

## Executive Summary

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### Overview

The primary focus of this meeting was twofold – to inform Council members of the progress of the OIG work groups and to review and provide feedback on 485 DM chapters. The key points from each of the primary agenda topics are highlighted below. For additional detail, please see the complete meeting summary.

### OIG Work Group Update

Council members provided updates on the progress and next steps of each work group. The key issues of the work groups include:

- Perceived inconsistencies in assessing RAC 3 hazards which impacts the determination of budget priorities and the development of abatement plans.
- Potential decrease in SMIS technical support to the field resulting from the transfer of it from OOHs to the National Business Center (NBC).
- The inclusion of the new safety award, DOI Safety and Health Excellence Award, into the Awards Convocation will increase the visibility of the safety program and the credibility of the award.
- The leadership change in the SOHC is intended to strengthen the linkage between the DASHO Council and the SOHC. The SOHC would like to further build on that relationship by engaging in an annual planning session with the DASHO Council.

### Bureau Program Evaluation

The Program Evaluation pilot is still underway. A deadline of October 2008 has been set for completion of the evaluation tool itself. A complete evaluation workbook containing everything needed to conduct a bureau level evaluation will be developed by 2010.

### Red Rocks Training

The next two courses, Machine Guarding and Fundamentals of Industrial Hygiene will be conducted at Red Rocks during the weeks of September 8<sup>th</sup> and 15<sup>th</sup>. It is expected that the bureaus will pay the travel expenses of their employees to the extent they are able. The Department has a minimal amount of travel funding available. Bureau Safety Managers requiring financial assistance to send staff to these courses need to submit requests for this funding to Bob Garbe by 8/1/08.

### 485 DM Review

In this meeting, the Council reviewed and provided feedback on 485 DM chapters 1, 2, 4, 8, 9, 10, and 11. 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 from November 17-20, 2008 in Washington D.C. The SOHC would like to meet with the DASHO Council for a half or one day planning meeting at the beginning of this week to establish priorities for the next year.

### **Meeting Overview**

The primary purposes of this meeting were to inform SOHC members of the progress of OIG work groups and to review chapters of the 485 DM. This summary contains the key discussion points, decisions, and agreed upon actions of the Council.

Council Members Present: Staci Atkins (MMS), Glenn Dean (NPS), Steve Engleman (BOR), Paul Holley (BIA), Jim Meredith (OOHS), Barry Noll (OOHS), Mary Parkinson (FWS), Louis Rowe (BLM), Diane Schmitz (OOHS), Kathleen Wheeler (OOHS), Joy Buhler (PMB HR).

Council Members Absent: Leon Craig (OST), Jan Elmore (SOL), Bob Galloway (Aviation), Sandra Jackson (OS), Mike Keegan (NBC), Dale Keel (BIE), Bill Miller (USGS), Jim Robison (OIG), OSM Representative.

### **OIG Work Group Update**

Council members gave an update on their work groups. Below are the key issues from each presentation.

#### **Budget Work Group: Staci Atkins**

- Funding Priorities: The group is currently working to complete the prioritization of actions required to mitigate identified program and facilities-related deficiencies. There is a concern that Risk Assessment Code (RAC) 3 is being interpreted inconsistently across the bureaus. This brings into question whether the budget will reflect the actual priorities of the Department. The group is working with the Abatement work group to develop a report of mitigated and outstanding deficiencies for FY08 with a prioritized timeline and identified funding sources for efforts in FY09 and beyond. The deadline for this report is 7/31/08.
- Work Group Composition: This group has lost a few of its members and needs to replace them in order to complete its task.

#### **Abatement Work Group: Paul Holley**

- Plan of Recovery: As stated above, this group is working with the Budget Group to develop a report of mitigated and outstanding deficiencies for FY08 with a prioritized timeline and identified funding sources for efforts in FY09 and beyond with a deadline of 7/31/08.
- Automated RAC Assignment: A question was raised in this meeting about developing the capability to assign Risk Assessment Codes through an automated process in order to bring more consistency to RAC assignments. It was decided that the Abatement Work Group should investigate this question. *(NOTE: Jack Rever will be visiting the Los Angeles school district to learn how they are using MAXIMO. He invited anyone who is interested to join him.)*
- Program Evaluation: This group is developing a plan and policy statement for Bureau-level program evaluations, which will be incorporated into 485 DM chapter 5.
- 485 DM Chapters: Chapters 5 & 6 are ready for the surnaming process, which is anticipated to take up to a year to complete. Barry Noll will inform the DASHOs when these chapters enter the surnaming process and will send a copy of the chapters to SOHC members at that time. Further comments on these chapters should be sent to the Office of Policy through the formal comment process (not to Barry Noll).

