



SEPTEMBER 2021

LABOR N.C.

For all NCDOL Employees

FROM THE COMMISSIONER

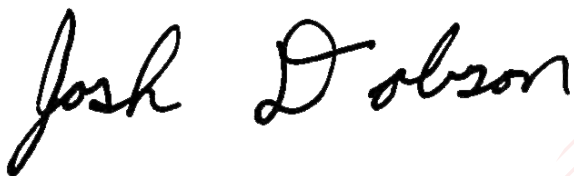
Believe it or not, and despite what the thermometer says today, we are entering the final days of summer, and cooler days are on the horizon. While the days may cool down, many of our schedules – including mine – are just now heating up.

September means that fair season is kicking into high gear. On Aug. 16, I attended my first local fair as Labor Commissioner, the Drexel Community Fair. As part of my visit, I officially signed our three-year safety partnership agreement between NCDOL and the Drexel Fair. As of today, at least a dozen local fairs have agreed to partner with us through this agreement. By signing, NCDOL and the participating fairs agree to take extra safety measures that will enhance patron safety on the midway. I look forward to attending the Iredell County Fair, the Mountain State Fair and several other local fairs later this month. A big thanks to Tommy Petty, Joey Hazelrigg and all our Elevator and Amusement Device inspectors who work tirelessly this time of year to make sure those rides are ready for patrons!

Safety awards season is now fully underway. Over the past few weeks, I have attended eight banquets across the state, with many more scheduled during September. The Safety Awards program dates back to 1946, and this year we are presenting awards to more than 2,600 worksites. This is my first time attending these banquets and I am heartened to see the enthusiasm for workplace safety demonstrated by the company representatives who receive awards. These companies are serious about their commitment to safety, and they take great pride in attending the banquets. I'm thankful to witness the excitement at these banquets, as I believe it validates the work of our entire OSH Division. Thank you for your role in that!

The Mine Safety and Health Conference is coming up Sept. 8–10 in Cherokee. I am glad for the opportunity to spend time with William Gerringer, our Mine and Quarry Bureau staff and others in the industry. I also plan to attend the Carolina Star Conference, scheduled for Sept. 15–17 in Greensboro. LaMont Smith and the Star board are anticipating a great event! After a year missed due to the pandemic, both conferences should serve as a well-deserved reunion.

Enjoy the upcoming Labor Day weekend, whether that means one last hurrah at the pool or tuning in to some college football. Before you know it, we'll be pulling out those sweaters and watching the leaves change.



Josh Dobson

EMPLOYEE NEWS

- Congratulations to Morgan Brown, ETTA, who got engaged to her fiancé Chris on Aug. 8.
- Our condolences to Karen L. Padgett, PSIM, on the death of her father Arthur Boyd Hobbs who died on Aug. 3.
- Congratulations to Mike Saye, OSH West, for passing the Certified Safety Professional exam.

NEW HIRES

- Tracy Perry, Elevator and Amusement Device, elevator inspector, Raleigh
- Tyrone Taylor, ETTA, OSHA safety consultant, Winston-Salem
- Marshall Tate, Information Technology, technology support analyst, Raleigh
- Cynthia Anthony, Compliance East, administrative supervisor, Raleigh
- Christine Reed, ETTA, administrative specialist, Raleigh

SEPARATIONS

- Jerrick Valerio, Wage and Hour, case analyst, Raleigh
- Idelisse Delvalle-Perez, ETTA, OSH education and training specialist, Raleigh

RETIREMENTS

- Ed Hardy, ETTA, OSH education and training specialist, Raleigh



Newly engaged Morgan Brown, ETTA, and fiancé Chris are pictured here with Chris' sons, Bennet and Grady.

SEPTEMBER BIRTHDAYS!

