

Executive Summary

DASHO Meeting Update

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The DASHO Council approved the four 2009 initiatives put forward by the SOHC and the proposal for the 2010 Safety Seminar.

OIG Response Update

Diane Schmitz briefed the group on a memo to be issued from the Assistant Secretary for Policy, Management and Budget to the Bureau Directors concerning bureau requirements for hazard identification and abatement.

2009 Safety Week Activities

Each Bureau Safety Manager reported on the activities taking place within their organizations in observance of 2009 Safety Week. In Washington D.C. all bureaus will be participating in the events organized by NBC. At the local level, a variety of events and activities are taking place over the next few months.

Red Rocks Training

The Council determined the next priority for Red Rocks training is a professional development series focused on safety program management. A proposal has been drafted to fund such an initiative (see the appendix).

FY 2008 SHARE Data Analysis

Barry Noll gave a presentation on the status of the SHARE Data Analysis Work Group's process to select a sample of SMIS data to assess performance against the SHARE goals. Armando Galindo gave a presentation to the Council on the results of the analysis conducted on the sample. In general it was agreed that the results gleaned from the sample were consistent with the expectations each bureau has for its own performance against SHARE goals.

Medical Surveillance and Medical Handbook

Bob Garbe gave the Council an update on the status of the Medical Surveillance Program. In 2010, a contractor will be hired to do limited exposure assessments at selected bureau sites to identify baselines. The project is scheduled for completion by the end of 2010. Bob Garbe also updated the Council on the status of the Medical Handbook, which has been reviewed by Diane Schmitz. The Medical Handbook will be provided to the Safety and Health Council, the DASHO Council, and the Director, Office of Human Resources for review and naming.

Medical Request for Reasonable Accommodation and New Policy

Bob Garbe gave a briefing to the Council on the new ADA policy that makes it much easier to meet the definition of "disabled". This will increase the burden on organizations to prove that an employee is capable of performing the essential functions of his or her job.

2010 Budget Request for Initiative Funding

Diane Schmitz provided an update on the 2010 budget request. The \$350,000 funding request for Program Evaluations was sent to Congress as part of the President's budget and is currently pending. Funding for the two 2010 initiatives, Medical Surveillance Action Plan and the Core Competencies Initiative, has been approved.

2011 Initiatives

The Council developed funding proposals for seven initiatives, four seeking base funding and three seeking working capital funds.

Working Capital Funding – Potential Change to Base Funding

Working Capital Funding

- Professional Development Certification Program

- Inspection and Abatement Module in SMIS
- National AED Program Oversight
- SMIS Data Accident Prevention
- NSC Corporate Membership
- Tiered Awards Program
- Hearing Conservation Program

Risk Assessment Process

Following the conversation at the last meeting, Jim Meredith, Mike May and Bill Miller reviewed the draft 485 DM chapter 6 on Inspections and Abatement. They raised several issues that for their bureaus will most likely result in the chapter being sent back for revision. Since the chapter is already in the queue for review, the Director of OHS reaffirmed that it would slow the process down too much by pulling it out now. Instead, the bureaus will raise these issues during the formal comment period.

SMIS Update

Armando Galindo gave a presentation to the Council on the status of SMIS. The business case will be completed by 6/30/09.

SafetyNet

Barry Noll expressed concern that SafetyNet is underutilized by the bureaus. The Council provided feedback on how to make the site more valuable to bureau employees.

Safety Awards – New Tiered System

Barry Noll presented a proposal for a new, tiered award structure. The new structure includes three tiers of awards in three categories, individual, group, and organization. The Council recommended removing the lowest tier award and allowing the bureaus to put forward their top nominees as a result of bureau driven processes.

2010 DOI Safety Seminar

Barry Noll provided an update on the 2010 DOI Safety Conference. It will take place in conjunction with the 2010 ASSE Conference to be held June 14-16, 2010 at the Baltimore Convention Center. Due to the East Coast location, Reclamation will be revising its participation from 30 to 4.

Next Meeting

The next Council meeting will take place in Washington D.C. on August 4-5, 2009.

