

## Meeting Summary

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**Note: The DOI Occupational Safety & Health Council is referred to SHC or the Council in the following notes.**  
**Meeting location: Main Interior Building Director's Conference Room 5056.**

### Agenda:



February 2014 SHC  
Agenda final.doc

### SMIS Update – Armando Galindo

- Reviewed final injury data. Overall, DOI's rates have decreased over a 5 year period
- Presented the SMIS Exposure Assessment and the Inspection and Abatement System update
- Discussion: Will try to get USGS and BOR involved in the demo as planned by 2/28; tentatively the new system upgrades will be tested the first week of March 2014
- Discussion around "supervised" contractors. It might give the wrong idea. Most contractors are not supervised by Department since they are supervised by their respective management. As it stands, the verbiage is not correct.
  - Question presented: Is this for a true personal services contract? Who does this include?  
Decision: remove contractors at the end of this reporting period. Volunteer tracking will be included in 2014
- Question presented: Is there a reason why near miss reporting is only allowed by supervisors instead of everyone? NPS is concerned that this limits the reporting of near miss incidents. **Action item:** Look into implications around allowing everyone to report near miss incidents
- The worker's comp council has put out a statement of work to contract out a case management system. OSH is contemplating bidding on the SOW

### SMIS Presentation:



SMIS\_2\_06\_2014  
(1).pptx

### National Safety Council – Debra Ferris

- Winning of the 2011 and 2012 defensive driving award. DOI is doing an excellent job getting employees trained using the free GSA training that NSC offers
- Debra reviewed the National Safety Council website. Asked if everyone knew how to log in. If not, please send an email request to Dave Schuller
- White papers: The NSC has a new white paper on prescription drug overdoses. Working with drug companies and doctors to regulate the supply of prescription drugs. The white paper on distracted driving is available and is going faster than the process for seatbelts. There is also a new white paper on workplace safety; the workplace is the safest place to be
- Toolkits for prescription drugs and distracted driving will be out in June 2014
- Asked about use of forklifts or lift trucks. OSHA came out with new standards on lift trucks. The NSC developed a course for lift trucks from level 1 through level 8. You can buy the facilitator kit and workbooks for your facilitators to teach the course. OSHA has a free course that is more general, but this new course is more comprehensive

- NSC now offers an Advanced Safety Certificate. There is a mandatory 4-day course, Principles of Occupational Safety and Health. There are a couple of 1-day courses and three other 4-day courses. The certificate can be completed in three weeks. The NSC is working on a schedule (every other week in a month or a week every other month – not defined yet) to stagger the time away from work to complete the certificate program in the DC area. The training for the program consists of only classroom training. The certificate courses are available throughout the country. OPM has released new standards, which are very limiting. This program will help students get their CSP because the NSC and Department of Defense are working with OPM to get CSP credit. Debra will send the Advanced Safety Certificate information to Barry and Dave to share with the SHC.

**Note:** Go through Debra Ferris for GSA Schedule pricing, which is lower than NSC member pricing

- Texas safety conference is March 30-April 1. This is a great opportunity for training
- Distracted driving month is in April. Debra will share information on activities
- 2014 “CEOs Who Get It” is now open for nominations, recognizing managers (not just CEOs as the name indicates) who are passionate about safety
- Other awards include The Rising Star, Robert W. Campbell Award, and the Small Business award. Looking to add a category for Government only
- NSC has an extensive safety library in Illinois that you can use with your membership
- The Washington DC Metropolitan Safety and Health Council meeting is February 20th. Partnered with a technology company and Disney to create the safety management system, *Navigator*, for Disney. They will demo the system at this meeting
- Point of contact: Debra Ferris, [debra.ferris@nsc.org](mailto:debra.ferris@nsc.org), 703-837-1177 phone, 703-244-5996 cell

#### **Safety & Health Program Evaluations – Barry Noll**

- Discussed proposed approaches to continue the program; Mary Pletcher, DOI Deputy DASHO, asked for this at the last DASHO Council meeting
- We are presenting all alternatives for the DASHOs to decide
- Reviewed all alternatives to determine which ones the SHC will support. The yellow highlighted alternatives are supported by SHC. All other alternatives can’t be supported by the Bureaus
- SHC should determine one alternative that the council recommends. Item 7 is the group’s top recommendation, followed by item 6. Also suggest asking the current contractor if it can reduce staff to one person for each evaluation
- If item 5 is kept on the list (as something that can’t be supported by the Bureaus), the cost needs to be re-evaluated because it isn’t that different than the cost of item 4. Right now it gives the perception that it would result in a cost saving. OSH will break that cost down to include the total cost for the Bureau, not just the cost to OSH

