

Executive Summary

DASHO-SOHC Meeting Follow-up

The Council discussed the benefits of the increased level of engagement from the DASHOs during the OIG Work Group effort and expressed a desire to continue to work collaboratively with the DASHOs. In order to increase coordination between the two groups, the SOHC will propose a series of agenda items for each subsequent DASHO meeting.

2009 Red Rocks Training

The Council debriefed this year's training program and determined the next steps. Overall, the Red Rocks courses were very well received and well attended. The fall courses had lower attendance than the spring courses for several reasons. Based on this, all four courses for 2009 will be held in the late winter to early spring time period. Two courses will be held at Red Rocks in Colorado in January and two will be held in Reston in mid-March.

Operational Risk Management

Mike May gave the Council a presentation on Operational Risk Management (ORM). The NPS is beginning to implement a version of a behavior-based safety training program called Operational Leadership.

2009 Safety Week

The Council agreed that on April 8, 2009, the Department would conduct an event aimed at focusing management's attention on the primary causes of accidents and incidents within their bureau. Other bureau level events may tier off this event at each bureau's discretion. NBC will be designing and implementing Safety Week events at MIB and SIB

2010 DOI Safety Seminar

The Council decided to design its safety seminar around the ASSE Conference to be held in June 2010 in Baltimore, MD. In addition to attendance at the conference, bureau personnel will participate in a one-day post conference DOI meeting consisting of Department level sessions in the morning and bureau specific sessions in the afternoon.

Safety Awards

The Council discussed this year's safety award nomination process and identified a series of questions and a few recommendations to be presented to Joy Buhler. Nominations for 2009 Awards are due by 12/11/08.

485 DM Review

In this meeting, the Council reviewed and provided feedback on 485 DM chapters 3, 12, 13, and 28. Barry Noll will incorporate this feedback into the next draft of these chapters before submitting it for formal review.

Next Meeting

The next Council meeting will take place in Washington D.C. on February 24-26, 2008.

Meeting Summary

Meeting Participants

Council Members Present: Staci Atkins (MMS), Maurice Banks (OSM), Bob Garbe (OHS), Paul Holley (BIA), Wanda Jones (OHS), Mike May (NPS), Bill Miller (USGS), Barry Noll (OHS), Mary Parkinson (FWS), Ed Perez (BLM), Louis Rowe (BLM), Diane Schmitz (OHS).

Council Members Absent: Leon Craig (OST), Greg Robida (SOL), Stephen D'Antino, (OS), Bob Jarcho (NBC), Jim Robison (OIG), Joy Buhler (Awards).

DASHO-SOHC Meeting Follow-up

The group discussed the meeting held in October with the DASHO and SOHC members. Many Council members expressed the frustration that the length of time it takes to finalize DASHO meeting agendas often leads to an inability for the DASHOs to be fully briefed on the topics to be discussed. There was general agreement among the Council that more coordination on meeting agenda development would benefit both groups and increase the effectiveness of DASHO and SOHC meetings. Since DASHO meetings will now be conducted on a quarterly basis, the Council will propose agenda topics for the next DASHO meeting at the end of each SOHC meeting.

The group also reflected on the effectiveness of the work groups created in response to the OIG audit. Many Council members appreciated the increased engagement of the DASHOs in this process and would welcome that same level of involvement on an ongoing basis. Others commented on the difficulty of attending to the work of their bureaus with the increased workload associated with the OIG work groups. All agreed that in the future, when the Department assigns tasks to the SOHC, Council members' roles and responsibilities should be more clearly articulated so that priorities may be established.

Emergency Management Council-SOHC Interface

The group briefly discussed the interface between the Emergency Management Council (EMC) and the SOHC during a response activity. Currently the SOHC can communicate bureau level concerns to the EMC through Bob Garbe. Bob will continue to solicit input from the Council at both regular EMC meetings and during emergency response events. At present, there is no mechanism for gaining input from the field during these events. The EM office is in the process of developing a "gray card" certification. Council members expressed a desire to provide input into this process.

Actions:

- Staci Atkins will inform the Council about the timeline for the gray card development process by 11/28/08 so they can provide input into performance standards for the certification.
- Bob Garbe, Barry Noll, Ed Perez, and Staci Atkins will meet to develop these standards and will provide the SOHC an update at the February meeting.

SHARE Performance

The Council briefly reviewed the FY 2008 SHARE Performance Summary. There was agreement among all bureaus on the goal of 3% reduction of incidents.