3 Jordan Hines

3 Kisha Holmes

4 Danielle Knowland

5 Tomas Castillo

7 Antoine Pope

8 Paulette Geddes

10 Brent Wood

11 Starsky Martin

12 Todd McNoldy

13 Greg Sims

13 Stephen Way

15 Natalie Bouchard

15 Jennifer Haigwood

17 Norma Derqui-Lopez

20 Charity Locklear

21 Dean Edwards

21 Danny Harrell

23 Jacopo Wiggins

26 Carol Wells

28 James McCloud

28 Larry Sumner

29 Ed Geddie

29 Benjamin Teal

30 Alexa Cherry

From Legal Affairs: FAQ's on Record Retention

By Jill Cramer, General Counsel

Who is my agency records liaison?

Carla Rose is NCDOL's chief records officer. Each bureau should have a person appointed who is familiar with records retention for the bureau in relation to the NCDOL Functional Schedule. That person will serve as the bureau contact person and will work with Carla regarding any records that either (1) need to be preserved at State Archives pursuant to the Functional Schedule or (2) destroyed according to the required process for destruction of agency records. That person will also provide assistance to anyone within their bureau regarding significant historical records, the length of time required for the records to be maintained or other records retention-related concerns. Should anyone in the agency have questions that may not be directly answered by their bureau designee or by information in the Functional Schedule, please contact Carla Rose at **Carla.Rose@labor.nc.gov** or 919-707-7712.

Who is responsible for retaining the official record copy of an agency record that is required to be maintained per the Functional Schedule, especially when multiple copies are circulated within the agency?

The record copy is simply the original copy or what is also referred to as the official copy. The record copy should be maintained by the person who originally created the document. They are responsible for retaining it pursuant to the Functional Schedule.

What additional training do I need to carry out records management duties?

The Records Management Division of the N.C. Department of Natural and Cultural Resources (State Archives/NCDNCR) provides and administers records management services to all state agencies. They offer a wide array of instruction related to state records. It is recommended that anyone who maintains records for their division attend a workshop through the NCDNCR. They hold both in-person training and online webinars throughout the year. Check with Carla Rose if you are interested in any training. NCDNCR also has online training modules **on their website**.

Does each agency have a specific contact at State Archives who is assigned to work with the agency?

Yes. Each agency has a records analyst assigned to it. NCDOL's records analyst is Joshua "Josh" Hager. He can be contacted at **Joshua.Hager@ncdcr.gov** or 919-814-6914.

How are public records requests made to NCDOL?

There is a portal on the NCDOL website through which the public may request public records. Each bureau may also receive direct requests for agency documents. Any subpoena received for any NCDOL document by anyone in the agency should be immediately forwarded to Legal Affairs.

Who handles public records requests for my agency?

The responsibility to respond to public records requests varies for each bureau. Legal Affairs responds to all legal-related requests, Boiler and Pressure Vessel requests, Elevator and Amusement Device requests, Mine and Quarry requests, and some general public requests. Communications responds to all requests from the media, general public, news releases and they monitor the NCDOL website portal for public records requests. Wage and Hour and Retaliatory Employment Discrimination both directly respond to their public records requests. PSIM is the custodian of all OSH Records, and they also process requests for Retaliatory Employment Discrimination records in which an OSH complaint is alleged.

Does my agency have an electronic records policy?

NCDOL is in the process of finalizing its electronic records policy. Once finalized, the policy will be sent to all agency personnel and will be posted on the Intranet.

Who handles litigation for my agency?

The NCDOL General Counsel is the Service of Process Agent for receipt of all subpoenas and other litigation-related documents served on the agency. The Labor Section of the N.C. Attorney General's Office represents NCDOL in any litigation in which the agency is a party. They also represent NCDOL in all OSH-related litigation before the N.C. OSH Review Commission and any appellate courts.

Additional questions? Please send inquiries to **dol.legalaffairs@labor.nc.gov**.



HUMAN RESOURCES UPDATE

Your EAP administered by MYgroup is available to all DOL employees. This service is free and confidential and available 24 hours a day and can help in all areas of life. It includes up to three free counseling sessions as well as referrals for specialized services.

Just call or log on to get started!

TOLL-FREE: 888-298-3907

WEBSITE: **www.mygroup.com**>My Portal Login>Work-Life

USERNAME: nclabor

PASSWORD: guest

INSIDE NC LABOR

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Be sure to check out NCDOL's *Inside NC Labor*, a podcast designed to inform and educate North Carolina citizens on the role that the Department of Labor plays in state government.

