

Board of Occupational Safety & Health

Remote Meeting Policy

Effective July 29, 2021

The Board of Occupational Safety & Health (BOSH) allows participation in its public meetings by remote methods in accordance with the Freedom of Access Act (FOAA), 1 MRS §403-B(1).

"Remote methods" means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability.

Members of the **BOSH are expected to be physically present for public meetings except when being physically present is not practicable**, as outlined in 1 MRS §403-B(2)(B)(1-4):

(1) The existence of an emergency or urgent issue that requires the BOSH to meet by remote methods, such as an urgent OSHA matter. Determination for an emergency or urgent issue is up to the BOSH chair.

(2) Illness, other physical condition or temporary absence from the jurisdiction of the BOSH that causes a member of the BOSH to face significant difficulties traveling to and attending in person at the location in the notice under 1 MRS §406;

(3) As the BOSH is a public body with statewide membership, significant distance (such as greater than 100 miles) a member must travel to be physically present at the location in the notice under 1 MRS §406; and

(4) The area of the BOSH's jurisdiction includes geographic characteristics and/or inclement weather that impede or slow travel, including but not limited to islands not connected by bridges.

Numbers two, three, and four are determined by the impacted BOSH member(s) with notification to the BOSH chair.

Members of the public will be provided a meaningful opportunity to attend by remote methods when members of the BOSH participate by remote methods, and reasonable

accommodations may be provided when necessary to provide access to individuals with disabilities.

Auxiliary aids and services provided upon request. If you need special services, assistance, or accommodations to participate in a meeting, please tell us at least two weeks in advance so we can make arrangements.

When the BOSH allows or is required to provide an opportunity for public input during a meeting, an effective means of communication between the members of the BOSH and the public will be provided, such as access to microphone, chat feature or other method.

Notice of the meeting will be provided as required by FOAA, 1 MRS §406.. When the public may attend by remote methods, the meeting notice will include the means by which members of the public may access the meeting using remote methods. For individuals with disabilities seeking a reasonable accommodation, the notice will identify the specific individual to contact about arranging for the accommodation (Clerk of the BOSH, 207-623-7922). The notice will also identify a location for members of the public to attend in person (MDOL-Frances Perkins Conference Room). The BOSH will not determine that public attendance at a proceeding will be limited solely to remote methods except when an emergency or urgent issue exists that requires the BOSH to meet by remote methods.

A member of the BOSH who participates in a public meeting by remote methods is present for purposes of a quorum and voting.

All votes taken during a public meeting using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the BOSH and the public.

The BOSH will make all documents and other materials considered by the BOSH available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings of the public body in person, as long as additional costs are not incurred by the BOSH.