Action:

- Mary Parkinson will follow-up with Carmen Craddock about the standard OWCP performance measures and inform the Council by 12/31/08.

Organizational Structure: Safety Offices

This agenda topic was tabled in this meeting. It will be addressed when the Department has compiled the data.

Action:

- Diane Schmitz will follow up with Jim Cason on the status of the data by 11/24/08.

Red Rocks Training

The Council discussed the lessons learned from the training classes offered through Red Rocks this past year and determined the next steps.

Lessons Learned:

- The quality of instruction was excellent across the board.
- There was less participation in the second set of classes for the following reasons:
 - Timing: September is a bad month for BIA, OSM, BLM, USGS, and MMS (fire and budgets).
 - Travel funding was a minor impediment. (Next year it could have a larger effect.)
 - NPS could have sent more people, but it had used its quota.
 - FWS has few people who need this level of training.
 - The location was somewhat of an impediment for USGS.
- Holding two classes back-to-back saved on travel costs. Approximately 50% of attendees went to both classes.

Recommendations for 2009:

- Hold all training classes in the spring
- Conduct one class in Denver and one class in Reston
- Continue to hold two classes back-to-back to save on travel costs
- Proposed schedule for 2009 (The prioritized list of classes is include in the appendix.)
 - Hazardous Materials 2015: Late January (Red Rocks)
 - Industrial Toxicology 2230: Late January (Red Rocks)

 - Fall Arrest Systems 3110: Mid-March (Reston)
 - Excavation, Trenching and Soil 3010: Mid-March (Reston)

Action:

- Bill Miller and Louis Rowe will explore options for accident investigation training. They will bring a proposal back to the Council at the May 2009 SOHC.

Operational Risk Management

Mike May gave the Council a presentation on Operational Risk Management (ORM). The NPS is beginning to implement a version of a behavior-based safety training program called Operational Leadership. The Council discussed the role the Department could play in encouraging a behavior-based approach among the bureaus. The group agreed that this strategy is grassroots driven and therefore it cannot be implemented at the Department level. A suggestion was made to invite SES managers from other bureaus to audit an NPS Operational Leadership class.

2009 Safety Week

Safety Week continues to be a challenging topic for discussion among the Council. Although there is general agreement that uniform implementation of Safety Week is almost impossible due to the diverse needs and constraints of the DOI bureaus and offices, the Council agreed to the following observance of Safety Week across the Department.

- The Secretary will issue a proclamation. (A possible theme was suggested relating to behavior-based safety: ORM/Operational Leadership.)
- One day during Safety week, on 4/8/09, the Department will kick off an event aimed at focusing management's attention on the primary causes of accidents and incidents within the bureaus and offices. Bureau level events may tier off this event at each bureau's discretion.
- NBC will be designing and implementing Safety Week at MIB and SIB.

Action:

2010 DOI Safety Seminar

The Council discussed holding a Safety Seminar in 2010. The purpose of this event is to bring field personnel together for training, education and networking. The seminar would be designed to achieve the following outcomes:

1. All attendees are aware of the status of DOI and Bureau Safety Programs and planned initiatives.
2. CDSOs and other non-safety professionals receive the training necessary to perform their safety roles.
3. Bureau employees share best practices, engage in collaborative problem solving, and develop inter-bureau relationships within which to offer and receive technical/operational assistance.
4. Managers understand the role of safety personnel within their bureaus and how to support them.
5. Safety personnel are recognized in front of their peers.
6. All attendees have the opportunity to receive training specific to DOI applications.

The group discussed three implementation options for the seminar. Based on cost effectiveness and available staff time, the group decided to move forward with option 1.

Option 1: (5 votes)

- Attend the ASSE Conference in June 2010 in Baltimore, MD
- Hold a one day post conference DOI meeting (AM: DOI sessions; PM: Bureau sessions)

Option 2: (1 vote)

- Design and conduct a three-day DOI specific conference plus a one-day Bureau specific day in 2011

Option 3: (1 vote)

- Cluster a series of Red Rocks courses into one week plus a one-day Bureau specific day in 2010
- Other sessions could be offered concurrently (e.g. SMIS)

Other ideas regarding seminar implementation that were mentioned in the conversation included:

- Integrate behavior-based philosophy as a theme of the conference
- Have two tracks - one for field employees and one for managers
- Invite managers and CDSOs to attend the seminar together
- Use bar code to track employee attendance at sessions

It was estimated that approximately 270 people would attend this seminar. The breakdown by bureau: BOR: 30, MMS: 5, BLM: 20, FWS: 20, NPS: 75, USGS: 75, OSM: 20, BIA: 20, OHS: 7.

