

DOI Occupational Safety & Health Council 12/4/2014 Conference Call Summary

Council Members Present: Rose Capers-Webb (BSEE), Steve D'Antoni (OFAS), Paul Holley (IA), Bill Miller (USGS), Gary Hill (USGS), Kathy Greer (BLM), Maurice Banks (OSM), Mary Parkinson (FWS), Rod Bloms (OWF), Barry Noll (OSH), Dave Schuller (OSH), and Armando Galindo (OSH)

Council Members Absent: Rhonda Poolaw (OST), Monty Bowman (BOR), and Mike May (NPS)

Meeting Agenda:



December 4 2014
SHC Conference Call

SMIS Update – Armando Galindo

Armando presented the Inspection & Abatement System (IAS) implementation status.

Unfortunately, SMIS experienced an outage that occurred at the hosting site. Raj Giri had to completely rebuild the SMIS reconfiguration inside the server network. SMIS was back up before the Thanksgiving break. Due to the outage, a protocol was established to preserve accident case information, to include CA-1s and CA-2s, for manual input once SMIS came back on line.

IAS:

- SMIS IAS implementation for USGS is approximately five weeks behind; Keith Wanless is working to ensure USGS will get to use the IAS the week of December 8th. Limited access will be given at first to assure the system functions properly and then opened up to the remainder of USGS.
- Once the IAS is running well, the SMIS team will begin to implement the BLM package. Ann Krake will be the point-of-contact for BLM.

Barry provided a short briefing on the status of the SMIS Configuration Control Board.

- The future of the SMIS CCB is currently unknown due to the departure of Ralph Charlip, who was appointed as Chairman. A senior executive is required to be the chair to manage the CCB. To date there has not been a new chair appointed. There were a couple of general information meetings held the first couple of months after Ralph left but its future is now uncertain.
- So for now, OSH is going back to the previous model to address SMIS configuration changes – that is to notify Armando Galindo or call the [SMIS helpdesk](tel:303-236-3796) (303-236-3796) if anyone has any SMIS issues, comments, or change requests.

Evaluation Program – Barry Noll

Barry discussed the second round process and program changes (e.g., scoring, action plans, etc.).

- Second round began with Bureau of Indian Education and Bureau of Indian Affairs.
- The evaluation process and report format will be a little different than during the first round. Previous reports were intended to provide only information on the status of the program for the bureau director or immediate staff to use to affect change – report did not contain any requests of the director for program change.
- In the second round, the report will now have findings, recommendations, and will require the bureau to establish a corrective action plan (CAP). The CAP will be expected to come from the bureau director's office.

- Reports will no longer contain the “maturity model” as it seemed to confuse readers; reports will now contain scoring from the handbook scoring system.
- Evaluation team makeup is in flux but will likely have one interviewer and one team member to conduct the walk through inspections and to provide just-in-time training.
- The evaluation model to be used will still focus on multiple site visits but the time in the field will likely be reduced to about only a week in duration versus two weeks.
- The second round evaluation order is based on the first round’s maturity model scores – beginning with the bureaus that were scored as the least mature programs and on to those that were scored with the most mature programs. BIA and BIE were the first evaluated and the second program evaluation will likely be OSM depending on the budget – tentatively will begin around early spring.
- The [safety program evaluation](#) handbook is still current and is located on [SafetyNet](#).

Online Defensive Driving (DDC) – Barry Noll and Debra Ferris (National Safety Council [NSC])

Barry and Debra discussed the planned training process using the NSC, GSA, or other bureau preferred provider.