#### Next Steps:

1. For this year, bureaus will make their best effort to develop a two-year plan for abating current RAC 3 hazards. These plans will be implemented beginning in FY 2009. In the future, the bureaus will develop a means to consistently apply the RAC system for assigning codes as well as tracking abatements efforts.

2. Jack Rever will talk to Jim Casun about the challenges of planning for the abatement of current RAC 3 hazards.
3. Kathleen Wheeler will convene a teleconference by 7/31/08 for SOHC members and Facilities Chiefs to determine next steps for developing an abatement plan.

**SMIS Work Group: Jim Meredith & Mary Parkinson**

- System Requirements: A system requirements matrix based on a departmental needs assessment was sent to the bureaus the week of July 7, 2008. By 7/31/08, Price Waterhouse Coopers (PwC) will complete an assessment of how well the current system, SMIS, meets the identified needs.
- System Recommendation: By 8/31/08, PwC will make a recommendation to the Department on which system (SMIS or an alternative) best meets Departmental needs.
- OWCP: One of the needs that became apparent in the needs assessment was for improved case management ability for OWCP. Although SMIS works well for gathering safety statistics and identifying trends, it does not contain case management features such as the ability to track deadlines.

**Strategic Plan Work Group: Louis Rowe**

- DOI Safety Program: A DOI Safety Program draft is complete and has been submitted to OOHS. The next step is to send it to the SOHC and DASHO Council for review. Following this review, it will be incorporated into 485 DM.
- Staffing - Safety and Occupational Health Professionals: Three options have been developed to provide guidance to the bureaus on maintaining adequate staffing levels. These options have been presented to Jim Casun.
  1. Do nothing and maintain current staffing levels.
  2. Employ one safety professional for every 500 employees.
  3. Provide guidance to bureaus to assist them in analyzing the factors that cause hazards and the actions required to mitigate them. Develop a tool to assess the extent of hazard present in an organization and the workload required for mitigation. Use this tool to determine the staffing level required in the organization. (The question was raised as to whether a single tool should be developed for the Department.)
- Strategic Plan: The first draft of the strategic plan is complete and will be shared with the SOHC by 7/31/08. The audience for this plan is the Secretary, Assistant Secretary, Office of the Secretary, and Bureau Directors. The plan contains five goals with supporting objectives and measurements. This plan is intended to drive bureau level safety and occupational health planning.

**Training Work Group: Diane Schmitz**

- Computer-based Training: DOI University provided a quote of \$17,600 to revise the current training course. Currently waiting for a response from the DASHOs on how to proceed. Kathleen Wheeler will convene a group to review this course and ensure that training needs for executives, managers and employees are all being met.
- Training Plan: The training plan is scheduled for completion by 7/31/08. The DOI DASHO Council and SOHC will have an opportunity to review this draft plan upon availability and prior to sending forth to Jim Cason.

**Performance, Recognition & Awards Work Group: Staci Atkins**

- Awards Program Review: An inventory was conducted of all safety recognition and award programs within the Department. In order to be included in the Award Convocation in the future, three key actions were identified in this review.
  1. Eliminate the Professional Service Award since it is too similar to the Distinguished Service Award. The DOI Safety and Health Excellence Award will replace the previous Safety Award of Merit.
  2. Strengthen the award nomination process. In the future, an awards council (on which a SOHC member will sit) will determine award recipients. The SOHC will vet nominations prior to submission to the awards council.
  3. Ensure that awards are integrated into the appropriate HR tracking systems.

- 485 DM: The deadline for revisions to 485 DM chapter 10 is 7/31/08. This chapter was reviewed and revised by the SOHC in this meeting.
- Organizational Award: The work group tabled the discussion of the development of an organizational level safety award.

Next Steps:

1. Barry Noll, Staci Atkins, Louis Rowe and Joy Buhler will brief Sharlyn Grisby by 7/25/08 on the new safety award and the concept of recognizing performance at the organizational level.