Meeting Summary

Council Members Present: Armando Galindo (OHS), Bob Garbe (OHS), Paul Holley (BIA), Staci King (MMS), Mike May (NPS), Jim Meredith (BOR), Bill Miller (USGS), Chip Murphy (FWS), Barry Noll (OHS), Jim Robison (OIG), Louis Rowe (BLM), Diane Schmitz (OHS).

Council Members Absent: Maurice Banks (OSM), Steve D'Antoni (NBC), Leon Craig (OST), Larry D'Emanuel (SOL), Mary Parkinson (FWS), Bob Jarcho (PAM).

DASHO Meeting Update

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The DASHO Council approved the four 2009 initiatives put forward by the SOHC: 1) NPS Support for the DM Rewrite, 2) Data Analysis Project, 3) Program Evaluations, and 4) Medical Surveillance. The DASHO Council also approved the proposal for the 2010 Safety Seminar.

OIG Response Update

Diane Schmitz briefed the group on a memo to be issued from the Assistant Secretary for Policy, Management and Budget to the Bureau Directors concerning hazard identification and abatement. The memo will ask bureaus to ensure they have a mechanism in place, that provides for the necessary coordination with finance and facilities divisions, to identify and abate hazards at all levels. It will also require the bureaus to self-certify the accuracy and validity of the data they collect. This certification process could become an annual requirement.

2009 Safety Week Activities

Each Bureau Safety Manager reported on the activities taking place within their organizations in observance of 2009 Safety Week. In Washington D.C. all bureaus will be participating in the events organized by NBC. At the local level, a variety of events and activities are taking place over the next few months. Examples include: an online crossword puzzle (FWS), Safest Office Contest, BIA Safety and Health Fair and the creation and distribution of a 2 year calendar highlighting safe work practices at USGS.

Although the fun run did not take place this year, it is in the plan for next year. On Thursday 5/21/09, Pam Haze, Acting Assistant Secretary for Policy, Management and Budget will give awards and speak at the closing ceremony for Safety Week.

Red Rocks Training

The group discussed the question of using Red Rocks to develop online training courses. Bob Garbe confirmed that this is within the scope of the current contract with Red Rocks. Through the course of the conversation it became apparent that developing more online courses is not the highest priority at present. Instead there was consensus among the Council that a professional development series focused on safety program management was more important. This idea was further developed as an initiative proposal and is included in the appendix at the end of this meeting summary.

The next series of courses being offered are listed below. These courses are already funded (\$30,000).

- Respiratory Protection (OSHA 2220) and Permit-Required Confined Space Entry (OSHA 2260) will be held in February 2010 in Phoenix, AZ.
- Industrial Noise (OSHA 2200) and Occupational Safety and Health Standards for Construction (OSHA 510) will be held in March 2010 in Reston, VA.

Next Step

- Bob Garbe will find out if it is possible to add more funds to the existing contract with Red Rocks by July 30, 2009.

FY 2008 SHARE Data Analysis

Barry Noll gave a presentation on the status of the SHARE Data Analysis Work Group process. To date the group has done the following:

- Determined that a 95% confidence level for a population of 4,555 total cases requires a sample size of 580 cases.
- Randomly selected 580 cases to include in the sample.
- Developed a list of standardized questions to be used in telephone interviews about each case.

Armando Galindo gave a presentation to the Council on the results of the analysis conducted on the sample. In general it was agreed that the results gleaned from the sample were consistent with the expectations each bureau has for its own performance against SHARE goals.

The Council provided the following feedback on the work group's efforts:

- Consider using an online survey to get the answers to the proposed questions rather than telephone interviews. The Department could use the Survey Monkey license of one of the bureaus for this purpose.
- When presenting these spreadsheets, include a narrative interpreting the results of the analysis.
- Ensure it is clear the results are relative to the sample, not the actual total data set.
- The NPS believes there is a lot of data in the system that has been incorrectly entered by NPS employees which skews the statistics.
- Another step should be added to the process. Step 15 should be "present findings to SOHC". This would be followed by a presentation to the DASHO Council.
- Other desired data from this analysis: 1) breakdown by age category and show % of cases to the % of the work force represented by that age category, 2) Breakdown by injury type within each bureau.
- Feedback on "Quarterly SHARE Goals Report"
 - Show trends by comparing multiple (3?) years worth of data.
 - Put costs in first column and follow with case rates
 - Call this the SHARE Score Card
 - Proposed distribution of this report: Assistant Secretary for PMB to Assistant Secretary to Bureau Director

Next Step

- Next week the work group will meet to assess the viability of the project from this point. Barry and Armando will share the Council's feedback with the rest of the work group.

