

**DOI Safety and Health Council
IG Report Response Meeting
January 23-24, 2008
Washington, DC**

Meeting Summary

Introduction

In response to the recently released draft report from the Office of the Inspector General, a multi-disciplinary group met to craft a response and develop an action plan to address the recommendations contained within the report. The following tables outline the tasks to be undertaken by a series of work groups representing various disciplines and organizational perspectives. Coordination will be required across the work groups as they address their interrelated task assignments.

All work groups will operate on the following time line.

- Conduct the first meeting of the work group by 3/31/08
- Have a work plan in place by 4/30/08

| Recommendation #2 |
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| Establish a full-time position, called the Chief of Health and Safety that serves as the DASHO's advocate for health & safety. This advocate would work with the existing DASHO Council and Asset Management Team to ensure coordination and to ensure that identified issues are raised to the appropriate level for decision-making. |
| Tasks |
| Convene a work group to: <ol style="list-style-type: none">1. Explore organizational structure options to increase the visibility, accountability, and authority of the DOI Safety & Health program and maintain direct access to the DOI DASHO.2. Develop appropriate linkages between DOI Safety & Health program and Real Property Asset Management Program, Environmental Program, HR, and Budget Office.3. Investigate reporting and communication channels that impact the implementation of the DOI Safety & Health program.4. Present a recommendation on the optimal organizational structure to Assistant Secretary. |
| Work Group |
| <p><u>Lead:</u> DOI Deputy DASHO</p> <p><u>Work Group:</u> DASHOs (BLM, MMS, USGS), OEPC rep., PAM rep., HR rep., SOHC reps. (Chair, NPS) OSH rep.</p> |

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| Recommendation #3 |
| <p>Develop and Implement a Department-wide health & safety program that covers employees, volunteers*, and the general public. The development of the program should be based on the elements of a well-designed health & safety program described in Appendix D and should reduce the reliance on collateral duty assignments by establishing a sufficient number of full-time health & safety personnel.</p> |
| Tasks |
| <p>Convene a work group to:</p> <ol style="list-style-type: none"> 1. Determine the elements of an effective DOI Safety & Health program and develop a business case for the changes necessary to achieve the desired program. 2. Determine the Safety & Health Program elements already in existence within the department and each Bureau by conducting Programmatic Reviews within each Bureau and the Department. 3. Develop a multi-year action plan with reporting milestones that address missing or weak program elements focusing on strategies that optimize staffing resources (e.g. use of CDSOs). 4. Align the program with the DOI Human Capital Strategy and incorporate into the DOI Safety & Health Strategic Plan. 5. Develop funding strategies to support the action plan in coordination with the funding work group. |
| Work Group |
| <p><u>Lead:</u> BLM DASHO</p> <p><u>Work Group:</u> Senior program manager, Asset Management rep., External subject matter expert, SOHC reps. (OSM, USGS), OSH rep.</p> |

* A suggestion was made by the group to include volunteers in this recommendation.

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| Recommendation #4 |
| Develop and implement a Department-wide action plan with milestones to eliminate significant health and safety deficiencies. |
| Tasks |
| <p>Convene a work group to:</p> <ol style="list-style-type: none"> 1. Review DOI/Bureau processes to identify and abate safety and health deficiencies and recommend standardization of procedures where appropriate. 2. Develop a plan for the Department's role in eliminating deficiencies within the Bureaus. |
| Work Group |
| <p><u>Lead</u>: BIA DASHO</p> <p><u>Work Group</u>: BLM (CASHE program Lead), BOR (Asset Management rep), USGS (Bureau Safety Manager), NPS rep., OEPC rep., BIA (Safety rep. & facilities rep), PAM rep., IT rep., certified project manager rep.</p> |

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| Recommendation #5 |
| Develop a Department-wide funding strategy to ensure that health & safety issues timely and effectively addressed. |
| Tasks |
| <p>Convene a work group to:</p> <ol style="list-style-type: none"> 1. Review and determine performance metrics for the DOI Safety and Health Program that belong in the DOI Strategic Plan based on the findings in the IG report, and link these metrics to budgetary resources to address IG report recommendations. 2. Determine the funding bureaus & the Department currently have, how it is being spent, and how safety & health priorities fit into overall priorities of the bureaus and the Department. 3. Investigate creating safety and health budget line items in the DOI budget for each bureau and for OHS. |
| Work Group |
| <p><u>Lead</u>: MMS DASHO</p> <p><u>Work Group</u>: DOI Budget Office, OST rep., OSH rep., PPP rep., SOHC Chair, OSH Director, Bureau Budget Director, Bureau Regional Director, BOR region/area rep.</p> |

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| Recommendation #6 |
| Develop a plan that ensures all managers, employees, and health & safety staff receive appropriate training concerning health & safety. |
| Tasks |
| <p>Convene a work group to:</p> <ol style="list-style-type: none"> 1. Integrate all existing training plans and expand them to include all employees and volunteers. 2. Inventory the current Safety & Health training opportunities available at the Bureau and Department levels and assess current training delivery methods. 3. Build accountability mechanisms into Department-wide training program and communicate across Department. 4. Determine training needs for personnel responsible for conducting facilities inspections and identifying and correcting work place hazards. 5. Align training plan with the DOI Human Capital Strategy and integrate long-term actions into DOI Safety and Health Program Strategic Plan. |
| Work Group |
| <p><u>Lead:</u> USGS DASHO</p> <p><u>Work Group:</u> Director of Strat. Employee Development, NPS (T & D rep.), BLM Training Director, NBC rep., NPS (Safety rep.), USGS (safety rep.), BIA/BIE Regional Director, Bureau field supervisor rep., DOI Learn rep.</p> |

| Recommendation #7 |
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| <p>Improve the SMIS system:</p> <ul style="list-style-type: none"> • simplifying the data entry system • requiring input of both employee & visitor accidents • establishing controls to ensure that incident reporting data is accurate and complete, and • enhancing security |
| Tasks |
| <p>Convene a work group to:</p> <ol style="list-style-type: none"> 1. Assess bureau and department needs for capturing employee and visitor accident/incident data. 2. Conduct analysis of alternatives for meeting those needs (e.g. SMIS and other systems). 3. Recommend an approach to meet the identified needs (improve SMIS or develop new system). 4. Determine the resources needed at the Department and bureau levels to effectively support a Safety and Health and OWCP electronic reporting and data collection system. |
| Work Group |
| <p><u>Lead:</u> FWS DASHO</p> <p><u>Work Group:</u> OSH rep., NBC rep., Bureaus SMIS user, BIA rep., NPS (field safety rep.), Bureau and Department OWCP reps., SOHC rep. (FWS), MMS CDSO rep.</p> |

The group determined that in addition to the previously described tasks, which are focused on addressing specific IG report recommendations, that a work group also be convened to revise the DOI Safety and Health strategic plan.

| Tasks |
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| <p>Convene a work group to:</p> <ol style="list-style-type: none"> 1. Align the Department Safety and Health Strategic Plan with the DOI Strategic Plan. |
| Work Group |
| <p><u>Lead:</u> NPS DASHO</p> <p><u>Work Group:</u> OSHC members, DOI PPP rep.</p> |

Meeting Participants

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