded the podcast to their group in Colorado, as well as National NUCA so we now have a podcast that has gone nation-wide.
 - Every S&RM meeting this year will be focused on trench safety, and Lee Peacock will be attending the next meeting in May since it will be near Charlotte and I will be out of town.
- The Health Hazard SEP committee met last week, and they are looking to meet their numbers for the year.
 - They are reviewing the numbers for the next year's goals, and they look to be returning them to the pre-COVID numbers
 - During the current Strategic Management Plan review, they are looking at removing asbestos from the SEP and replacing it with another contaminant. They are still looking into possible replacements.
- I will be attending the upcoming Federal Field Safety and Health Committee meeting, that is being hosted by Federal OSHA.
- from the NC Emergency Management, Hurricane season in NC starts June 1st. This year the prediction from the folks at NC State is 6-8 storms to affect NC, with 2-3 having major impacts to NC.
 - The statewide hurricane exercise will take place May 10-11 and Hollis will be covering for NC DOL.
 - We will be in conversation with the folks at NCEM about our roles and responsibilities within the state's emergency response. We have a meeting with them on May 3rd to re-start the discussion. Hollis and Wanda originally met with them in January, but their Human Services Group leadership has changed so we are starting the process over.
 - In conjunction with this conversation, we will be reviewing our State Emergency Response Plan (SEMP) for potential revisions. This will include a revision of the Homeland Security/Emergency Response Team (HLS/ERT) roles and responsibilities. We hopefully will be revitalizing the team by the end of the summer/early fall.
- I will be teaching at the upcoming OSH 125 course in June (4 topics). Thank you to the training group for allowing me to continue to participate in training.
- I will be attending the ASSP Safety 2023 conference in San Antonio June 5-8.

In addition, I forgot to mention during the meeting that I recently reviewed and revised the COVID-19 webpage on our website. As you are looking through the public webpages, if you see a webpage that needs revision, please let someone know so they can be reviewed.

And here are my dad jokes from the meeting.

- (from the start of the meeting) What do you call a bear with no teeth? A gummy bear
- (from my section) When do you know a joke has become a dad joke? When it has become fully groan.....

Closing – Adjourned 11:49 pm