**Organizational Structure Work Group: Kathleen Wheeler**

- SMIS: The operation of the Safety Management Information System (SMIS) is currently being transferred to the National Business Center (NBC).
- Program Evaluation: The task of program evaluation should be assigned to a higher-level staff person who will coordinate evaluations on a three-year cycle with the Facility Management and Environmental Management divisions.
- Location of OOHS Employees: A decision has been made not to move the employees currently working in Denver. When these positions turn over, their location assignment will be reassessed with the intent to concentrate OOHS staff in Washington D.C.
- Bureau Organizational Structure: The group is not recommending that consistent organizational structures be present within each bureau. However, they will encourage greater participation of safety and health professionals in leadership teams.
- SOHC Structure: A decision has been made to have the Director of OOHS be the permanent chair of the SOHC. The vice-chair position will rotate among members of the Council using the schedule established in 2007. The intent of this change is to create a stronger linkage between this Council and the DASHO Council as well as to maintain consistency in leadership and reduce the burden on the bureaus safety managers. Barry Noll will continue to function in the role of Executive Director and Diane Schmitz will move into the role of Council Chair at the November meeting. Bill Miller will serve as Vice Chair at the November meeting and Paul Holley will become Vice Chair at the first meeting in 2009. The responsibilities of the chair, vice-chair and executive director roles are described below.

Chair

- Conduct SOHC meetings and teleconferences
- Edit and solicit feedback on SOHC meeting summaries and distribute to Council members
- Choose topics for the executive summary accompanying each meeting summary document
- Ensure accountability for action items
- Ensure proper follow-up and feedback is provided to the DASHO Council
- Coordinate inclusion of topics on DASHO meeting agendas
- Present Council action items and recommendations to the DASHO Council
- Coordinate Council activities with all internal and external stakeholders

Vice Chair

- Function as alternate for chair
- Provide input into SOHC and DASHO meeting agendas
- Serve a one-year term

Executive Director

- Coordinate and administer Department Safety Awards Program
- Take notes at SOHC meetings and prepare meeting summary documentation
- Track Council action items until closed
- Schedule meetings and teleconferences
- Maintain archive of all SOHC documents

The group discussed how the Council could continue to improve its effectiveness. The Council believes that an annual planning session (a full or half day) with the DASHO Council would ensure that the SOHC

and DASHO Council agree on priorities at the Departmental level. Ideally the timing of this meeting would coincide with the budget planning process. The group suggested holding the first of these sessions the day before the November SOHC meeting in Washington D.C. The Council agrees that the success of the OIG work groups could be built upon by engaging a diverse cross-section of stakeholders in projects on an ongoing basis. Kathleen Wheeler will follow-up with the DASHOs on this idea.

Next Steps:

- Diane Schmitz and Kathleen Wheeler will communicate by November 2008 the leadership changes in the Council to those members who were absent from this meeting including the responsibility of each member to act as vice-chair on a rotating basis.
- Barry Noll will make the appropriate changes to the charter to reflect the new leadership structure of the Council by 11/14/08.
- Barry Noll, Louis Rowe, and Mary Parkinson will talk to Kathleen Wheeler by 7/31/08 about discussing a possible planning meeting with the DASHOs and the SOHC at the next DASHO meeting on 8/15/08.

The group also discussed the purpose of the Council and the deliverables for which it is responsible as well as their understanding of the purpose and deliverables for the DASHO Council and the Office of Occupational Health and Safety (OOHS).

**DASHO Council**

Purpose: To provide executive level bureau and office involvement in the formulation of policy and the management of the Departmental Safety and Health Program. The Council will determine collective action to achieve the Departmental Occupational Safety and Health Strategic Plan.

Deliverables:

- Departmental Occupational Safety and Health Strategic Plan
- Goals and objectives for reducing and eliminating accidents, injuries and illnesses
- Annual action plan
- Direction to the OOHS and the SOHC
- Sufficient resources (budget and staff) to implement the program
- Programmatic and budgetary recommendations to Department DASHO

**Safety and Occupational Health Council (SOHC)**

Purpose: To advise on Safety and Occupational Health Program matters to the Designated Agency Safety and Health Official (DASHO) for the Department of the Interior.