Medical Surveillance and Medical Handbook

Bob Garbe gave the Council an update on the status of the Medical Surveillance Program. In 2010, a contractor will be hired to do limited exposure assessments at selected bureau sites to identify baselines. This will provide the framework for the program by developing characterizations for conditions and activities common across the Department. It will also provide a framework for identifying situations, which are difficult to characterize. This will create a Department-wide basis for responding to OSHA assessments. The project is scheduled for completion by the end of 2010.

Bob Garbe also updated the Council on the status of the Medical Handbook, which has been reviewed by Diane Schmitz. The SOHC, DASHO Council, and Office of Human Resources will have the opportunity to review this document. The SOHC, DASHO Council, and the Office of Human Resources will need to surname the updated Medical Handbook.

Medical Request for Reasonable Accommodation and New Policy

Bob Garbe gave a briefing to the Council on the new ADA policy that makes it much easier to meet the definition of "disabled". This will increase the burden on organizations to prove that an employee is capable of performing the essential functions of his or her job. This policy will soon be announced through the Department's Civil Rights Office.

2010 Budget Requests

Diane Schmitz provided an update on the 2010 budget request. Additional operating funds have been requested for funding Program Evaluations. The \$350,000 request was sent to Congress as part of the President's budget and is currently pending. Funding for the two 2010 initiatives has been approved. The Medical Surveillance Action Plan received the full requested amount of \$150,000. The Core Competencies Initiative received approval for \$44,000 of the original \$106,000 request.

2011 Initiatives

The Council brainstormed a list of potential initiatives to be funded from the working capital fund for FY2011. The initiatives were then categorized according to the DOI strategic goal to which they were most directly connected.

Goal 1

- Bring a CEO level person to talk to SES managers about developing a safety culture across the Department.

Goal 2

- Supervisor Safety Course
- Professional Development Certification Program
- Tiered Awards Program

Goal 3

- Field Safety Manual
- Inspection and Abatement Module in SMIS
- Fund Deficiencies found in Program Evaluations
- Hearing Conservation Program
- National AED Program Oversight
- Corporate Membership to National Safety Council (NSC)

Goal 4

- OIG Customer Survey Follow-up
- SMIS Data Accident Prevention

From this list, the Council further developed the following initiatives.

- Professional Development Certification Program (Louis/Paul)
- Tiered Awards Program (Barry/Jim R)
- Hearing Conservation Program (Bob/Chip)
- National AED Program Oversight (Bill/Staci)
- Inspection and Abatement Module in SMIS (Bill/Staci)
- Safety Culture and SES Managers (Diane/Jim M)
- SMIS Data Accident Prevention (Mike/Armando)
- Corporate Membership to National Safety Council (NSC) (NOTE: This initiative was not worked on during the meeting. Barry Noll will draft a proposal for this initiative).

After presenting and discussing each initiative, the Council decided that some of these initiatives should be funded with base funds and others with working capital funds. It was also decided that the leadership and culture change initiative needed more discussion than was possible at this meeting and it will be included in the agenda of the next meeting. The initiative proposal the Council will put forward is described below. (The draft proposals are in the appendix at the end of this document.)

Base Funding

- Inspection and Abatement Module in SMIS
- National AED Program Oversight
- SMIS Data Accident Prevention

Working Capital Funding

- Professional Development Certification Program
- Tiered Awards Program
- Hearing Conservation Program

- NSC Corporate Membership

Next Steps

- Each pair will refine their proposals and research the costs by 6/1/09.
- Proposals will be prepared for the Working Capital Consortium by 6/15/09.

