

MEETING NOTES			
<b>Meeting Description:</b> District 9 Meeting			
<b>Date:</b> 10-26-23			
#	District 9 Team Members	#	Members that Participated in the Meeting:
1	Neesia Hill (Supervisor)		
2	Sheldon Joseph (SCO I)		
3	Frank Castillo (SCO I)		
4	Sharon Owens (SCO IT)		
5	Roxie Packer (SCO IT)		
6	Tyler Bobo (HCO I)		
7	Agustina Verellen (HCO IT)		
8	HCO vacant		
9	HCO vacant		
10	SCO vacant		
11	SCO vacant		
<b><u>PowerPoint Presentation</u></b>			
1	Workplan Goals/Lapse time- Review lapse time parameters. Why is lapse time important?		
2	Time Management- Tips to better utilize your time. Use your Outlook calendar to block off file work. Set goals for yourself to submit your files on time. Develop a plan of action when working on high profile inspections and execute your plan.		
3	Trade Secret v/s Confidential- The trade secret definition is found within 1910.1200. Trade secret information discussed within FOM Chapter III. Ask employers for privilege log to identify the specific trade secret information.		
4	Hazard Discussion- Skylights/ OSH Technical Manual Trenching/Shoring OSHA.gov construction videos		
5	Make sure to complete your LMS Training prior to the due dates.		
	<b>Question and Answer- Around the room. Any concerns? Any unusual situations you've faced on inspections?</b>		
	<b>Keys to Success:</b>		

	<ol style="list-style-type: none"> <li>1. Monitor the progress of your work plan. Know where you are and where you need to be by tracking your inspection activity and running your reports in OE. Be self-accountable.</li> <li>2. Ask for inspection assignments when you know you need one. <i>Everyone, including trainees, should be writing on <b>at least 2-3 inspections</b> at a time. Once the file is submitted to the supervisor for review, then another inspection can be opened.</i></li> <li>3. Meet with the Supervisor at least weekly to discuss performance or to answer questions that you may have. Take notes during the meeting.</li> <li>4. Follow our written policies and procedures to include the FOM and Technical Writing. Review the updates to the FOM.</li> <li>5. Ask for assistance early and often after you have done your own research and are confused. Don't get stuck, your lapse time will increase.</li> <li>6. When you submit an inspection report make sure that you have gone through and checked it for the correct coding, spelling, grammar errors and organization. Make sure that you have all the required fields in OE completed such as the employee exposure tables. Always do your best work because you never know when your case will be contested or audited.</li> </ol>
	<b>Calendar of Events</b>