Deliverables:

- Promotion of safety excellence in the field
- Safety & health protocols & procedures utilized among all bureaus
- Analysis of safety and occupational health trends
- Recommendations for addressing prioritized issues uncovered in trend analysis
- Funding packages for departmental priorities
- Best practices for implementation by bureau and departmental level safety programs
- Consistent training cost effectively implemented through bureau collaboration

**Office of Occupational Health and Safety (OOHS)**

Purpose:

Deliverables:

- Vision for Departmental Program (including the relationships between the three entities)
- Departmental Policies (development and interpretation)
- Bureau Program Evaluations
- Interagency and interdepartmental interface
- Specialized technical support

- Performance data (SMIS, leading indicator data)
- Facilitation of collaborative efforts
- Advocacy for bureau/office program resources

Next Steps:

- Kathleen Wheeler will seek support from the other offices for having a representative on the SOHC by the November meeting.

**Bureau Program Evaluation Update**

Barry Noll has visited BOR once to pilot test the Program Evaluation tool. H used a version of the tool that had been revised by Biller Miller (USGS) subsequent to the last SOHC meeting. Barry will meet with BOR one more time in order to conclude the evaluation, thus it is too soon to report on the results of the pilot. The deadline for completion of the tool itself is October 2008. The longer-term goal of this project is to develop a workbook by 2010 that can be used by internal teams or external contractors to conduct program evaluations. The contents of the workbook will include:

- Pre-evaluation checklist
- Template for advance information request letter
- Template for in-brief
- Interview guidelines
- Evaluation tool
- Training information for using tool
- Reference Manual
- Template for out-brief
- Template for evaluation report
- Template for close-out letter to Director
- Customer survey

The plan is to conduct three program evaluations each year, one at a national office, one at a regional office and one at a field office. Currently there is an expectation that once the tool has been adopted, all bureaus will have a baseline evaluation within 12 months.

**Red Rocks Training**

Jim Meredith provided an update to the Council on the status of the upcoming Red Rocks trainings. The next two courses, Machine Guarding and Fundamentals of Industrial Hygiene will be conducted at Red Rocks during the weeks of September 8<sup>th</sup> and 15<sup>th</sup>. The Department has approximately \$50,000 to assist with travel to these courses. The expectation is that bureaus will pay for travel for their employees to the extent they are able. If bureaus need help with travel expenses, they should let Bob Garbe know how much assistance they need. The Council decided that full time safety professionals get first priority for attending these courses. Collateral Duty Safety Officers (CDSOs) will be admitted to these courses once all full time safety personnel have been enrolled.

Next Steps

- All Council members will send a primary list (full time safety professionals) and an alternate list (CDSOs) of attendees and a request for travel funding to Bob Garbe by 8/1/08.
- Bob Garbe will send a list of confirmed participants for each class and responses to travel funding requests to each bureau safety manager by 8/8/08.

**SMIS Update**

Jim Meredith gave the group an update on the transition of SMIS to NBC. Although the implications of this change are not yet fully known, Jim shared his thoughts about the pros and cons of the move from OOHS to NBC.

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| Pros   | Cons   |
| <ul style="list-style-type: none"> <li>• NBC will relieve the workload on OOHS related to security.</li> </ul> | <ul style="list-style-type: none"> <li>• OOHS will likely pay overhead charges it did not previously incur.</li> </ul> |

- NBC may be more successful at funding the system than OOHS has been.
- The SMIS Users Group will still exist.
- It is likely that customer support for the field will decline.

**485 DM Review**

In this meeting, the Council reviewed and provided feedback on 485 DM chapters 1, 2, 4, 8, 9, 10, and 11. Barry Noll will incorporate this feedback into the next draft of these chapters before submitting it for formal review.

Next Steps:

- Barry Noll will redraft chapter 11 and bring it back for another review by the Council at a future meeting.
- Louis Rowe will check NIFC guidelines for procedures for obtaining a variance to DM requirements and communicate his findings back to the Council by 7/25/08.
- Jim Meredith will request that Bob Garbe review the Radiation Safety Chapter of 485 DM prior to the Council reviewing it.