- GSA limited agency access to its on-line Defensive Driving Course to only federal employees that drive “G” plate vehicles. DOI employees who operate this type of plated vehicle can go to the GSA Fleet Drive-thru (at <https://drivethru.fas.gsa.gov/drivethru/fdt9001/>) to take the NSC’s online DDC training course at no cost.
- DOI employees using the “I” plate or other plated type vehicles in which the bureau requires these employees to take a DDC course, the NSC worked with DOI to put a mechanism in place that would allow DOI employees to purchase the NSC DDC at a reduced rate.
- The NSC’s DDC option for non “G” plate drivers is to contact the DOI NSC government liaison (Debra Ferris) to purchase the course for \$ 7.03 per individual course. The only limitation is that the initial order must be at least 300 “keys” which denotes to one key per employee.
- Debra stated that once the order is placed that it will be housed through a dedicated department website, where the individual or office that ordered the “keys” can access the site to take or allocate the courses at its discretion; offices/bureaus can access the site to run reports (progress, scores, etc.) that can be downloaded in an Excel file and then uploaded into the department’s learning management system to show a record of completion.
- BLM (New Mexico) ordered the first 300 course keys.
- Purchase requests can be made for an area, regional, or national level – basically anyway a bureau or office chooses to purchase and allocate can be setup by Debra.
- The NSC’s 300 keys can be purchased using the government purchase card (\$2,109).
- Individual assigned a course “key” will be the single user for that key; each individual will be required to log in and create a user name and password to access their course.
- Course certificate will be generic but the individual taking the course can purchase the NSC “water marked” certificate if they need it for some purpose.
- **Debra’s contact information: Phone:** 703-244-5996; **Email:** debra.ferris@nsc.org.
- OSH will work with NSC to create an instruction sheet to explain the new DDC training process – expected sometime the week of December 8th. (**Action Item**)
- The DDC self-study course is also available for employees that work remotely with limited or no internet access – if interested, contact Debra for pricing.
- DOI is a NSC corporate member - contact Debra (information above) to get a customer number for access to the NSC website; **DO NOT BUY merchandise from the NSC website – call Debra directly to get GSA pricing, no sales tax, and free shipping.**

- Driver training is most often a bureau mandate. The NSC DDC is available at a discounted rate. The DOI SkillSoft driver training courses are still an option for bureaus to purchase (if the bureau hasn't already purchased the license). The SkillSoft license is considered to be a cheaper option versus the NSC DDC. The management of the driver training options is at the bureau's discretion.

NSC DDC Information/Instruction Document:



ddc online program
details.doc

OSH Field Instruction Development – Dave Schuller

Dave discussed the development of planned “field instructions.”

- With the DM revisions taking an extraordinarily long time, OSH decided to begin creating “field instructions” to assist field workers by providing a form of standardization; these field instructions will not be considered “mandatory.”
- OSH established a tree felling instruction guide first; it has been finalized and will be made readily available on [SafetyNet](#)
- The second OSH field instruction will focus on “communication sites & associated towers”
- OSH requested copies of any bureau established radio tower guidance

Future Vision of the DOI Safety and Health Council (SHC) – Barry Noll

Barry discussed the future vision of the SHC as it pertains to the current charter available on ELIPS.

- Barry recommended going back to following the original SHC charter that's contained in [DM 9](#) on ELIPS.
- The current charter has three SHC positions that are elected from its membership: Chair, Vice-Chair, and Executive Secretary – each having full voting rights; council membership is listed as well, to include non-voting members.
- Barry suggested we begin following the current charter in January 2015. Rationale: the benefit to have elected positions would give the council more credence than just having OSH running it – making the council bureau centric versus department centric.
- USGS not supportive in bureaus leading the SHC versus DOI OSH – the current DM needs to be revised to reflect the position of the council.
- FWS stated if nominated and elected, would not have any time to perform any of three elected positions.
- Prior practice of using a contract facilitator basically eliminated members from filling elected positions.
- OSH proposed time at the next SHC meeting to revise the DM chapter and charter based on the desire of the SHC (**Action Item - next SHC meeting**).

DASHO Agenda Discussion – Barry Noll

Barry sought DASHO agenda topics from the SHC.

- **Next DASHO meeting: February 26, 2015, from 9:30 am – 10:30 am**, in the Udall Interior Building – room to be determined at a later date.
- Suggested agenda topics:
 - Overview briefing of the IAS.

- Future of the SMIS Configuration Control Board (CCB).
- Future of DOI Worker's Comp Council (WCC) and previously planned workers comp initiatives.
- USGS suggested including department injury statistical information for DASHOs (e.g., a five year or three year average for the department with a bureau breakout, etc.).

Other Business/Open to Council

Barry provided a short briefing on the status of the SMIS CCB (also see the SMIS IAS topic above), WCC, planned conference call on communication towers with affected bureaus, and the new OSHA 1904 reporting requirement change that will go into effect January 1, 2015. Gary Hill provided a short briefing on activities of the DOI Water Safety Work Group.

