

Executive Summary

DASHO Meeting Update

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting.

Risk Assessment Handbook

The Council discussed the Risk Assessment Handbook and agreed there is a need to partner with OFM in order to influence the content of the handbook and any potential future policy development related to it. There was further agreement on the need to reference DM chapters in the handbook and tie its contents to the Bureau Program Evaluation process.

Red Rocks Training Initiative

Courses have been scheduled through the end of 2010 to be delivered in both Denver and Reston. There is currently \$50,000 left in the contract to be spent by December 2010. The Council decided to use these funds to conduct three OSHA 500 courses and one OSHA 501 course. There is an additional \$44,000 that will be available in FY 2010 that the Council agreed to use for two online training courses, a senior executive online safety and health training, and a safety and health overview online course.

Integration of Council Subcommittees/Work Groups

The Council discussed the issue of a lack of connection between the SOHC and the various council subcommittees/work groups, such as the Diving Safety Committee, engaged in safety related work. The Council agreed it should initiate a linkage with these groups and seek, at a minimum, an annual briefing from each of them.

485 DM - Chapter 11: Staffing

The Council reviewed and provided feedback on 485 DM chapter 11 on Staffing. The appendix of chapter 11 will be reviewed in the November meeting.

Safety and Health Initiatives

The 2011 initiative proposal on the Safety and Health Certification Program was returned to the Council due to the assessment that too few people would benefit from the investment. That proposal has been revised and will be resubmitted for consideration. The Council discussed and prioritized a range of options for using the remaining 2011 funds. The Council's top three priorities are:

- #1: Safety and Health Certification Program
- #2: Basic Accident Investigation Training
- #3: OHV/ATV Work Group Support

The Council brainstormed a list of potential 2012 initiatives. A Council member was assigned to develop a proposal for each initiative to be discussed at the November 2009 SOHC meeting.

SHARE Update

Armando Galindo presented the third quarter SHARE statistics to the Council. A mistake was noted in the number of fatalities. Armando will follow up and make the correction.

Leading Indicators

David Bugg, a Program Analyst at the Department's Office of Planning and Performance Management joined the Council to discuss the effectiveness of the metrics currently used to measure employee safety and health within DOI bureaus. After much discussion, it became clear that although the measures used to assess employee health and safety are accurate, their interpretation creates a misleading impression that the situation is better than it is in reality.

485 DM - Chapter 10: Safety Awards

The Council provided feedback on the next version of the DM 485 chapter 10. The group did not complete the review as it was generally agreed that the criteria for each of the three levels of award was virtually indistinguishable and needed to be revised. After discussing the possibility of recommending collapsing the three tiers into one, the Council voted in favor of the three-tier option.

SMIS Business Case

Ed Crump, of NBC, presented the executive briefing on the SMIS Business Case to the Council. The group discussed the options and unanimously voted to recommend option #4, purchasing a COTS product to replace the SMIS. Consensus was based on including in the solicitation additional modules for: inspection and abatement, program assessment, and unsafe condition reporting. These additional modules would facilitate Department and bureau/office compliance with: 29 CFR 1960, "Basic Elements for Federal Employees"; Departmental Manual Chapter 3, "Annual Action Plans and Status Reports"; Chapter 5, "Program Evaluations"; Chapter 6, "Inspections and Abatement"; and Chapter 8, "Employee Reports of unsafe Conditions." In order to implement option 4, an additional \$300,000 will be needed in FY 2010, and up to \$750,000 more will be needed before the option is fully implemented.

Next Meeting

The next Council meeting will take place in Washington D.C. on November 17-18, 2009.

Meeting Summary

Council Members Present: Maurice Banks (OSM), Steve D'Antoni (NBC), Armando Galindo (OHS), Bob Garbe (OHS), Paul Holley (BIA), Staci King (MMS), John Kuhn (MMS), Jim Meredith (BOR), Bill Miller (USGS), Chip Murphy (FWS), Barry Noll (OHS), Louis Rowe (BLM), Diane Schmitz (OHS).

Council Members Absent: Leon Craig (OST), Larry D'Emanuel (SOL), Mike May (NPS), Mary Parkinson (FWS), Jim Robison (OIG).