#### **Evaluation Program Alternatives:**



Evaluation Program  
Alternatives (2014)-S

#### **NPS Volunteer Data Collection System – Keith Stewart**

- Currently manages volunteer.gov portal. They track applicants that come into the site
- Demo of volunteer.gov tracked stats and information
- FWS and NPS have asked to build a more robust tracking system to track training and hours worked. This will be tracked through a volunteer portal. They can share information that isn’t limited through privacy restrictions
- This allows agencies to determine which groups they need to target to increase volunteerism
- Demo of new site in development for FWS volunteer dashboard. Volunteers will be able to set up their profile and search for opportunities. Tracks their work history transcripts, training, volunteer

agreement, and hours. The information is entered by the volunteer, but is then approved by the coordinator. This will go live in late April/early May 2014

- The NPS has roughly 60-62% of land management volunteers and the parks vary, so they are a bit too big to start with. FWS made more sense to use for the pilot because they are smaller and more nimble
- Question: How do applicants get into the database? Response: They currently submit an application through volunteer.gov
- There's a reporting tool that can be used to report on standard things like hours, training deadlines Custom reports are also available
- They are building portals for NPS to customize some of their standard reports
- NPS volunteer opportunities on most NPS websites are pulled from volunteer.gov. *Although it only really captures about 10-15% of actual NPS volunteers*
- BLM, BOR, FWS, NPS, USGS are all using volunteer.gov. They haven't done a lot of event tracking.
- Most applications are on an individual basis, but some are done for groups. Currently, you have to reapply, but with the new portal, it will keep your information, so you can easily reapply
- Keith can provide the annual report or additional presentations for anyone interested
- Point of contact: Keith Stewart, [support@volunteer.gov](mailto:support@volunteer.gov), 202-257-5647 cell

#### **USFWS CDSO Program – Jim Chandler**

- Regional safety manager for FWS region 6. Working toward integrating training programs for CDSOs and supervisors so they are complimentary. They developed a safety council of senior leaders who make decisions as a central hub. This helps with accountability for station managers. They changed the way they talk about subjects in terms of the supervisor piece. In 2009, they realized that they had a training deficit for CDSOs. They had four mega classes to training 45-50 CDSOs at a time to train about 90%. They currently hold two classes a year, one in the spring and one in the fall. The class has changed from mostly CDSOs to about 60% supervisors and 40% CDSOs. Stations with trained CDSOs and supervisors/managers have a good safety record/program. The training is 3-days (total of 24 hrs). The training covers: inspections, including self-inspections; environmental compliance; and students are given a copy of the manual. They bring in SMEs from OSHA and for worker's comp. Other than that, the two FWS employees (Chip & Jim) teach the class. They can tailor the class to what the employees are experiencing in the field. They talk about specifics of how things impact specific stations. Feedback has been tremendous and they've had to turn people away from the course. They always have them at the Region 6 office, and try to allow students time to take care of other business at the regional office, to increase the benefit of traveling there. The manual is written conversationally, but they are looking at including more policy
- Content of course – 18 sections – program management, regional directors orders, plans & templates for OSHA required programs (they never ask their employees to develop a program – they always have a template to use), training, JHAs and PPE (including risk management), inspections (and self-inspections) and abatement (within 30 days), hazard and action reporting, life safety and walking/working surfaces, environmental compliance, motorized vehicles, electrical safety, lock-out/tag-out, industrial safety, respiratory protection (trying to eliminate the need for respiratory protection), field safety, blood borne pathogens, laboratory safety, volunteer network/safety & youth (volunteer agreements), virtual walk around (practical look at inspections using pictures), practical exercises, one-on-one discussions, highlight slides to encourage discussion
- CDSOs are appointed in writing using the certificate in their manual, which is a national requirement As soon as someone has a new CDSO, they contact Jim and he provides guidance on the certificate and training. He has a folder for every station with their training certificate
- Question: Are they training for the region or nationally? Response: Jim's training is for the region, but he also trains nationally. There's another region that has CDSO training. There's no national training. Other regions go to the two regions with existing training
- Regional 6 Safety Council Meetings – Council meetings are held twice a year (fall and spring). They have the option for additional meetings, if needed. The date is determined and the members provide input for the agenda. They cover statistics, problem areas, review program ratings and discuss how to

improve the delta between policies (i.e., defensive driving). The agenda is not the same for every meeting. They have the basics that they cover at each meeting. The senior managers discuss the pros and cons based on info that they've been provided (he makes sure that they are prepared), meeting lasts an hour, and they don't have a lot of alternates attending. Most principles attend and want to be part of the meeting

