

## **ETTA BUREAU MEETING AGENDA**

**Date:** Monday, August 28, 2023

**Location:** 3<sup>rd</sup> Floor Conference Room, C324 or Via Lifesize with Supervisor Approval

**Time:** 10:00 am

**Scribe:** Melodie Braswell

**Staff in Attendance:** Marcy Collyer, Cory Dunphy, Michelle Evans, Celeste Hardy, Carlene Harris, Wanda Lagoe, Joe Long, Julie Martin, Chris Sholar, Starsky Martin, Christine Reed, Lamont Smith, Andy Sterlen, Tyrone Taylor, Kiley Willard, Nick Vincelli, Todd Waller, Jacopo Wiggins, Hollis Yelverton, Melodie Braswell

You are welcome to bring snacks to share.

### **Open Meeting**

- Anyone who has a "Safety Moment" to share?
- Jacopo Wiggins – "Wear safety gloves when clearing your yard due to wasps and other insects."
- Celeste Hardy – "Always check your yard first."
- Last Bureau Meeting – 06/26/23 meeting minutes have been posted to the One Stop Shop

### **Bureau Chief Updates / Announcements, (Wanda Lagoe)**

- Birthdays –September – Starsky, Jacopo, Carol; October – Wanda
- Certifications – None.
- Welcome to Chris Sholar.
- Variance Word document developed and posted to the NCDOL website.
- T-Mobile is bringing a hotspot on Thursday to try out for 30 days free.
- Be sure to keep your NCVIP goals updated.
- New partnership application received for a Wolfsped facility in Chatham County – Whiting and Turner. Meeting set for 9/18/2023.

### **OSH Deputy Commissioner / Director Updates / Announcements, (Jennifer Haigwood)**

- We are still waiting on the state budget for the current fiscal year, which began on July 1. We are currently operating under last year's budget, but are anticipating a legislative salary increase, as well as some additional funding for market-based pay adjustment.
- The federal fiscal year ends on September 30, and we are monitoring action in D.C. regarding whether Congress will pass a continuing resolution so that the federal government can continue operating on October 1.
- Our "agency bill," is still moving through the legislature. This bill contains changes to the OSH Act which would allow us to issue citations by electronic means. The original version of the bill would have repealed Article 22 (Safety and Health Programs and Committees), but that section was taken out of the bill. Therefore, Article 22 remains in place!
- I will be signing the renewal of the Mexican Consulate Alliance later this week and I am looking forward to attending the Construction Forum in Statesville on September 7.

### **Section Updates**

#### **Library: (Nick Vincelli)**

- I identified Techstreet as a viable consensus standards vendor (not registered in EP). They have very good customer service. Carol used the p-card to order 2 consensus standards. She spent a lot of time on this due to some snags.
- FSDSD raised the limit (from \$200 per day/transaction?) so the items (totaling \$375) could be ordered.
- I completed a review of patron accounts (begun some months ago)—deactivating inactive patron accounts &/or disabling inactive Streamery accounts.

**Recognition Program Section: (LaMont Smith)**

- Since the last bureau meeting we have completed the 2023 Safety Awards banquet season. Kiley and Melodie did a great job at ensuring the success of the banquet season. Thanks to everyone who assisted and supported during the season.
- We hired a new Star Consultant – Chris Scholar who began working in the ETTA Bureau on 8/21/2023.
- NCVIP for 2022 – 2023 was completed.
- Last week I participated in two podcast one with Kiley promoting the Safety Awards and Carolina Star Program, and the other with Paul Sullivan discussing and reflecting on our 30 years with the department.
- Last week I began home telework home office inspections. I completed three of the five.
- Transitioning into September the Carolina Star Program has exceeded its FY2023 strategic plan goals.
- OSHA 10-hour class, scheduled for September 19 – 20, 2023, at the Carolina Star Safety Conference has 35 students signed up for the class. The actual conference officially starts on September 20th and concludes on September 22nd. The theme of the conference is ReFocus, ReEngage, ReCommit.

**Standards Section: (Hollis Yelverton)**

- A new NEP for falls was issued by OSHA on May 1st and is currently under review by Alta.
- The SST CPL was recently updated and posted to the One Stop Shop – this includes a new code for tracking SST inspections.
- OSHA recently updated the regulation about submitting injury/illness data electronically to OSHA through the Injury/Illness Tracking Application (ITA). Certain companies will have to submit 300 and 301 information along with their 300As beginning next year. This was automatically adopted verbatim by OSH. We are currently working on the coversheet to this CFR and it will be posted on the One Stop soon.
- We received a variance request from McGee Brothers regarding using a workbench as a guardrail system on pump jack scaffolds. The variance is currently under review by Alta and the One Stop will be updated with any updates.

