

DISTRICT 8 MEETING MINUTES

I. Meeting Details

- ❖ Date: Tuesday October 3, 2023
- ❖ Time: 09:00 a.m.
- ❖ Location: LBT 2nd floor training room

II. Attendees

1. Doreen Makaya (Supervisor)
2. Horace Dozier (SCO II)
3. Deane Mills (SCO I)
4. Tyler Smith (SCO I)
5. Jennifer Sitzmann (HCO Trainee)
6. Almeth Scott (HCO I)
7. Two SCO I (vacant)
8. Three HCO I (vacant)

III. Old Business

1. No old business: first district meeting held under new supervision.

IV. Meeting Notes

1. Congratulations to Jennifer Sitzmann for promotion to HCO-I Trainee within district.
2. Went over vacancies in district and upcoming interviews.
3. Attendees briefed the district on open CFR cases to include observed hazards, status of inspections, violations proposed, and any difficulties occurred.
4. Significant cases: SCO Deane Mills is investigating interesting cases which he can present during Annual Training in 2024.
5. Citation Review Process: CFR citation meeting request, CFR Meeting, and chain of review (supervisor-AG-BC-DO).
6. Supervisor discussed media interest inspections and procedures to include when to notify PSIM.
7. Need to get abatements in a timely manner and when to include the 2D form and the requirement to follow FOM procedures for abatements; provide photo(s) of any abatements made while on site and send dunning letters.
8. Supervisor discussed options (hand delivery, Sherrieff, Secretary of State) to serve citation packages to the employer that have been returned "undeliverable".
9. Construction Blitzes: Explained difficulties with conducting construction blitzes in September and looking to do them after annual training.
10. Discussed procedures for completing inspection letters (complaint/referral/accident, etc.); importance of including in routing notes that letters were uploaded to OE; what information should and should not be in complaint/referral/accident letters.
11. Supervisor covered handling of triple zero files requiring BC review.
12. Statute of limitations on issuing citations to address late/non-reported fatalities/accidents which had been amended to allow OSH to issue citations from the initiation of an inspection has been reverted to 6 months from the occurrence of the violation.
13. Supervisor discussed keeping scope of inspection relating to complaint/referral/fatality in line with FOM and addressing plain view hazards; expand only with permission. A question

was raised regarding employers wanting to take photographs of OSH badges when presenting credentials. Waiting for a response from HR.

14. Supervisor discussed sampling resources to include using the Directory of Services (sampling book). HCOs to use new purchase order numbers.
15. Supervisor discussed the Investigations Tab and what is required in the abstract (Investigation Description). For accidents and fatalities only, Section G needs to start with a quick summary of the accident victim's name, age, job title, date of hire, accident date/time, etc. per the Technical Manual.
16. Supervisor discussed importance of following the OSHA-1AC Technical Writing Manual to minimize errors related to omitting required information.

V. Other Business

1. Supervisor explained her vision for the district to include teamwork and consistency.
2. Supervisor showed her appreciation to the attendees for the efforts and work they had put in their workplan and her transition into the supervisor role.
3. HCO Almeth will be presenting on Noise in the next meeting; time allotted for the district meeting prevented him from presenting.

VI. Next Meeting

1. Time and date pending

VII. Adjournment

Supervisor adjourned the meeting at 10:55 am due to the arrival of an interviewee for open positions within the district.