Episode 44 features Joey Hazelrigg, deputy bureau chief for the Elevator and Amusement Device Bureau as he talks about the upcoming fair season, elevators and the familial ties to elevator inspecting.

Inside NC Labor is now available on YouTube, Spotify, Apple Podcasts, Anchor and Google Podcasts.



Labor's got Talent

A fundraiser for the Employee Recognition Banquet...

DETAILS COMING SOON!



@nclabor



@nc_labor



@NCDOL



NCDOL



Inside NC Labor



Follow Us!



ERC SNACKS

Located in an NCDOL
building near you.

*Funds go to the employee
recognition banquet.*





COMING SOON

Statewide kick-off September 1st

- ✓ 851 charitable organizations to support across NC
- ✓ 2021 statewide campaign video
- ✓ A new website with fresh volunteer marketing tools
- ✓ An interactive charity search engine
- ✓ Social media contests & prizes
- ✓ Campaign events & SWAG giveaways

HOT DOG

Pop-Up Lunch

Wednesday, September 15th at 11:45 AM

\$6.00

1 Jumbo Hot Dog
Bag of Chips
Cupcake
Drink



\$8.00

2 Jumbo Hot Dogs
Bag of Chips
Cupcake
Drink

-THIS IS A PRE-ORDER AND PRE-PAID EVENT
-PLEASE EMAIL SKYLER ALLEN **NO LATER THAN**
MONDAY, SEPTEMBER 13TH BY 2:00 PM
-NO SUBSTITUTIONS

ORB 3rd Floor - Conference Room

Benefits the 2021 Employee Recognition Banquet

What's New @ Your Library

Online Resources

- **Health Effects Of Occupational Exposure To Silver Nanomaterials.** NIOSH Current Intelligence Bulletin No. 70.
- **Infographics for the National Campaign to Prevent Construction Falls.** CPWR infographics. English and Spanish.
- **Lightning Safety When Working Outdoors.** Revised OSHA fact sheet.
- **Nanomaterials Infographics.** CPWR webpage. English and Spanish.
- **PFAS.** NIOSH webpage.
- **Protect Yourself From Lyme Disease.** July 2021. NIH In the News.
- **Protecting Workers: Guidance on...COVID-19 in the Workplace.** OSHA webpage. Aug. 13, 2021.
- **Safe and Proper Use of Disinfectants to Reduce Viral Surface Contamination in Correctional Facilities.** NIOSH Workplace Solutions document.
- **Safety + Health.** August 2021. NSC publication.
- **Small Business Safety and Health Handbook.** Revised OSHA-NIOSH publication.
- **Soybean Soapstock Storage Tank Explosion.** OSHA Hazard Alert.
- **Three Keys to Preventing Serious Injuries and Fatalities.** ASSP article.
- **Whistleblower Protections.** USDOL webpage.
- **Workers With Long COVID-19: You May Be Entitled to Workplace Accommodations.** USDOL blog post.
- **Workplace Supported Recovery.** NIOSH video.

New Books/Standards

- *Design of Below-the-Hook Lifting Devices.* ASME BTH-1-2020. ASME, 2021.
- *Guide to Occupational Exposure Values.* RA 1229.5 .G84 2021. ACGIH, 2021.
- *Guideline for Devalving Cylinders.* CGA P-38-2016. CGA, 2016.
- *Guideline for the Responsible Management and Disposition of Compressed Gases and their Cylinders.* CGA P-22-2021. CGA, 2021.
- *TLVs and BEIs...* RA 1229.5 .T566 2021. ACGIH, 2021.

New Periodicals

- *Professional Safety.* July 2021. American Society of Safety Professionals, 2021. *Donated by Phil Hooper, Standards and Inspections.*
- *Bulletin.* Summer 2021. National Board and Pressure Vessel Inspections, 2021.
- *Safety + Health.* August 2021. National Safety Council, 2021. *Donated by Wanda Lagoe, ETTA.*

