

ETTA BUREAU MEETING MINUTES

Date: October 30, 2023

Location: 3rd floor conference room ORB

Time: 10:00- 11:21 am

Scribe: Celeste Hardy

In Attendance: Chris, Morgan, Japonica, Julie, Cory, Kiley, Nick, Carol, Marcy, Joseph, Christy, Andy, Melodie, Hollis, Wanda (on Lifesize: Joe, Tyrone, Starsky, Jennifer, Jacopo, LaMont, Celeste)

Open Meeting

Anyone with a safety moment to share with staff: Jacopo shared a funny story about the window in his car breaking with a loud noise and he thought he had been shot at.

Last bureau meeting (08/28/23) minutes posted on One Stop Shop

Updates / Announcements

Bureau Chief, Wanda Lagoe

- Check your W2 selection in Beacon to make sure it's correct.
- Complete the "Preventing Sexual Harassment" modules by the respective due dates.
- If you want an extra power cord, please let me know. The old power cords are not compatible with the new laptops.

OSH Deputy Commissioner/Director, Jennifer Haigwood

- Recap of annual training – we are hearing very positive feedback, especially on the team building activity. A special thanks to the Training Section for planning, facilitating and otherwise managing the training agenda!
- The OSH Administration Christmas/Holiday Luncheon will return this year! Most likely will schedule this for Monday, December 18. Be on the lookout for a "save the date" from Betty soon.
- Since the last bureau meeting, the legislature finally passed the state budget. On the positive side, we all received a 3.5% raise, retroactive to July 1. On the downside, two surprise provisions were included that negatively impact OSH. First, the 6-month statute of limitations language reverted back to the version prior to October 1, 2022. The legislature also removed the OSH Division's rulemaking exemption for federal OSHA standards changes. We are still trying to work through the impacts of these changes.
- The OSH Council is meeting on Wednesday, Nov. 1 in Asheboro. Wanda will give the OSH Update.
- We are all busy preparing for the FAME visit. Kim Morton and her group will be on site during the week of December 4.

Section Updates

Library: Nick Vincelli

- Ordered NFPA standard via FSD's Amazon business account (for the first time)
- Recently ordered consensus standard (requested by Charlotte field office) via Techstreet—using bureau's p-card—with Carol's assistance.

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- Added about a half dozen standards donated by Elevator Bureau/Tom Petty to library's collection.
- Checked FSD budget spreadsheet (reflecting new NCFS system) and couldn't find library or ETTA's budget.

Recognition Program Section: LaMont Smith

- The Carolina Star Program exceeded all FY 2023 Goals. I am thankful for the Recognition Program staff for their work toward exceeding our goals. Also, I am appreciative of OSTMs/ETTA staff for their support while conducting Star Evaluations. A special thanks to Hollis and Marcy for approving their respective staff to participate in the Star Evaluation process.
- Carolina Star FY 2023 worksite numbers were as follows:
 - Carolina Star – 104, Building Star – 23, Public Sector Star – 18, Rising Star – 5, Total # of Star Worksites – 150. Ranked #2 Nationally, Ranked #1 in Region IV, and Ranked #1 among all State Plan States.
- Safety Awards had a total of 2151 Safety Awards, 58-Million Hour Awards, and 2021 total Safety Awards Banquet attendance. For the 2023-2024 Safety Awards Season we are working on an electronic application mailing process versus the mailing hard copies of the applications. This project includes the following ETTA staff: Kiley, Melodie, Michelle, Wanda, and LaMont.
- The Carolina Star Safety Conference (CSSC) was a success with a total of 627 total attendees. OSHA-10 Hour course was a success with a total of 24 student attendees. Special thank you to Marcy for her support. Also, to Elma and Michelle for setting up and processing registration for this event. Finally, I appreciate Celeste and Starsky for teaching and facilitating this course.
- CSSC Pre-conference workshops were conducted and lead by Carlene (Star Evaluation Process), Michelle (Star Annual Report), and Tyrone (Application). Also, Morgan is the administrator of the CSSC website. Additionally, Morgan created new name badges for the conference. Chris, at his first conference, also demonstrated his support. The conference was very appreciative of Jennifer Haigwood for her OSH update in addition to Commissioner Dobson for his words of encouragement during the General Closing Session.
- SSTM Training Course schedule for 2024: Greensboro (Initial Training - 3/5 & 6/2024), Raleigh (Recertification – 3/26/2024), and Raleigh (Initial – 3/27 & 28/2024).

Standards Section: Hollis Yelverton

- There are a few things under review – the repeal of the exemption for NCDOL to go through the full rulemaking process for verbatim adoption of OSHA standards, a few national emphasis programs, and the McGee Brothers variance request.
- Pulling together numbers for annual reports.

