

| MEETING NOTES | | | |
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| Meeting Description: District 9 Meeting | | | |
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| Date: 8-31-23 | | | |
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| # | District 9 Team Members | # | Members that Participated in the Meeting: |
| 1 | Neesia Hill (Supervisor) | | |
| 2 | Wesley Herron (SCO II) | | |
| 3 | Sheldon Joseph (SCO I) | | |
| 4 | Frank Castillo (SCO I) | | |
| 5 | Sharon Owens (SCO IT) | | |
| 6 | Roxie Packer (SCO IT) | | |
| 7 | Tyler Bobo (HCO I) | | |
| 8 | Bolaji Fawole (HCO IT) | | |
| 9 | Agustina Verellen (HCO IT) | | |
| 10 | SCO I (vacant) | | |
| 11 | HCO I (vacant) | | |
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| Roxie Packer- OPN 64 presentation- Logging | | | |
| 1 | reminder- fatality meetings @ 45 days with BC and Director's office- you will need to develop a presentation (power point) for sharing in the meeting outlining the details of the fatality, sketches, photos, and a summary of what you plan to cite and why. Please provide any documentation, written programs etc. for review to the group by email a couple of days before the meeting. | | |
| 2 | Annual Training Reminder- Make sure to sign up on One Stop for your classes. | | |
| 3 | Lapse Time- Make sure you are keeping track of your lapse time on inspections. I sent out a form by email detailing what is required. | | |
| 4 | Statewide Supervisor Meeting Notes: <ol style="list-style-type: none"> 1. We will get a pay raise and it will be retroactive for everyone back to July 1st. 2. It's election year the filing period for people to run is second week in December; the primary is in March 2024 3. Trainees to be involved in the CFR meetings. We are investigators need to understand what their job duties are as a CSHO. | | |

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| | <p>4. New Sampling Equipment has arrived it is shared in the lab. Air monitoring pumps and noise dosimeters, blue tooth capabilities.</p> <p>5. Periodic training; significant case section; closed/final order and/or contentment cases. Need 8-10 cases for the afternoon section. Can be covered by CSHO, DS, BC, and/or AD if he is familiar with the case. 2 tracks for safety and health</p> <ul style="list-style-type: none"> ▪ Heat stress (PhD associated w/ Univ of Florida) ▪ NFPA 70 E ▪ Occupational Noise ▪ Scaffolding (Associated Scaffolding) ▪ Human Trafficking (emphasis on labor trafficking; what does it look like, and this is to provide information on what to look for that could be a potential issue); Dept. of Labor has a seat on State's human trafficking board. ▪ Combustible Dust ▪ Fun Day – Private Group for team building (beat the box activity); collaborating with peers in your office; before the Director's Office update (to include Legal and HR Update) <p>6. Inmates on a compliant – when it comes to work release; inmate incarcerated and working for a private employer on work release they are employees of the company who has a contract with the host company (i.e., cleaning crew for a sanitation group); inmates on work release for public sector entity (statute says they can be loaned; prison system is paid a fee for the inmates work)..these are not considered to be employees of the public sector entity</p> <p>7. Need to increase the number of inspections to reach internal goals, only thing we are low on. Only need 5% of public sector inspections.</p> <p>8. Heat Stress OPN 141: inspections/coding/ complaints: Need to make sure we code all heat complaints, as well as evaluate heat stress on inspections (i.e., construction sites, asking employers what they are doing for their heat stress program).</p> <p>9. Construction Blitz (Rob Maedje) – will try to identify commercial sites; want to get people comfortable with doing commercial sites</p> <p>10. SEP meetings- try to attend when available.</p> |
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| 5 | All photos in OE should correspond to the photo number from the CD or image number from the camera. Should be consistent. |
| 6 | OSHA Express (OE) - Make sure to check your workflow queues daily. Once you have completed a task you will need to “file” them to remove from your Q. Make sure to check your OPNs for correct coding. |
| 7 | OSHA 31s - Make sure to have them completed by Monday’s for the previous week activity in OE along with your Beacon timesheet. |
| | Question and Answer- Around the room. Any concerns? Any unusual situations you’ve faced on inspections? |
| | <p>Keys to Success:</p> <ol style="list-style-type: none"> 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. 2. Ask for inspection assignments when you know you need one. <i>Everyone including trainees should be writing on at least 2-3 inspections at a time. Once the file is submitted to the supervisor for review, then another inspection can be opened.</i> 3. Meet with Supervisor at least weekly to discuss performance or to answer questions that you may have. Take notes during the meeting. 4. Follow our written policies and procedures to include the FOM and Technical Writing. Review the updates to the FOM. 5. Ask for assistance early and often after you have performed your own research and are confused. Don’t get stuck your lapse time will increase. 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 |

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| | employee exposure tables. Always do your best work because you never know when your case will be contested or audited. |
| | Calendar of Events |
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