**Parking Lot**

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

**Next Meeting**

**Where:** Washington D.C.

**When:** November 17-20, 2008

Monday 11/17: SOHC  
 Tuesday 11/18: DASHO-SOHC  
 Wednesday 11/19: SOHC  
 Thursday 11/20: SOHC

**Potential Agenda Topics:**

- Follow-up from planning meeting with the DASHO Council
- DM chapter review (1 day)
- 2010 Safety Conference: Establish a work group to develop and implement
- Debrief Program Evaluation Pilot
- Red Rocks Training: Revisit the timing of the next round of classes and the prioritization of topics for 2010
- Establish dates for 2009 SOHC meetings

**Action Item Summary**

| Task  | Responsibility        | Deadline    |
|---|-----------------------|-------------|
| <b>OIG Work Groups</b>  |                       |             |
| 1. Inform DASHOs when 485 DM chapters 5 & 6 enter the surnaming process and send copies of them to SOHC members.    | Barry Noll            | Mid-August? |
| 2. Develop a two-year plan for abating current RAC 3 hazards. These plans will be implemented beginning in FY 2009. | All bureaus & offices | FY 2009     |
| 3. Talk to Jim Casun about the challenges of planning for the abatement of current RAC 3 hazards.                   | Jack Rever            | ASAP        |

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|---|---|----------|
| 4. Convene a teleconference for SOHC members and Facilities Chiefs to determine next steps for developing an abatement plan.  | Kathleen Wheeler                                  | 7/31/08  |
| 5. Brief Sharlyn Grisby on the new safety award and the concept of recognizing performance at the organizational level.   | Barry Noll, Staci Atkins, Louis Rowe & Joy Buhler | 7/25/08  |
| <b>Organizational Structure-SOHC</b>  |   |          |
| 6. Communicate the leadership changes in the Council to those members who were absent from this meeting including the responsibility of each member to act as vice-chair on a rotating basis. | Diane Schmitz and Kathleen Wheeler                | ??       |
| 7. Make the appropriate changes to the charter to reflect the new leadership structure of the Council.  | Barry Noll  | 11/14/08 |
| 8. Talk to Kathleen Wheeler about discussing a possible planning meeting with the DASHOs and the SOHC at the next DASHO meeting on 8/15/08.   | Barry Noll, Louis Rowe, and Mary Parkinson        | 7/31/08  |
| 9. Seek support from the other offices for having a representative on the SOHC by the November meeting.   | Kathleen Wheeler                                  | 11/14/08 |
| <b>Red Rocks Training</b>   |   |          |
| 10. Send a primary list (full time safety professionals) and an alternate list (CDSOs) of attendees and a request for travel funding to Bob Garbe.  | All Council Members                               | 8/1/08   |
| 11. Send a list of confirmed participants for each class and responses to travel funding requests to each bureau safety manager.  | Bob Garbe   | 8/8/08   |
| <b>485 DM</b>   |   |          |
| 12. Redraft chapter 11 and bring it back for another review by the Council at a future meeting.   | Barry Noll  | 11/14/08 |
| 13. Check NIFC guidelines for procedures for obtaining a variance to DM requirements and communicate his findings back to the Council.  | Louis Rowe  | 7/25/08  |
| 14. Request that Bob Garbe review the Radiation Safety Chapter of 485 DM prior to the Council reviewing it.   | Jim Meredith                                      | 7/31/08  |

### Meeting Participants

| Bureau | Name           | Email                      | Phone Number |
|--------|----------------|----------------------------|--------------|
| MMS    | Staci Atkins   | Staci.atkins@mms.gov       | 703-787-1620 |
| PMB    | Joy Buhler     |                            |              |
| BOR    | Steve Engleman |                            |              |
| BIA    | Paul Holley    | pjholley@msn.com           | 505-563-5365 |
| OOHS   | Jim Meredith   | James_Meredith@ios.doi.gov | 303-236-7158 |
| OOHS   | Barry Noll     | Barry_noll@ios.doi.gov     | 202-208-5318 |
| FWS    | Mary Parkinson | Mary_Parkinson@fws.gov     | 703-358-2255 |
| NPS    | Glenn Dean     |                            |              |
| BLM    | Louis Rowe     | Louis_rowe@blm.gov         | 202-254-3319 |

|        |                  |                           |              |
|--------|------------------|---------------------------|--------------|
| OOHS   | Diane Schmitz    | Diane_Schmitz@ios.doi.gov | 202-219-0189 |
| OOHS   | Kathleen Wheeler |                           |              |
| AVATAR | Sue Thomas       | Sue_Thomas@avatarinc.info | 503-230-1201 |