DASHO Meeting Update

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The DASHO Council received presentations on the following items:

- Business case for upgrading SMIS prepared by NBC: The DASHOs requested a recommendation from the SOHC by the next DASHO meeting.
- SMIS quarterly SHARE statistics
- Data Analysis Project: The NPS DASHO requested the questionnaire be revisited and has offered the assistance of a social scientist from Texas A & M, Jim Graham. Since this individual may not be available in the short-term, two others were suggested, Burt Frost and Steve Gillespie.
- Revision of the medical handbook: Comments on this draft are due by 8/31/09. This document will soon be linked to the SafetyNet website.
- Audit Report: A request has been submitted to close recommendations 2, 3, 5, 7. Recommendation 4 is still in the surnaming process and recommendation 6 is awaiting Kathleen Wheeler's feedback.
- 2010 DOI Safety Conference: ASSE has volunteered to collect all registration fees upfront and then reimburse DOI. For the DOI portion of the conference, there will be one large room available in the morning and nine small break-out rooms available after lunch. The cost for DOI employees will be \$500 per person for the ASSE Conference, plus \$100 for the DOI one-day session following the ASSE conference.
- 2010 Initiative Proposals: The DASHOs approved \$350,000 of 01 funding for the program evaluation position. Diane Schmitz has written a draft PD, which will be shared soon with Bureau Safety Managers.
- 2011 Initiative Proposals: The DASHOs approved \$18,180 of 01 funding for NSC Membership and \$10,000 of 01 funding for AED Program Setup. Kathleen Wheeler held back the proposal on Professional Certification Training as she was concerned that it would not benefit enough people to justify the cost. Kathleen has requested that initiative funds (02) be used primarily for training.

Risk Assessment Handbook

Barry Noll presented the background on the Risk Management Handbook developed by the Office of Financial Management (OFM). The impetus for this document originated with OPM and was intended to address ways to manage financial risk. It was expanded to include other forms of risk management and thus a chapter on employee safety was added. The Council agreed there is a need to partner with OFM in order to influence the content of the handbook and any potential future policy development related to it. There was further agreement on the need to reference DM chapters in the handbook and tie its contents to the Bureau Program Evaluation process.

Next Step:

- OHS will pursue the opportunity to participate in the OFM Risk Assessment Handbook Work Group.

Red Rocks Training Initiative

Bob Garbe provided an update on the Red Rocks training initiative and the status of funding for the contract. Courses have been scheduled through the end of 2010 to be delivered in both Denver and Reston. There is currently \$50,000 left in the contract to be spent by December 2010. The Council decided to use these funds to conduct three OSHA 500 courses and one OSHA 501 course. There is an additional \$44,000 that will be available in FY 2010 that the Council agreed to use for two online training courses, a senior executive online safety and health training, and a safety and health overview online course.

Next Step:

- Bob Garbe and Mary Parkinson will write a contract solicitation and SOW for these two online courses by 3/1/10.

Integration of Work Groups

Bill Miller raised the issue of a lack of connection between the SOHC and the various work groups engaged in safety related work. The Council agreed it should initiate a linkage with these groups and seek, at a minimum, an annual briefing from each of them. The following Council members will act as liaisons to each group.

- Wildland Fire (NWCG): Louis Rowe
- Aviation: Maurice Banks
- Diving: Mike May
- Watercraft (MOCC): Mary Parkinson
- IH: Bob Garbe
- SMIS Users Group: Armando Galindo
- Emergency Management: Staci King
- OHV/ATV Group (new proposed group): Louis Rowe

Next Steps:

- Each liaison will contact their assigned work group by the end of October and determine an appropriate time to have them brief the SOHC.
- Louis Rowe will establish an OHV/ATV work group using the MOCC as a model. The work group will convene in the first quarter of FY 2010.

485 DM - Chapter 11: Staffing

The Council reviewed and provided feedback on 485 DM chapter 11 on Staffing. The Council did not complete this review. The appendix of chapter 11 will be reviewed in the November meeting.

Safety and Health Initiatives

The Council discussed the steps and time line for seeking initiative funding for 2012. The process is outlined below.

- SOHC decides which initiatives to develop proposals for by August 2009
- SOHC develops written proposals for each initiative by October 2009
- SOHC reviews written proposals and decides which ones to submit by November 2009
- OHS makes first cut on proposals and submits to DOI DASHO for initial screening
- SOHC receives screened proposals for review/approval by February 2010
- Initiatives sent to DASHO Council for review/approval by May 2010

2011 Initiatives

Kathleen Wheeler returned the 2011 initiative proposal on the Safety and Health Certification Program to the Council due to her assessment that too few people would benefit from the \$160,000 investment. That proposal has been revised to address Kathleen's concerns. The Council discussed and prioritized a range of options for using the remaining 2011 funds. The Council's top three priorities are listed below.