- He would be happy to share the updated training material once it is available
- Point of contact: Jim Chandler, 303-236-8103

#### **QuickSeries Publishing – Carlo Masciortra**

- Carlo gave a presentation on their products
- Largest supplier of printed material for the federal government over last few years (next to GPO) QuickSeries guides are written on a more basic level, are durable, and are water-resistant
- Occupational Safety and Health Field Guide for NPS; awaiting final products delivery.
- About three years ago, they went into the app business. It is the QuickSeries mobile. Each QuickGuide would be available via the library through the app. Gave demo of the app. You can bookmark or add a note to any page. Can connect to email and websites through the app. Can embed information, including contact info or emergency procedures as needed
- Can access the information very quickly
- eGuide has the ability to connect to a projector instead of using PowerPoint
- Can have staff complete information and email to whomever as a way to track things electronically instead of paper
- Working on the third DOI eGuide. They have suggestions on how to start with info that applies to all of DOI, then can get more specific for each bureau
- Can use the eGuide without Internet connectivity
- Ability to add animation, audio, and videos if supplied by the client
- They can put in worksheets as a hyperlink or build data sheets into the guide
- Pricing: There's a GSA agreement in place. Pricing is based on the number of pages in a pocket guide or the number of screens per eGuide, along with number of items ordered
- The guides are 100% secure
- Carlo is willing to share a code to test the eGuide. Carlo will reply to the email and give a code for 5 or 6 eGuides. The code can be shared, but there's a max of 20-25 users. It is not transferrable to another phone. Once it is on your phone, it can't be shared with someone else. If you want to see something that isn't available, let Carlo know
- Point of contact: Carlo Masciotra, Account Manager, [carlom@quickseries.com](mailto:carlom@quickseries.com), 800-361-4653

#### **CDSO Taskbook Workgroup Update – Mike May, Ed Jerome, Rose Capers-Webb, Paul Holley, & Bill Miller**

- There were proposed changes to the taskbook at the last meeting. However, there wasn't a decision about whether or not these were approved to implement  
**Requested changes:**
  - Appoint CDSO in writing. Would like it to go to a regional safety manager to initiate the required training
  - Remove all hazard section
  - Remove anything from the taskbook that deals with incident command systems
  - Change what was required for basic certification within 90 days and limit it to online only requirements. Additional changes would up to the bureau's discretion
  - It will be used voluntarily as needed for five years. Bureaus can choose to make it mandatory. After five years and a second set of evaluations, the Department will be able to make it mandatory if there is a need...along with tweaking it to make it more effective
- If the items in the taskbook marry up to the policy, then the requirements must be mandatory. From a Departmental standpoint, using it for tracking purposes can be voluntary if a bureau's process meets the same goal to track the mandatory training and development of a CDSO. Are they on track, have they completed the required training, and consequences for not meeting the requirements

- Dave recently reviewed existing online training. It is outdated, but it contains required content requirements that meet the 90 days requirements
- Next steps:
  - Edit taskbook based on council feedback. Rose will redline it using track changes and send to the CDSO Taskbook workgroup for final review
  - Mike will review online training to ensure it covers the information required for minimum requirements in first 90 days

### **2012 Hantavirus Incident Response – Mike May**

The hantavirus incident occurring at Yosemite in in the summer of 2012 was the largest single hantavirus outbreak in the virus' short history. Hantavirus was originally identified in the 80's, typically transmitted airborne from the excrement of rodents. The CDC sent notice to the NPS Office of Public Health when a person was in the hospital with suspected Hantavirus Pulmonary Syndrome (HPS). The link to Yosemite was identified when the second case occurred. Ultimately, ten visitors had been diagnosed with HPS three of whom died. Nine of the cases likely occurred in the Curry Village tent cabins that were retrofitted to provide warmth. The unintended consequences of making it comfortable for students, made it comfortable for rodents. The rodents were living between the inner and outer walls. The NPS worked with the CA Dept of Public Health and the Centers for Disease Control and Prevention (CDC). The Regional Director deployed an incident management team to help with the sheer volume of the incident and to allow the park staff to refocus on its hectic summer operations. As the deaths mounted and pressure grew from above, , the Department assumed control of the response. When the incident concluded, the Deputy Assistant Secretary, Office of Law Enforcement and Emergency Services directed an after action review by an external entity to determine what worked well and what could have been improved. The CDC was selected to lead the review. The CDC generated a report on the strengths and recommended improvements from the incident. . Following the conclusion of the after action review, the Department convened a group to assess how other Bureaus with a visitor component would respond to a similar public health outbreak since no other Bureau besides the NPS has a designated office with public health professionals. The first meetings are taking place in the next week or so, with a spring-time deadline for recommendations to the DOI Deputies Operating Group with recommendations on preparing for subsequent public health incidents.