Risk Assessment Process

Following the conversation at the last meeting, Jim Meredith, Mike May and Bill Miller reviewed the draft 485 DM chapter 6 on Inspections and Abatement. They raised several issues that for their bureaus will most likely result in the chapter being sent back for revision. The major issues raised include:

- Downgrading RAC 1 hazards after they are temporarily mitigated creates the possibility that the actual cause of the RAC 1 designation will not get abated in a timely manner.
- Time frames for abatement in the RAC table may cause managers to allow hazards to exist longer than they should. The abatement plan should drive the timeline for action taken on each hazard.

Since the chapter is already in the queue for review, the Council reaffirmed that it would slow the process down too much by pulling it out now. Instead, the bureaus will raise these issues during the formal comment period.

Barry Noll distributed copies of the Risk Assessment Handbook developed by the Office of Financial Management's Internal Control Support and Risk Assessment Division. Most of the Council members were unaware of the existence of this document. Barry invited any Council member who wishes to provide feedback on this document to send it to him soon so he can share it with the work group before they finalize the draft.

Next Steps

- Council members will send feedback on the draft to the Executive Director by June 15, 2009.
- At a future meeting, the Council will discuss how to manage the implementation of this policy.

SMIS Update

Armando Galindo gave a presentation to the Council on the status of SMIS. The business case will be completed by 6/30/09. They are currently using PwC criteria to evaluate vendor options to develop the new system. Following the completion of the business case, Armando will solicit input from the Council on system requirements prior to the design phase.

SafetyNet

Barry Noll expressed concern that SafetyNet is underutilized by the bureaus and requested feedback on how to make the site more valuable to bureau employees.

Council feedback included:

- Provide SMIS access through SafetyNet
- Provide current references
- Link to all policy info
- Provide all statistics including bureau-specific data
- Add more headlines on the home page
- Provide general information so bureaus don't have to repeat it on their sites
- Provide an avenue for employees for confidential reporting directly to Bureau Safety Managers of unsafe conditions at their bureau (provide a list of reporting options)
- Link to Bureau internet sites
- Link from Bureaus up to DOI site (new posts could be downloaded periodically to bureaus)
- Add a Blog

Overall the message from Council members was that SafetyNet will never replace the bureau web sites and so it should be kept manageable. It is better to have a site with limited relevant and timely information than trying to be comprehensive and thus unable to keep up with content management on the site.

Next Step

- Barry Noll will add Paul Holley's email to his contact info and add Jim Meredith and Armando Galindo to the contact page by June 30, 2009.

Safety Awards – New Tiered System

Barry Noll presented a proposal for a new, tiered award structure. The new structure includes three tiers of awards in three categories, individual, group, and organization. Following discussion on the proposal, the Council provided the following feedback:

- All DOI award nominations should be made through the bureau nomination process so that each DOI nominee is officially nominated by the bureau director. The Department will no longer send out a call for Department-level awards. Instead the bureaus will put out a call for bureau awards and let prospective nominees know that they may be eligible for a Department-level award as well. Each bureau would submit their nominations to the Department Awards Coordinator by January.
- Eliminate the third tier of awards. Every Department level nominee should be considered for an award of excellence or an award of merit.
- All nominees should be vetted by the Council before going to the Department Awards Committee for final selection.
- The DM Chapter will include a notification section.

2010 DOI Safety Seminar

Barry Noll provided an update on the 2010 DOI Safety Conference. It will take place in conjunction with the 2010 ASSE Conference to be held June 14-16, 2010 at the Baltimore Convention Center. A suggestion was made to have Barry give the presentation David DiTommaso gave at the last conference on "How to Handle an OSHA Inspection". It was also suggested that this presentation be uploaded to SafetyNet.

DASHO Agenda

The Council proposed the addition of the following items to the 6/25/09 DASHO Meeting.

Topic

1. SHARE Analysis
2. SMIS Update
3. 2011 Initiatives Proposal

Outcome

- Awareness of 2008 SHARE data
- Awareness of SMIS business case
- Approval (working capital and base funds)

Next Meeting

Location: Washington D.C.

Date: August 4-5, 2009

Potential Agenda Topics:

- DASHO Meeting Update
- SHARE Data Work Group Update
- 2010/2011 Initiatives: Follow-up
- Strategic Goal #1: Leadership and Culture Change
- Risk Assessment Handbook: Implementation
- SMIS Update
- Safety Awards: Follow-up
- Safety Seminar Update

Future 2009 Meetings:

November 17-18, 2009: Washington D.C.