- #1: Safety and Health Certification Program
- #2: Basic Accident Investigation Training
- #3: OHV/ATV Work Group Support

Next Steps:

The following 2011 initiatives proposals will be developed by 8/31/09.

- Basic Accident Investigation Training: Armando Galinda
- OHV/ATV Work Group Support: Louis Rowe

2012 Initiatives (160K)

The Council brainstormed a list of potential 2012 initiatives. A Council member was assigned to develop a proposal for each initiative to be discussed at the November 2009 SOHC meeting. Assignments are listed below.

- Employee Field Training Handbook: Paul Holley
- Training bureaus to implement the Hearing Conservation Program: Jim Meredith
- Business case for IAS: Bill Miller
- Business case for Accident Investigation Training: Armando Galindo
- Business case for Worker's Comp module: Armando Galindo
- Leading Indicators: Mike May
- Safety-related Awareness Campaign (e.g. back injuries): Steve D'Antoni
- OSHA "Fed Target" issues: Steve D'Antoni
- Data Management System Training: Armando Galindo
- On line Training Course clean up: Staci King
- "Nut and Bolts" of Conducting Inspections Training: Barry Noll
- Safety Internship Program: Louis Rowe

Next Step

- All 2012 initiatives proposals will be developed by 10/15/09 and distributed to the Council prior to the November SOHC meeting.

SHARE Update

Armando Galindo presented the third quarter SHARE statistics to the Council. A mistake was noted in the number of fatalities statistic. A fatality was attributed to BOR that happened within the BLM. Armando will follow up and make the correction.

Leading Indicators

David Bugg, a Program Analyst at the Department's Office of Planning and Performance Management joined the Council to discuss the effectiveness of the metrics currently used to measure employee safety and health within DOI bureaus. David explained the new administration's thinking on how to measure management excellence and their shift from goals to values. David offered to work with the Council to identify new metrics for potential future goals. Metrics will generally remain the same through FY 2012, unless one of the following four circumstances is present.

- There have been substantive priority shifts
- Measures have data credibility concerns
- There is an imbalance in the number of measures used to cover one program area
- There are gaps in program coverage

After much discussion, it became clear that although the measures used to assess employee health and safety are accurate, their interpretation creates a misleading impression that the situation is better than it is in reality. As David said several times, "we need to tell a different story than these measures have been telling in the past". David suggested that the timing for making changes could be good since this administration is not coming in with preconceived notions about how things should be done in this arena. The current deadline for the revised plan is 12/28/09.

Next Steps:

- David Bugg will work with Armando Galindo, Louis Rowe and Bill Miller to craft a more accurate message from the current measures. Mike May and Mary Parkinson will be asked if they wish to participate in this effort.
- Armando Galindo will set up the initial meeting of this group for the week of August 10, 2009.

485 DM - Chapter 10: Safety Awards

The Council provided feedback on the next version of the DM 485 chapter 10. The group did not complete the review as it was generally agreed that the criteria for each of the three levels of award was virtually indistinguishable and needed to be revised. After discussing the possibility of recommending collapsing the three tiers into one, the Council voted 5 to 3 in favor of the three-tier option.

Council members brainstormed potential criteria for the top level of award. Suggested criteria include:

- Significant contribution to conserving lives and organizational resources
- Significant impact on changing the organizational culture to embed safety into management decision-making, operations and/or employee behavior
- Establishment of best practices with a Department-wide impact

Next Step:

- Barry Noll and Staci King will participate with the awards committee to clarify the criteria for each tier of award by October 1, 2009.

SMIS Business Case

Ed Crump, of NBC, presented the executive briefing on the SMIS Business Case to the Council. The group discussed the options and unanimously voted to recommend option #4, purchasing a COTS product to replace the SMIS. Consensus was based on including in the solicitation additional modules for: inspection and abatement, program assessment, and unsafe condition reporting. These additional modules would facilitate Department and bureau/office compliance with: 29 CFR 1960, "Basic Elements for Federal Employees"; Departmental Manual Chapter 3, "Annual Action Plans and Status Reports"; Chapter 5, "Program Evaluations"; Chapter 6, "Inspections and Abatement"; and Chapter 8, "Employee Reports of unsafe Conditions." In order to implement option 4, an additional \$300,000 will be needed in FY 2010, and up to \$750,000 more will be needed before the option is fully implemented. The Council agreed on the importance of including criteria in the project RFP on the ability to add additional modules in the future.