**Training Section: (Marcy Collyer)**

- FY 23 training numbers are on target and in many areas we have already exceeded our goal. Thanks to everyone who contributed to training this year.
- Annual training is open for registration on the One Stop Shop.
- We just completed the #105 course. It went very well. The Technical Writing course is upcoming in September.
- We are considering an alliance with the North Carolina Masonry Contractor's Association (NCMCA). The application is in the review process.

**Safety and Health Steering Committee Updates****Quarterly Meeting: Carlene and Celeste****(Carlene)**

- Committee met on July 11th; next meeting will be on October 17th.
- ETTA walkthrough will be conducted in September. Please check your areas for trip hazards (loose cords, cords on the floor, etc.).

**Open Discussion – Staff Updates**

**Training:** Joseph D., Elma, Celeste, Julie, Starsky, Andy

**(Celeste)**

- July was busy with me conducting 12 training classes and to date in August I have done 11 training classes.
- Provided a booth at the Christmas tree association and training in August 10-12
- Facilitated the 105 with Julie week of August 14-18
- Conducted 4 training modules for the 105 class
- Getting ready for the new equipment training class August 30 and Sept 6.

**(Julie)**

- The upcoming Food Manufacturing webinar will be held on 8/30/2023.
- The LTC workshop will be held on 9/28/2023.

**(Starsky)**

- Helped teach 3 topics at the OSH 100 course in July.
- Helped teach 3 topics at the OSH 105 course in August.
- I'm happy to say I have handled thousands of inquiries in standards. Some very unique and interesting inquiries at that. Time flies!
- Board of Certified Safety Professionals' (BCSP) Global Learning Summit to be held in May of 2024. Joseph
- Labor One: Drive Time is scheduled weekly or bi-weekly when I am available. Trainer's that wish to accompany me, please let me know.
- Ergonomics Committee: No outstanding consultations or evaluations. No meeting scheduled at this time.
- Grocery SEP Committee: We conducted a Grocery SEP external webinar on 7/12. We had 16 attendees. On 7/26 we conducted an internal webinar. We had 5 CSHO's to attend. Next meeting is scheduled for 9/26.
- Employee Insurance Committee: No updates. No meeting scheduled at this time.
- Training: Facilitated w/Elma one week OSH #100 Course on 7/24- 7/28. It went great! We trained 16 CSHO's. Kicked off Safe & Sound Week on 8/7 with Webinar: Safety and Health Programs & Committees. We had 21 attendees. Traveled to Oxford to Granville County Expo Center on 8/9/23 for Speakers Bureau: Granville Co. Vance District Septic Contractor Business Owners. Instructed Trenching and Excavation. We had 50 attendees. A special thanks to Tyrone Taylor for allowing me to accompany him at a two-day Star Recertification on 8/10-8/11 for Cape Fear Valley Medical Center vertical expansion with Rodgers Construction.
- Taking the OSHA 503 three-day course from 8/29-8/31 to renew my General Industry Trainer Credentials. Preparing to assist at the Construction Forum in Statesville on 9/7 and on 9/18-9/20 will instruct 10 Hour GI w/ Celeste at Star Conference in Greensboro
- I will continue to work on special projects, fulfill internal and external training assignments to instruct safety and health awareness in person/virtual classroom 10/30 hours, speaker bureau request and webinars via all platforms: Lifesize, Go ToWebinar, Zoom and MS Teams.