Meeting Evaluation

Working Well	Potential Improvements
<ul style="list-style-type: none"> • Facilitation • Moving in step with the budget process • Working in pairs to get work done during the meeting 	<ul style="list-style-type: none"> • Bring all documents to the meeting in electronic form • Decide 2012 Initiatives at the November Meeting • Use more small group work sessions

Action Item Summary

Task	Responsibility	Deadline
Red Rocks Training		
Find out if it is possible to add more funds to the existing contract with Red Rocks.	Bob Garbe	7/31/09
SHARE Data Analysis		
Share the Council's feedback with the rest of the work group when it meets to assess the viability of the project from this point.	Barry Noll Armando Galindo	5/22/09
2011 Initiatives		
Refine each initiative proposal and research the costs.	All	6/1/09
Send proposals to the Working Capital Consortium.	Diane Schmitz	6/15/09
Risk Assessment Handbook		
Send feedback on the draft to Barry Noll.	All	7/31/09
SafetyNet		
Add Paul Holley's email to his contact info and add Jim Meredith and Armando Galindo to the contact page.	Barry Noll	7/02/09

Meeting Participants

Affiliation	Name	Email	Phone Number
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Appendix

FY 2011 INITIATIVE PROPOSED FOR FUNDING

Office/NBC Directorate: Office of Occupational Health and Safety			
Activity: Office of Occupational Health and Safety			
Account Number:			
Description/BOAC Allocation	Funding	Cumulative Funding	FTE

Introduction:

The Professional Development Certificate Program Initiative is designed to provide CDSO's and Full-time Safety Managers with the management skills and techniques necessary to more ably communicate with and support managers and agency mission accomplishment in field, state or regional offices. This initiative is the management corollary to the DOI Core Competency Training, in that the 2008 Core Competency Initiative provided technical safety and occupational health knowledge and this 2011 Initiative will provide management skills and techniques.

Background: The OIG audit of the Departmental and Bureau safety programs indicated that personnel in bureau safety positions in the field do not have the necessary knowledge to effectively implement safety and occupational health programs. The lack of safety and management competency in the field is the result of remote worksites, lack of awareness of training required to be an effective safety manager, and lack of management attention to this knowledge base. This initiative will support accomplishment of the DOI Strategic Safety Plan, (Element 2 and 3), providing training opportunities to develop current and future safety managers. The current state of pending retirements in the safety field will impact DOI and bureaus in the near future and this program will also support DOI Succession strategies.

Program: The Professional Development Certificate Program is an existing career development and recognition program administered by the pre-imminent professional safety organization in the United States, and is accepted internationally as an effective program to help safety practitioners understand management principles and more ably integrate into management teams as a productive, valued member of the team. The applicant is nominated by the chain of authority to the bureau director/DASHO, and bureau safety manager and would compete within the bureau and DOI for a restricted number of fellowships to be granted each fiscal year. The program is approximately 18 months long, requires participation and completion of three required core classes and two elective topic areas. Safety Initiative Funds would pay for all program costs, to be administered by the DOI OHS. Applicants will be required to develop an IDP, write an essay of why this will benefit him or her, and what value their participation will bring to the Department of the Interior and the Bureau.

Program Resources:

The program will be funded for three years initially, and the cost per applicant is \$3075 for registration/tuition, books, and travel to four events over the 12-18 month program is expected to be approximately \$3500 per applicant. Total costs will be approximately \$6600 per applicant. No other costs will be authorized and bureaus will pay for salary and any other costs. The Office of Occupational Health and Safety is requesting \$66,000 of FY 2011 Initiative Funds to conduct this study. The funds will be allocated as follows:

2011 ANALYSIS OF FUNDING

Office/NBC Directorate: Office of Occupational Health and Safety			
Activity: Noise Hazard Characterization Program Initiative			
Account Number: 6048 WSW01 52			
Description/BOAC Allocation	Funding	Cumulative Funding	FTE
Program Evaluations			

Introduction:

Hearing Conservation is a fundamental Safety Program that has shown to be inconsistently implemented across the Department. With the rising costs of compensation and scheduled awards associated with hearing loss and the impact to an employee's ability to adequately and safely hear their surroundings, the cost of this hearing loss to DOI and its employees is unacceptable. Hearing loss is one of the most frequent causes of medical disqualification in Law Enforcement and Wildland Firefighting, heavy equipment operation and maintenance.