Action:

- Convene a Safety Seminar Work Group with a representative from each bureau including Barry Noll (lead), Chip Murphy (FWS), Kathy Greer (BLM), Wanda Jones (OHS), Maurice Banks (OSM), and Mike May (NPS). The work group's deliverables for next SOHC Meeting include:
 - Determination of the feasibility of the ASSE option (e.g. secure a hotel)
 - Determination of the number of participants from each Bureau
 - Action Plan

Safety Awards

The Council discussed this year's award nomination process; identified lessons learned and determined next steps.

Questions for Joy Buhler:

- Does the safety award request fit under the other awards processes within HR?
- Where does HR send the nomination request memo within the Bureaus? Can it also be sent to Bureau Safety Managers?

- How does the review process work? Can the SOHC review the nominations prior to the Selection Committee's review?
- How are the aviation safety awards handled?

Recommendations to Joy Buhler:

- Issue the request for nominations in September to allow bureaus sufficient time to review and vet their submissions.
- Revise the nomination form to accommodate the new safety and health awards.

Actions:

- Bureaus need to submit their nominations for 2009 Awards by 12/11/08. The award justification needs to be concise and specific about the rationale for the award since the awards committee members are not safety professionals.
- The awards work group will work with Sharlyn Grigsby to develop a graphic depicting the three-tiered award system that could combine "honor" awards with monetary awards. This will be presented at the February SOHC meeting.
- Staci Atkins will meet with Joy Buhler prior to the next meeting to discuss the Council's questions and recommendations.

485 DM Review

In this meeting, the Council reviewed and provided feedback on 485 DM chapters 3, 12, 13, and 28. Barry Noll will incorporate this feedback into the next draft of these chapters before submitting it for formal review. The Council also reviewed the training plan produced by the training work group and identified four improvements they would like to see made to this document.

- Add a purpose statement at the beginning of the plan
- Add measureable training targets that can be tracked
- Eliminate the policy language in the beginning of the document and instead reference 485 DM
- Augment the training requirements for facilities inspections so they are accurate for all bureaus (i.e. BIA has more requirements than this plan suggests.)

Action:

- Staci Atkins will talk to Bill Miller about the Council's feedback by 11/21/08.

SOHC Priorities

The Council recognized that one of the greatest limiting factors to accomplishing its objectives is the workload at OHS. In order to make the best use of this limited resource, the Council discussed and prioritized its initiatives for 2009. Each bureau was asked to identify its first and second priorities among the list below. To the extent possible, the Council would like to see the resources at OHS directed toward these priorities and away from other activities, such as Safety Week, that do not provide as much value relative to the four goals measured by the SHARE scorecard.

Top Priority Initiatives	Other Initiatives
SHARE Scorecard (1/1/1/2)	Safety Conference
485 DM (1/1/1)	OSHA Citation
Bureau Evaluations (2/2)	SMIS
	SAIT
OSHA Report (2)	Safety Week
Medical Monitoring (2)	Awards
	Core Competencies
	Leading Indicators (connected to SHARE Scorecard)

Proposed DASHO Meeting Agenda

The Council proposed the following topics for the next DASHO Council meeting agenda.

Information Sharing Topics:

- 2009 Red Rocks Training
- IG Work Group Update
- Update from Safety Staffing Data Call
- OSHA Annual Report Review (final report due 1/30/08)
- SHARE Analysis: Awareness of SHARE results and the Department’s response to it (analysis complete in April 2009)
- Safety Week: Awareness of approach for 2009

Topics Requiring Action:

- 2010 Safety Seminar Implementation Proposal (Desired Outcome: Approval)
- Discussion: What’s next in the IG process? How do we build on the momentum generated? (Desired Outcome: Agreement on next steps)

Council Input to Diane Schmitz

At the end of the meeting, Diane requested input regarding how she can best support the Council as chair. The group’s responses are described below:

- Represent the Council to upper management
- Provide immediate feedback on Council ideas
- Encourage Kathleen to attend these meetings (one day?)
- Keep communication open between OHS and the bureaus
- Provide greater understanding for DASHOs on Council issues

Parking Lot (From the July 2008 Meeting)

- Organizational Safety Award: Establish a work group for this at the first SOHC meeting in 2009.

