

# **DISTRICT 8 MEETING MINUTES**

## **I. Meeting Agenda**

- ❖ Date: Tuesday November 7, 2023
- ❖ Time: 10:00 a.m.
- ❖ Location: LBT 2<sup>nd</sup> 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)

## **III. Old Business**

1. Construction Blitzes – will not be conducted this year. Expected numbers were met.
2. Employers wanting to take a photocopy of CSHO badges are allowed to do so. A badge does not have confidential information.
3. HCO Almeth to present on Noise in the next meeting; time allotted for the district meeting prevented him from presenting.

## **IV. Meeting Notes**

1. Congratulations to Tyler Smith for passing the ASP Exam.
2. Entering time sheets in FIOR and CSHO's weekly schedule.
3. Citation Review Process: internal CFR citation meeting within 30 days, CFR Meeting within 45 days.
4. Routing files to the AG's Office; route to Vanessa and send her an email and PowerPoint presentation and let her know the must issue date.
5. Discussed the GDC abatement note on AVD and other abatement methods.
6. OSHA-1AC Technical Writing Procedures.
7. Common errors identified during file reviews; programmed-related inspections, hours spent on an inspection, and marking safety committees on the bubble sheet. Do not write first names only in the narratives.
8. Importance of attending different SEP meetings and training.
9. Time management skills and lapse time: number of days on a site, numerous back and forth correspondence with the employer, number of times each employee is interviewed.
10. Discussed problems with rushed file corrections and not addressing review comments. Refusal to make changes in file or assigned tasks.
11. Include complaint letters or other relevant letters before routing files for review.
12. What to include in complaint letters; leave out names of employers/management or employees; stick to the complaint items.
13. Discussed procedures for completing inspection letters (complaint/referral/accident, etc.); importance of writing in routing notes that letters were uploaded in OE; what information should or should not be in complaint/referral/accident letters.
14. Discussed need to meet if files are >90 days and files on a 60-day report.

15. Send an email before going in the field and issues with disappearing from work without communicating.
16. Expectations for CSHOs/CSHOITs during and after inspections. Give the CSHO feedback and address any issues before you write concerns on the CSHO/Lead CSHO evaluation.
17. Transfer written work into OE every Friday.

**V. Other Business**

**VI. Next Meeting**

1. February 6, 2024, at 10:00 am

**VII. Adjournment**

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