Training Section: Marcy Collyer

- The Training Section well exceeded most FY23 goals and numbers. Thanks to the trainers and everyone who supports training.
- Annual training feedback very positive. Thanks to all who supported those efforts. Everyone loved the team building activity.
- Sharon Owens starts November 7th. Remaining vacant position has been posted.

- We have a new alliance signing with North Carolina Masonry Contractor's Association on November 16th. Starsky Martin and Rob Maedje will attend with Commissioner and Jennifer Haigwood.

Committee Updates

S & H Steering Committee Quarterly Meeting: Carlene Harris/**Celeste Hardy**

- The Salsbury Street exit steps are scheduled to be completed in early November. The delay in starting the project was due to having to find and order matching stone for the steps.
- The Labor Building front door is scheduled to be repaired at the end of November/beginning of December. If employees have badge access, please enter through the Salsbury Street side. If not, you must ring the doorbell at the front door, and someone will let you in.
- Workplace Violence Policy Update- Jiles discussed volunteers are needed for the committee. Scott has offered to be the management contact for the committee. The committee will create the department policy based off the model policy from OSHR.
- AED/Fire Extinguisher issues and replacements- Jiles discussed that the AED machines, pads, and batteries are in the process of being upgraded throughout the department field offices. A system will be in place for ordering supplies from one vendor, by one person.
- AED and Fire Extinguishers are supposed to be inspected by the building's floor monitors in the LB and ORB. The inspection logs need to be updated on the F Drive.
- Charity is no longer the ORB BEC. Shirley Curtis is now the BEC with Dennis Berwyn as the backup.

Open Discussion – Staff Updates

Julie Martin:

- LTC workshop in September was a success. Special thanks to Celeste for filling in for Joseph and to Christy and Elma for their awesome help in prepping for the event.
- Food Mfg. SEP update FFY 2023:
 - 29 Compliance Inspections with a 29% in-compliance rate.
 - 20 Safety and 9 health inspections
 - Compliance met their 2023 goals.
 - Consultation conducted 15 visits w/ total of 63 hazards cited (60 were serious)
 - 11 informal training, 10 health and 15 safety surveys, and 1 intervention conducted.
 - ETTA: conducted 4 total trainings; 2 external (public) and 2 internal (CSHOs) and met our training goals for 2023
 - No change in Food Mfg. SEP goals for next 5 years
- Nov 14 – 17, 2023 – Safety Summit (Safety Council of NC)
 - Manning a booth with Andy
 - Will conduct a Recordkeeping Workshop and a session on the new OSHA Warehousing NEP

Andy Sterlen

- The Construction forum went great! The speakers and attendees all gave good feedback.

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- The 30 Hour in Statesville was successful. We had 18 attendees for the 30, 4 of which were originally in the 10, but switched because they were enjoying the class.
- Celeste, Eric Smith and I are continuing work on the new Arborist rule. We are having to revisit several sections after reviewing the ANZI 133, 2024 edition.
- Celeste and I will be teaching a 10 Hour Construction course in a couple of weeks.

Joseph Davis

- The Construction forum was a success.
- I am doing webinars online.
- I am a new granddad, baby boy!

Starsky Martin

- **Labor One:** Drive Time is scheduled when I am available. Trainers that wish to accompany me, please let me know. The generator may need to be serviced.
- **Ergonomics Committee:** No outstanding consultations or evaluations. No meeting scheduled at this time.
- **Grocery SEP Committee:** FFY 2023 Goals Met. Name change – Grocery and Related Product Merchant Wholesalers: Warehousing and Storage. Now includes NAICS code 493XXX. Presentations updated to reflect change. OPN 145E is being updated. Upcoming webinars to promote in January 2024. Next meeting is scheduled for 12/18.
- **Employee Insurance Committee:** No updates. No meeting scheduled at this time.
- **Training:** Speakers Bureaus for TRACO Drywall in Greensboro, NC, Labor One Event w/ Andy & Sharon for Caviness and Cates in Wendell, NC. Two partnership signing ceremonies w/ Commissioner Dobson: The Whiting Turner Contracting Co. in Siler City, NC and NCMCA in Mt. Pleasant, NC. Preparing for a 10/30 CI in Greensboro 11/27-12/1.
- 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, GoToWebinar, Zoom and MS Teams.

Joe Long

No Notes

Jacopo Wiggins

- Attended health hazards committee meeting on 10/19/23.
- Discussion on adding Beryllium to replace asbestos as a substance of interest.
 - Beryllium has a low PEL.
 - Has its own standard 1910.1024.
 - Team researching Primary Metals NEP for potential NAICS codes.
- Next Long-term Care Committee meeting on 11/15/23.
- Working on review of new Federal Memo in reference to Silica exposure in Engineered Stone Industry.
 - Adoption not mandatory for States
 - There is a potential to add an additional NAICS code to health hazards OPN.

