

East Supervisors Meeting  
1/29/24

Attendees: Ted Hendrix (virtual), Chris Moore, Neesia Hill, Doreen Makaya, Cynthia Anthony, Ric Schumann

- I. Personnel Changes
  - a. Caitlin Wood new admin/IT position in IT. Her position was posted, and interviews will be scheduled.
  - b. In the interim inform staff to route material that would normally go to Caitlin to Cynthia's queue, and she will assign it to one of the administrative support staff personnel.
  - c. Complaint Desk, new position was posted, and we will be interviewing for that position. Had three internal candidates so there could be more personnel changes because of the interview.
- II. Time Sheets
  - a. Need to have entered in Beacon by NLT close of business on Monday (5pm) for the previous week
  - b. Be sure to check the OSHA 31's to make sure your staff are entering them into OE
  - c. CSHOs in training should be entering 40 hours formal or 40 hours training
- III. Vacancies
  - a. Please post/repost positions in a timely manner
  - b. When a position is posted go ahead and start drafting interview questions so that doesn't cause a delay when the referrals are forwarded to your attention
  - c. Select your panel and look at select some dates to conduct the interview
  - d. Be respectful of everyone's time and try to schedule the interviews on one day before going to a second day.
  - e. Complete scoring within 1 day of completing interviews so the hiring manager knows who the candidate will be and can begin checking references
  - f. Forward all paperwork requiring my signature for review to Cynthia Anthony, who reviews the comments and paperwork to ensure it is correct before forwarding it for my attention. If she raises questions, it is based off feedback from Paul on previous submissions of PARs. If you have an issue with her comments/questions, please see me and we can discuss them further.
- IV. Fatalities/Accidents (CFR files)
  - a. For standard, non-CFR inspections with a couple/few violations, the citations should be issued no later than 2 months (60 calendar days) after the opening conference. Cases with a bunch of citations, detailed air sampling with analysis, and those likely to be contested may take longer, as will CFR cases.
  - b. Those standard, non-CFR inspections with a couple/few violations should be reviewed by the DS within 2 weeks of being submitted for the initial review. Subsequent reviewing should be done within a day or two, since the supervisor is already familiar with the case.

- c. CSHOs/Supervisors should be identifying those easy, non-CFR cases with a few violations and try to get them written, submitted, reviewed, and issued within 10 days or two weeks of opening.
- d. Follow the procedures for scheduling the pre-CFR meeting within 45 days.
- e. CFR cases we have implemented an internal meeting so that the DS/CSHO can go over the details of the file prior to the pre-CFR meeting. This is a time for the CSHO to go over the presentation and the DS/BC can provide feedback in the event if additional information is needed for the pre-CFR meeting

V. FAME Audit (Review)

- a. How many of you reviewed the FAME audit findings/comments I shared with the group. I think it is important that you review those so you understand the type of things they are looking for during their review.
- b. BCs were asked to do a review and provide comments to the comments, which Paul reviewed and summarized and provided an official (formal) response to FedOSH
- c. I want to thank you for only having three files identified with issues. Of the three inspection files, I was able to provide explanations for two of the files, and when Paul reviewed my comments, he didn't seem to have an issue with those two files. One file required us to go in and make some adjustments, which leads me to
- d. Be sure you are reviewing the citation package and the closing conference section in the narrative and Section G. During the review process citations may be deleted and/or added and we need to make sure those sections are updated.
- e. During your review also look at citation numbering and the penalties and adjustments. Make sure the proper adjustments are given for each citation.
- f. NOTE: If you include a photo in the file that shows a hazard and you are unable to support the citation for some reason, please be sure to include an explanation in the narrative, section E as to why the observed hazard was not cited.

VI. Time Attendance

- a. Reminder that when you wish to work from home, please give at least 24-hour (1 day) notice. I have been receiving emails and notifications informing me that they are working from home, and it is on the day they are working from home. I realize that on rare occasions something comes up and 24-hour notice is impossible, but that should not be the norm.
- b. If you are attending AIHA conference meetings or speaking please be sure to make me aware of that in advance notice. In most cases these are planned events, so I shouldn't receive an email the day before it is scheduled.

VII. File reviews

- a. Please remember that the file review process is subjective. No one writes a file just like you. The main thing you should be checking for is to ensure the AVD is correct, the CSHO has evidence to support the cited standard/observed hazard, employee exposure, and employer knowledge. Some CSHOs write a lot of extraneous information in reports which is not needed. In those cases, you must ask do this take away or present issues within the file/citation? Have they documented the evidence to support the violation? Everyone has a unique writing style, and you can offer recommendations/suggested

language to streamline the report, but at the end of the day the goal is to make sure there is information to support the violation.

- b. Are there any concerns/comments from my reviews? Any issues you would like to discuss.
- c. I ask that if you have an issue/question about my comments, that you speak with me to seek some clarification. There are some staff that don't like their staff to come to me with their issues, which is interesting because there have been instances where they have gone to my supervisor without bringing their concern/question to me.

VIII. NCVIP

- a. Please make sure your staff have updated their percentages in NCVIP, we are halfway through the year so they should be at 50% or close to 50%.
- b. Also, tell your staff to add comments in OE b/c you may not recall everything your staff has done during the appraisal period. I can't recall everything you have done or been involved with, so please add comments for those miscellaneous things you have done on the side.