- The former CCB Chair, Ralph Charlip, moved to a new position with DOL leaving the Chair position unfilled. It's unclear of the CCB's path forward as of the date of this conference call.
- The Workers Comp Council's (WCC) status is also unclear with Ralph's departure. No meetings have occurred since Ralph left the department. Barry, as the SHC WCC representative, called in to a couple of the previously scheduled conference call meetings and no one from the DOI Workers Comp office started the meeting.
- Barry discussed the communication tower issue the department must address to close out a 2004 IG audit finding. The audit finding was transferred from OCIO to the OSH office to close.
 - Barry attended the first radio tower executive steering committee meeting to determine the actions needed to close the finding; OSH has one year to close the finding.
 - Audit findings noted that the hazards at various radio tower sites ranged from "other than serious" to "imminent danger" and were not being managed by the bureaus and offices.
 - The department proposed language to close the finding but the IG liaison did not accept it; so OSH is now working on a multi-prong approach to close the finding: create a DM chapter to address only the safety component of radio towers and to develop a field instruction guide.
 - Bureaus are asked to submit to OSH any guidance it has on radio towers. (**Action Item**)
- OSHA 1904 Recordkeeping rule change: a few bureaus suggested OSH generate a memorandum to the bureaus to explain the rule change that will go into effect January 1, 2015. (**Action Item**)
- The DOI CDSO live stream training webinar went very well – approximately 789 people attended the one-hour session. Once OSH can get it (and the other webinar) 508 compliant, they will be posted on SafetyNet. Unfortunately, supervisors will need to manually mark individual completion in DOI Learn.
- IA appreciated OSH coordination on the BIE school "safety club" program.
- Emergency management – now a requirement for a safety person to be entered in ROSS before a safety person would be eligible to deploy to an incident. Those identified as eligible to deploy must have completed all of the required ICS training courses.
- OSH is requesting a list from bureaus of eligible safety people that have completed the training courses and considered to be eligible and qualified to deploy.
- OSH will make sure all eligible safety people in ROSS are "qualified" to respond.

Gary Hill provided a short DOI Water Safety Work Group (WSWG) activity report. The DOI-WSWG Committee held its first conference call on Oct 2, 2014 with Gary Hill as the new Chairman.

Committee members: Gary Hill, Chair, USGS; Aaron Garcia, FWS; Ron Rods, NPS; Robert Radtke, BOR; Colby Hawkinson, BLM; and Monica Zimmerman, BLM.

SHC WSWG activity report:

- Collecting FY14 dataset on MOCC, MOICC, Airboat and other Trainings by Agency and Region(s).
- Attempting to schedule an inter-agency MOCC (led by WSWG Members) (combined with WSWG Face-To-Face Meeting) in San Diego, CA in mid-January, 2015.
- WSWG is reviewing USFWS edited MOCC Material and will forward to DOI-Safety Council for formal approval.
- Anticipating WSWG Committee review of USFWS DOI-LEARN MOCC re-fresher (FWS-SAF4R02-OLT) by mid-FY15.
- Coordinating with National Conservation Training Center (NCTC) and DOI-LEARN to streamline re-fresher enrollment letter enabling students to notify their respective management upon completion of on-line training. This will prevent NCTC from back-log of non-FWS enrollees.
- Future WSWG Committee reports to the Council will include accident reports, near misses and lessons learned from all Agencies.

Fiscal Year 2015 SHC Meetings:

- December 4, 2014 (conference call).
- March 25-26, 2015 – Denver CO (in-person meeting).
- June 10-11, 2015 – Reston VA (in-person meeting).
- August 26-27, 2015 – Reston VA (in-person meeting).
- December 2-3, 2015 – Reston VA (in-person meeting).

Action Items

Action #	Action/Task	Resource Assigned to Task	Completion Date
1	Create an instruction sheet to explain the new DDC training process - expected sometime the week of December 8 th .	Barry/Dave & Debra	Expected the week of 12/8/2014 Complete
2	DOI OSH send a memorandum to the bureaus to explain the new recordkeeping rule change that will go into effect January 1, 2015.	Barry/Dave	12/26/2014
3	Bureaus are asked to submit to OSH any guidance it has on radio towers.	Bureau Safety Managers	ASAP