Background:

OSHA law (29CFR1910.95) requires that agencies institute a hearing conservation program for all employees exposed to hazardous noise levels. This includes measurement of noise sources, monitoring of potentially exposed workers, implementation of hearing controls, use of hearing protection and annual audiograms of exposed workers. While these program elements are relatively simple and straightforward, many locations throughout DOI have not implemented these programs. Analysis of the Safety Management Information System data reveals that the DOI has significant costs related to hearing loss compensation. Active intervention to assess the current status of these hearing conservation program elements, and design Department-wide solutions is needed to effectively address deficiencies in the hearing conservation program.

Program:

The Hearing Conservation Initiative will:

- 1.) Identify activities across the department that have similar exposure profiles and collect existing data and provide measurements of sources that lack characterization.
- 2.) Based on the information above, identify similarly exposed categories of employees that are impacted by these activities.
- 3.) Develop a matrix that will permit the identification of individuals that need to be entered into a hearing conservation program.
- 4.) Identify task and occupational groups for which early intervention can be used to prevent hearing loss.

Program Resources:

FY 2011 INITIATIVE PROPOSED FOR FUNDING

Office/NBC Directorate: Office of Occupational Health and Safety			
Activity: Office of Occupational Health and Safety			
Account Number:			
Description/BOAC Allocation	Funding	Cumulative Funding	FTE
	\$20,000	\$20,000	0

Introduction:

To establish and administer a DOI occupational health and safety award recognition program. The purpose of the program is to foster a climate of change that encourages that promote safety and contribute to the overall well being of employees, volunteers, and visitors.

Background:

The Department has implemented a tiered health and safety awards program that recognizes the accomplishments of individuals, groups, and organizations. The top of each tier, the Excellence Awards, include monetary compensation. There are currently mechanisms in place to provide monetary awards to individuals and groups, but not organizations. This initiative provides the funds to recognize the achievements of four organizations by providing awards of up to \$5000 for the continued enhancement of their safety and health programs. This initiative is directly related to Goal Number 2 of the Safety and Health Strategic Plan: Engage Employees in Reaching Safety and Health Commitments. The initiative encourages sustained action to address issues concerning deficiencies in the IG Health and Safety Audit.

Program:

This initiative provides the funds to recognize the achievements of four organizations for excellence in:

- Creating a health and safety culture that strives for prevention of accidents.
- Improving ability to identify and abate unsafe conditions and practices.
- Implementing practices that enhance organization safety and health awareness.
- Facilitating accountability and improvement through evaluation and monitoring.
- Developing risk reduction methods.
- Promoting organizational action through managers and supervisors.
- Advocating for the identification and control of safety and environmental hazards.

Program Resources:

The Office of Occupational Health and Safety is requesting \$20,000 of FY 2011 Initiative Funds to recognize these organizations. The funds will be allocated as follows:

Object Class	Description of Service	Cost

FY 2011 INITIATIVE PROPOSED FOR FUNDING

Office/NBC Directorate: Office of Occupational Health and Safety			
Activity: Office of Occupational Health and Safety			
Account Number:			
Description/BOAC Allocation	Funding	Cumulative Funding	FTE

Introduction: The purpose of this initiative is to address the Department’s Safety and Health Strategic Plan for Goals 3 and 4: Implement, evaluate, and continuously improve the DOI Safety and Health Program to meet or exceed all Federal Safety and Health Regulations.

Background: Office of Health and Safety OHS) has dedicated significant time and resources updating the Department’s Safety Management Information System (SMIS) to perform as a comprehensive accident and injury reporting system. The updating of SMIS has improved both its functionality and reporting features that provides Bureaus a detailed accounting of their injuries and illnesses.