Next Meeting

Location: Washington D.C.

Date: February 24-26, 2008

Potential Agenda Topics:

- EMC: Input on “Gray” Card development
- SHARE Analysis
- Organizational Structure: Safety Offices
- 2009 Safety Week
- 2010 Safety Seminar
- Safety Awards: Organizational Safety Award
- Red Rocks Training
- DM chapter review (1 day)

Future 2009 Meetings:

May 19-21, 2008: Albuquerque, NM

August 4-6, 2008: Washington D.C.

November 17-19, 2008: Washington D.C.

Action Item Summary

Task	Responsibility	Deadline
Emergency Management Council		
1. Inform the Council about the timeline for the gray card development process so they can provide input into performance standards for the certification.	Staci Atkins	11/28/08

2.	Meet to develop performance standards for gray card certification. Report on progress at next meeting.	Bob Garbe, Barry Noll, Ed Perez, and Staci Atkins	2/23/09
SHARE Performance			
3.	Follow-up with Carmen Craddock about the standard OWCP performance measures and inform the Council.	Mary Parkinson	12/31/08
Red Rocks Training			
4.	Explore options for accident investigation training and bring a proposal to the Council at the May 2009 SOHC.	Bill Miller & Louis Rowe	5/18/09
Safety Seminar			
5.	Convene a Safety Seminar Work Group with a representative from each bureau. The work group's deliverables for next SOHC Meeting include: <ul style="list-style-type: none"> • Determination of the feasibility of the ASSE option • Determination of the number of participants from each Bureau • Action Plan 	Barry Noll (lead), Chip Murphy (FWS), Kathy Greer (BLM), Wanda Jones (OHS), Maurice Banks (OSM), and Mike May (NPS)	Begin meeting by 12/31/08
Safety Awards			
6.	Submit nominations for 2009 Awards.	All Bureaus	12/11/08
7.	Work with Sharlyn Grigsby to develop a graphic, depicting the three-tiered award system that could combine "honor" awards with monetary awards, to be presented at the February SOHC meeting.	Awards work group	2/23/09
8.	Meet with Joy Buhler prior to the next meeting to discuss the Council's questions and recommendations on awards.	Staci Atkins	12/31/08
485 DM			
9.	Talk to Bill Miller about the Council's feedback.	Staci Atkins	11/21/08

Meeting Participants

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NPS	Mike May	Michael_may@nps.gov	202-513-7222
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Appendix

Red Rocks Training Priorities Based on Responder Preferences:

OSHA 2020 – Advanced Accident Investigation, or Equivalent
OSHA 2073 – Fire Protection and Life safety
OSHA 6010 – Occupational safety and Health Course for other Federal Agencies
OSHA 3090 – Electrical Standards
OSHA 2045 – Machinery and Machine Guarding
OSHA 1210 – Introduction to Industrial Hygiene for Safety Professionals
OSHA 2015 – Hazardous Materials
OSHA 3110 – Fall Arrest Systems
OSHA 3010 – Excavation, Trenching and Soil Mechanics
OSHA 2230 – Industrial Toxicology
OSHA 335 – Emergency Response to Hazardous Substances Release
OSHA 3080 – Principles of Scaffolding
OSHA 3220 – Applied Welding Principles
OSHA 510 – Occupational Safety and Health Standards for Construction
OSHA 2220 – Respiratory Protection
OSHA 511 – Occupational Safety and Health Standards for General Industry
OSHA 2260 – Permit-Required Confined Space Entry
OSHA 2340 – Biohazards
OSHA 224 – Laboratory Safety and Health
OSHA 2200 – Industrial Noise
OSHA 2210 – Principles of Industrial Ventilation
DOI Leadership Course
OSHA 500 – Trainer Course in Occupational Safety and Health Standards in General Industry
OSHA 501 – Trainer Course in Occupational Safety and Health Standards in Construction
Hazardous Waste Site Operations (HAZWAPER) 40 hour course
OSHA 2250 – Principles of Ergonomics Applied to Work Related Muscular-Skeletal Injuries
OSHA 2050 – Cranes and Rigging Safety for Construction
CDEV9002D – Managing Training for Results
TDEV 7.... – Jump-Starting High-Performing Teams: The Fundamentals
OSHA 152 – Effective Written Communication
DOIU – Employee Performance Enhancement Track