Next Steps:

- Ed Crump will update the business case to include a leasing option and send it to Armando Galindo by 8/10/09.
- Armando Galindo will draft a white paper on the Council's recommendation and circulate it to SOHC members by 8/14/09.

DASHO Agenda

The Council proposed the addition of the following items to the October DASHO Meeting.

Topic	Desired Outcome
1. FY 2008 Injury and Illness Data Analysis	<ul style="list-style-type: none">• Decision to proceed• Adoption of questionnaire
2. 2011 Initiatives Proposal	<ul style="list-style-type: none">• Approval of three options: #1: Safety and Health Certification Program (preferred option for 2011) #2: Basic Accident Investigation Training #3: OHV/ATV Work Group Support
3. SMIS Upgrade	<ul style="list-style-type: none">• Approval of SOHC recommendation

Next Meeting

Location: Washington D.C.

Date: November 17-18, 2009

Potential Agenda Topics:

- DASHO Meeting Update
- SHARE Data Work Group Update
- Annual Report
- Insect Bite Record Keeping (Armando Galindo will provide guidance on procedures)
- 2012 Initiatives: Review proposals and decide on recommendations
- Review overall Strategic Plan
- Strategic Goal #1: Leadership and Culture Change
- SMIS Update
- Safety Awards: 1) Follow-up on clarifying criteria for tiers and 2) Nominations review
- ATV/UTV Work group update
- Safety Week
- Safety Seminar Update
- Review DM Chapter 11 appendix
- Work group presentations (e.g. MOCC, Aviation, etc.)
- Determine 2010 Meeting Dates

SUGGESTION: Invite Kathleen Wheeler and Rhea Suh to the November meeting.

Parking Lot

- Explore options for nominating DOI award recipients for other awards.

Action Item Summary

Task	Responsibility	Deadline
Risk Assessment Handbook		
<ul style="list-style-type: none"> • Pursue the opportunity to participate in the OFM Risk Assessment Handbook Work Group. 	OHS	November SHC Meeting
Red Rocks Training		
<ul style="list-style-type: none"> • Write a contract solicitation and SOW for a updating the senior executive online safety and health training, and the safety and health overview online course. 	Bob Garbe and Mary Parkinson	3/1/10
Work Group Integration		
<ul style="list-style-type: none"> • Contact assigned work group and determine an appropriate time to have them brief the SOHC. 	All	October 31, 2009
<ul style="list-style-type: none"> • Establish an OHV/ATV work group using the MOCC as a model. Convene the work group will convene in the first quarter of FY 2010. 	Louis Rowe	9/30/09
2011 Initiatives		
Develop the following 2011 initiatives proposals. <ul style="list-style-type: none"> • Basic Accident Investigation Training • OHV/ATV Work Group Support 	Armando Galindo Louis Rowe	8/31/09
2012 Initiatives		
Develop the following 2012 initiatives proposals.		10/15/09

<ul style="list-style-type: none"> • Employee Field Training Handbook: Paul Holley • Training bureaus to implement the Hearing Conservation Program: Jim Meredith • Business case for IAS: Bill Miller* • Business case for Accident Investigation Training: Armando Galindo* • Business case for Worker’s Comp module: Armando Galindo* • Leading Indicators: Mike May* • Safety-related Awareness Campaign (e.g. back injuries): Steve D’Antoni • OSHA “Fed Target” issues: Steve D’Antoni • Data Management System Training: Armando Galindo • On line Training Course clean up: Staci King • “Nut and Bolts” of Conducting Inspections Training: Barry Noll • Safety Internship Program: Louis Rowe 	All	
Leading Indicators		
<ul style="list-style-type: none"> • Work with David Bugg to craft a more accurate message from the current measures. 	Armando Galindo, Louis Rowe and Bill Miller	8/15/09
<ul style="list-style-type: none"> • Set up the initial meeting of this group for the week of August 10, 2009. 	Armando Galindo	ASAP
Safety Awards		
<ul style="list-style-type: none"> • Participate with the awards committee to clarify the criteria for each tier of award. 	Barry Noll & Staci King	October 1, 2009
SMIS Business Case		
<ul style="list-style-type: none"> • Update the business case to include a leasing option and send it to Armando Galindo. 	Ed Crump	8/10/09
<ul style="list-style-type: none"> • Draft a white paper on the Council’s recommendation and circulate it to SOHC members. 	Armando Galindo	8/14/09

Meeting Participants

Affiliation	Name	Email	Phone Number
NBC	Steve D'Antoni	Stephen_d'antoni@nbc.gov	202-501-8693
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