Program: The Department should use the injury and accident data captured by SMIS to target specific areas for accident preventive measures to help lower injury and illness rates and workers’ compensation costs. The Department will propose contracting for an analysis of the collected data to develop and improve key accident preventive measures that can be implemented Department wide. The criteria for this analysis will include a detailed study of root causes e.g., failure to wear personal protective equipment, and recommendations for improvement.

Program Resources: The Office of Occupational Health and Safety is requesting \$? of FY 2011 Initiative Funds to conduct this accident preventive analysis. The funds will be allocated as follows:

Object Class	Description of Service	Cost

FY 2009 INITIATIVE PROPOSED FOR FUNDING

Office/NBC Directorate: Office of Occupational Health and Safety			
Activity: Office of Occupational Health and Safety			
Account Number			
Description/BOAC Allocation	Funding	Cumulative Funding	FTE
Integrate an Inspection and Abatement Function within SMIS	\$200,000.00		0

Introduction:

This proposal funds the establishment of an “enterprise” inspection and abatement (commercial or developed in-house) application within the scope of Safety Management Information System (SMIS) redesign/replacement initiative. IAS meets DOI’s initiative criteria for funding, 1) Department-wide scope applicable to more than one Bureau; 2) brings the Department into regulatory compliance by addressing program or policy deficiencies; 3) facilitates a collaborative effort between bureaus that provides economies of scale and results in a “value added” process, and 4) eliminates duplication of effort in meeting IT certification/accreditation and security requirements while supporting the same system users.

Background:

The Inspector General’s Report “Health and Safety Concerns at Department of the Interior’s Facilities, dated March 2008, detailed many observations and findings that elude to gaps in agency and/or individual bureau compliance with 29 CFR 1960 “Basic Program Elements for Federal Employees (OSHA)”, DM 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”. Although all bureaus have established policy aligned with Department of Labor, Occupational Safety and Health Administration (OSHA) requirements, the majority of bureaus lack the automated means necessary to enable full or integrated inspection and abatement programs across all levels of the organization.

Program Requirements: This proposal recommends development and/or procurement of the following inspection and abatement capabilities as part of the (SMIS) redesign/replacement initiative:

Field level Self-Inspection and Bureau/Regional Audit Tools:

- Means to assess and document local/facility compliance with 29 Code of Federal Regulations (CFR), Parts 1910 “Occupational Safety and Health Standards” and 1926 (Safety and Health Standards for the Construction Industry”.
- Means to integrate the DOI Risk Assessment System, References to Requirements and Help Resources
- Posting of Notices of Hazard
- Means to document interim and final corrective actions, inclusive of abatement funding and link to facility identification/nomenclature
- Management Reports
- Integration with SMIS accident rates/SHARE Goals

Bureau/Regional Program Assessment Tool:

- Means to assess and document compliance with 29 CFR 1960 “Basic Program Elements for Federal Employees” and DOI Program Assessment Handbook criteria.
- Means to integrate the Abatement Priority Codes, References to Requirements and Help Resources
- Means to document interim and final corrective actions, inclusive of abatement funding and link to facility identification/nomenclature

Bureau Unsafe Condition Reporting Tool:

- Employee Unsafe Condition Reporting Function
- Local Validation of Unsafe Condition and assignment of RAC by Collateral Duty Safety Officers

- Documentation of interim and final corrective actions and associated abatement costs
- Assignment of real property identification numbers to facility related inspection findings

Management Reports:

- Number of Completed Inspections by Location, Region, Bureau
- Number of Completed Program Assessments by Location, Region, Bureau
- Number of Unsafe Condition Reports by Location, Region, Bureau
- Open/Closed Findings by Location, Region, Bureau
- Abatement Costs per Open/Closed Finding, by Locality, Region or Bureau

Integration with SMIS accident rates/SHARE Goals

- Five, Three and One Year Comparisons for Goals versus Actual Total and Recordable Accident Rates by DOI, Bureau, Region and Locality

Integration with DOI LEARN safety training records

- Ability to upload DOI LEARN online and extra transcript training records

Program Benefits/Resources: The Office of Occupational Health and Safety is requesting \$200,000.00 of FY 2011 Working Capital initiative funds to establish a SMIS inspection and abatement function through NBC for contract services (\$200k) or via development by a NBC programmer (\$140K) and help desk support (\$60K) that provides the following DOI benefits:

- Standardize Audit/Abatement Processes-Establish Program Continuity
- Provide Field Tools/Templates/Helps to meet Regulatory Requirements
- Provide Field Support and Funding tied to Risk and Justifiable Needs
- Increase Management Involvement/Decision-making via Data Analysis, Trending, and Reports
- Establish Accountability for Goals, Facilitate Long-Term Direction and Continuous Improvement

Add COTS estimates here. Consider removing the Additional Considerations paragraph.