**(Andy)**

- I taught or attended the following:
- Logging SEP with Celeste
- Trenching OCSS
- Confined Space OCSS
- Christmas Tree Association: PPE, HAZCOM
- Environmental 101 (Charlotte)
- OSH 105: Flammable Liquids, Dipping and Coating, Electrical workshop.
- CPR/AED (August 18 & 23)
- DHHS Maintenance Staff Training (August 22 & 29)

**Standards:** Cory, Alta, Joe L., Christy, Jacopo, Japonica

**(Cory)**

- NUCA held their meeting in August, next meeting is in November.
  - They have their Annual Conference coming up in September in Asheville
- Carolina's Heat Health Coalition and NC Statewide Heat Health Workgroup are meeting monthly to discuss preventing heat illnesses.
  - Their next meetings are 9/14 (CHHC) and the week of 9/18 (SHHW)
- I taught at the OSH 100 course in July. Always a good time seeing the new CSHOs.
- I am helping Starsky at the upcoming Guilford County LEPC meeting on 9/27. I will be presenting OSH update.
- NCEM update
  - Even though hurricane season in NC started in June, our peak season is going through the next 3 weeks. Currently watching TS Idalia and it is expected to be a Hurricane by the time the eye hits land in Florida (Wed morning). The eye currently is tracking to pass just off the coast of Wilmington overnight Wed into Thurs morning, so we are expecting rain throughout both days. Current projections expect 5"-7" of rain in the eastern part of the state, and winds gusting to 65 mph. The biggest concern is for flooding, especially in light of the storms that are moving through the state Mon and Tues. No other current storms are expected to impact NC weather.
- Jacobs Construction Partnership.
  - Had a walkthrough in Aug, and Jennifer H was also there. We made it through about 1 hour of the tour before storms came through, so it was a shorter walk.
  - They are having a big event in October where executives from Jacobs Const., FujiFilm and the state (Governor Cooper) are expected to be in attendance. The partnership team is invited to attend as well. I will email out the date to involved parties once I have confirmation.
- I'm working on the cover letter for the updates to the Injury Tracking Application. There are 104 industry codes that will be required to submit more information about individual injuries if they have 100 or more employees. The issue previously with submitting this information was how to deal with personal identifiable information (PII) so this time they are not submitting any of it. Only the general information about what injury occurred, how did it happen, any equipment involved, and what was the outcome/treatment.
- Dad Jokes of the Day.
  - How do you know that the ocean is friendly? Because it always waves.
  - Why did the teacher wear sunglasses to class? Because the students were so bright.

**(Joe)**

- Helped teach 3 topics at the OSH 100 course in July.
- Helped teach 3 topics at the OSH 105 course in August.
- I'm happy to say I have handled thousands of inquiries in standards. Some very unique and interesting inquiries at that. Time flies!
- Board of Certified Safety Professionals' (BCSP) Global Learning Summit to be held in May of 2024.

**(Christy)**

- No updates.

**(Jacopo)**

- Attended Health Hazards SEP meeting July 13.
- SEP Goals increased.

- Asbestos removed as contaminate of interest.
- Attended LTC Committee Meeting August 15.
- Compliance Goals met.
- Next meeting Nov 23.
- Slight increase in COVID calls in Standards.
- Currently updating NCDOL COVID pages

**(Japonica)**

- No updates.

**Recognition:** Melodie, Morgan, Michelle, Carlene, Tyrone, Kiley

**(Melodie)**

- Busy these past 2 weeks while LaMont was out.
- Thank you to Michelle and everyone for sending work my way.

**(Morgan)**

- No updates.

**(Michelle)**

- Assisting with Chris's training.
- SSTM/SAR Admin transfer to Melodie (Michelle transferring to backup).
- FormSite – OSHA 10-hour, T-shirt order went well – working with Kiley to have 2023 Awards within the system.
- Assisted West Compliance to connect with Cintas (Carolina Star Site) to provide onsite training for new CSHO's – all went well.
- CSSC OSHA 10-hour updated list sent to Elma (8/29).

**(Carlene)**

- Conducting presite visits, 1 initial certification; 2 recertification visits.
- Meetings for Star Team, Bureau, Star Board, Star Regional Team, S & H Committee.
- Preparing for Conference in September – I am conducting Pre-conference workshop.

**(Tyrone)**

- July: was out on vacation
- August: attended a safety school, had a couple recertification visits, a pre-site visit, a Carolina Star ceremony and several meetings.
- August was full with "site meetings."

**(Kiley)**

- Safety Award banquets are done, I have finished all of the final numbers for counting up how many gold and silver awards we have.
- The highest attending banquet was Gastonia with 201 attendees and that was also the last banquet of the season.
- Meeting with Wanda soon to go over in detail what worked this past year and discuss how many awards were given out.
- Thank you to everyone who has helped out with the banquets and award season!

**Bureau Administration:** Carol – on leave

- 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 and Health Schools/Conferences, or other similar topics.

**Closing – Adjourned (11:45am)**