Cory Dunphy

- Thank you to everyone for their thoughts and prayers after the passing of my mom. They were all very much appreciated and a special thank you to the team in Standards for picking up my shifts while I was out.
- November 1st marks the end of the official peak hurricane season in North Carolina. While there were several named storms this year, only 2 made significant landfall, but their impacts were minimal. We only had 2 activations this fall, and neither one was significant.
- I wanted to thank the Training section (Marcy and her team) for a good Annual Training. The classes were very informative and the team building event was a lot of fun.
- I am working on reviewing CPL 03-00-026: NEP on Warehousing and Distribution Centers.
 - It looks like we will be incorporating the areas covered by this NEP into OPN 145: SEP for Grocers and Related Product Merchant Wholesalers, Warehousing and Storage. I will be working with Jill Warren (SEP Team Lead) on this process.
 - Also, I will reach out to Anne Weaver about some questions as well.
- In the last bureau meeting I reported about the updates to 1904.41 Electronic Reporting of Injury and Illness Data that were promulgated back in July and will take effect on January 1, 2024. The major change is that industries in 104 NAICS codes will be required to submit partial OSHA 300 data as well as their summary data. Appendix B, which contains the list of affected NAICS codes, has not been put on Federal OSHA's website yet, so if anyone has any questions about which codes are on the list, they will need to reference the CFR.
 - Once the standard is updated on Federal OSHA's website, I will get with Wanda about putting something on our website alerting the public about this change.
- The next NUCA meeting will be November 14th in Garner. This will be the last one for their year-long "Think Inside the Box" initiative, which appears to have gone over well, and they will probably start a new one next year.
- Next walkthrough for the Jacobs Construction Partnership in Holly Springs will be November 30th.
- Next Federal/State Emergency Preparedness and Response (EPR) call will be on 11/14.
 - These calls are an opportunity for state plans to hear how other states deal with a variety of emergency situations (like the Maui forest fires) and to share information on how they handle situations.
 - They are also updating their distribution list, so if you want to be on the list, let me know so I can get you added.
- Dad Jokes of the Month
 - Why did Humpty Dumpty enjoy the Autumn? Because he had a great fall....
 - What type of drink do ghosts enjoy? Boo-ze (or Spirits if you prefer my 12-yr old son's answer) 😊

Christy: No notes

Japonica No notes.

Melodie Braswell

- Reiterated LaMont's response about working on the online SARs and SSTM.
- Flag orders are coming in consistently.
- Enjoyable time at the STAR Conference and Thank You's to all who put it together.

Morgan Brown No Notes**Chris Sholar**

I have assisted with the following since the last meeting:

- Pre-site evaluations
- Recert evaluations
- Carolina Star Board Meetings
- Carolina Star Annual Conference
- Star Team Meetings
- NCDOL Annual Training
- Building Star Site Follow-up
- Partnership (HEFL – CLT Airport) New Phase Walkthrough
- Completed annual cyber security and preventing sexual harassment training modules.

Tyrone Taylor

I conducted the following visits during the month of October:

- Follow-up visit in Charlotte.
- Pre-site visit in Statesville
- Building Star evaluation visit in Fremont
- I also attended a couple of meetings (Carolina Star Board Meeting, Food Mfg. SEP), as well as the annual training.

Kiley Willard

- We finished up the safety awards season with a total of 2152 awards, 271 silver and 1881 Gold with 53-million-hour awards!
- So far, I have 22 banquets planned and scheduled, with most of their time.
- Also, something new we are going to be making a big difference on how to apply and turn in an application. Instead of mailing them, they will all be filled out online now instead of on paper or mailing anything back to us!

Carol Wells

- I have spent quite some time catching up on emails and documents processed during my being out on leave. A special thanks to Wanda, the supervisors, and all the other staff that helped with everything dealing with our operating expenses.
- It sounds as though the State Controller's office has taken care of the issues with the new financial system so Financial Services (FS) has resumed keying in travel so we shouldn't have any more delays.
- The new system is going to be a learning curve for a while with the new coding, since in most cases, we are going from a 15-digit code to a 46-digit code. FS has the travel reimbursement and dolb8 forms with a drop-down box which populates the code when the bureau is chosen, which is very helpful.
- We have a couple more invoices to submit to FS for vendors used at annual training, one for the Noise class with Workplace Hygiene and the break service with Rave Catering.
- I will send over our social media acknowledgements for the bureau today to HR.

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- Once we have those that are interested in attending the virtual Global Learning Summit through the Board of Certified Safety Professionals coming up in May 2024, we will submit a dolb8 and pay for registration with our purchasing card.
- Virtually attended a record retention workshop last Friday morning.
- Will help Nick with ordering additional publications that he needs for the library using our p-card.
- Laminated gas card pins for our 4 vehicles are being done in Publications. They should be available soon.

Closing – Adjourned 11:21 am