Additional Considerations: The USGS has been developing and implementing a web inspection and abatement application over the past four years that meets all of these criteria while still maintaining the capability for tailoring each function to expand or contract based on individual bureau needs. Initial IAS interest in partnering has been expressed by most bureaus and offices, i.e., NPS, BOR, MMS, FWS, OSM, OS (NBC). The DASHOs approved consideration and review of the USGS system within the NBC SMIS redesign/replacement initiative to determine application applicability as a cost effective option to commercial off-the-shelf software.

FY 2009 INITIATIVE PROPOSED FOR FUNDING

Office/NBC Directorate: Office of Occupational Health and Safety			
Activity: Office of Occupational Health and Safety			
Account Number:			
Description/BOAC Allocation	Funding	Cumulative Funding	FTE
Implement DOI AED Medical Program Oversight	\$10,000		0.3 Contract Administrator (NBC/AQD)

Introduction:

This initiative sets up Medical Program Oversight, inclusive of database tracking of AED locations, equipment, maintenance, and employee training, which will be administered through contract with Federal Occupational Health (FOH). Consolidation of these services and procurement of equipment will reduce overall bureau costs across DOI and to individual bureaus/offices.

Background:

In the United States more than 350,000 people die each year from SCA before reaching a hospital. In many cases SCA can be reversed with early defibrillation. Defibrillation involves shocking the heart with an electric current that allows the heart to reestablish its normal rhythm. To be most effective, defibrillation must occur as soon as possible after the onset of SCA. The chance of survival from sudden cardiac arrest decreases by 7-10 percent per minute until defibrillation.

Several bureaus within DOI have already implemented a Public Access Defibrillator (PAD) program following the American Heart Association and Federal Occupational Health guidelines. These guidelines call for automated external defibrillators (AEDs) to be installed and readily accessible for use within three minutes from anywhere in an office.

Program:

Current program requirements are linked to GSA and DM Chapter 23 “Public Safety and Health. In addition, this initiative links to the DOI Strategic Safety Plan Goals of “Preventing Exposure to Hazards and Mitigate Risk to our Employees”. The existing program requires written AED plan that addresses medical program oversight by a physician, AED locations, equipment, maintenance, and employee training. Formal operator [training](#) on the AED is critical so that personnel are familiar with the device and are able to successfully operate it in an emergency.

Program Resources:

The Office of Occupational Health and Safety is requesting \$10,000.00 of FY 2011 Initiative Funds to set up a contract services for medical oversight, inclusive of database tracking of AED locations, equipment, maintenance, and employee training. Suggestion: Approach NBC/AQD for procurement options/vehicles to establish centralized agreement. Bureaus retain responsibility for maintaining programs.

Object Class	Description of Service	Cost	Per	Number	Estimate
252 Z Service	Oversight (Annual Fee) 1 or 2 units per building	\$310.00	Unit		
	Oversight (Annual Fee) 3 or more units per building	\$210.00	Unit		
Equipment	AED Units & Accessories	\$2500.00	Unit		
	Training Manikin	\$100.00	Item		
	Trainer Unit	\$500.00	Item		
	Alarmed Wall Case	\$200.00	Item		
	State Registration (varies)		Item		
Training	CPR/AED Training	\$550.00	12 students		
Service	*RN Hourly Fee	\$61.00	Hourly		

	*MD Hourly Fee	\$159.00	Hourly		
Supplies	**Suggested Allowance for Replacement Supplies	\$200.00	Unit		

*Estimated hours above include Protocol Development and Annual Oversight

** Estimate for replacement supplies cannot be closely predicted