### **Other Business**

- SMIS Configuration Control Board (CCB) & Workers' Comp Council update – The current chair of the CCB has drafted a memo for DOI release that will announce a CCB that is controlling SMIS updates. It will include rules for making suggestions for modifying the system. The CCB's next meeting will be next Thursday, February 13th. There are already some items for review around entry screens and volunteer worksheets. There's been a slight change in how these changes are processed. The CCB will send requests to the SMIS Workgroup to determine feasibility and make recommendations back to the CCB
- Ralph Charlip is looking into contracting out for medical services
- FWS – They are on target for April release of online FWS safety for supervisors' course. They are getting ready to start beta testing. Estimate to complete is 2-3 hours. Barry/Chip will let everyone know when the course is released
- There will be a June FACOSH meeting
- GS-0018 Job Series – Discussed the number of people who would not meet the requirements for this job series. We range from 23%-62% of 0018 employees who would not meet the new requirements. Ed will formalize this more and get it out to the team. USGS would welcome DOI to work with him to look at hiring practices. We will need to be sensitive to how this data rolls out so it doesn't alarm the bureaus and cause panic

### Future SHC Agenda Items

- Talk to Pat Houghton to determine how to use DOI Learn to capture non-DOI courses that employees are taking on an individual basis. Safety folks are getting feedback that they need their own learning management system. Use the NSC training as an example. What is the best way to capture this? Who is going to enter this in the system? **Action Item:** invite Pat to the next meeting
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**DOI Occupational Safety & Health Council**  
**February 6, 2014**  
**Washington, DC**

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#### Agenda review – Thoughts

- Department is working on the Employee Safety Appreciation Week Memo, Observance will take place in June 2014

#### DM Revision/Development – Dave Schuller

- DM surname status update- Chapters 1,2,4 are finalized and should be published soon by Executive Secretariat
- Chapters 7,8,9, & 21 are undergoing DASHO review
- The 2014 DM revision schedule is outlined in yellow and posted on the SharePoint; Council approved the 2014 revision schedule
- Discussed DM 28 revisions based on bureau comments
  - USGS had several comments and edits
  - Council decided to keep “CDSO” as the standard term for a Collateral Duty Safety Officer
  - NPS comments still need to be added to the DM
  - Will change the “6 months” to “3 months”
  - Supervisor training needs to be added to the Training DM
  - Dave will send out an invite for February 26th conference call to continue the review discussion

#### Blackline GPS – Yves Carrier

- Briefed SHC on new GPS/personnel locator devices & capabilities (presentation is located on the OSH SharePoint site)
- Blackline offered an evaluation of their systems by Wilaland Firefighting crews out of Boise; POC is Vince Mazzier

#### DASHO Agenda Item Discussion – Barry Noll

- Automation Update IAS- USGS suggests a local presenter to brief the system to the DASHO Council
- DOIU- culture change will not be presented
- GS-0018 Assessment Report will be sent by email to DASHOs before their next meeting

#### Saw Policy Discussion - Barry Noll

- Bureaus discussed concerns associated with the planned joint DOI & USFS saw policy
  - BLM
    - Sub categories are not the same as the Fire Program and could be confusing
    - Training- ICQs- is a separate system
    - OSHA standards do not apply to Fire Program

- Non fire sawyers are certified differently than those in the Fire Program
- Fire sawyer policy is being considered by NWCG
- Some State Offices already have a policy (BLM OR/WA 2013) which are area specific
- NPS
  - Finalizing non-Wildland Fire Sawyer policy, competencies, and training
  - C
  - No interest in stopping bureau progress to adopt the FS policy
- FWS
  - Currently making changes in their sawyer program
  - There is a fire vs non-fire sawyer program, but are they are the same in FS
  - Recently completed non-fire policy/certification
- BIA
  - Currently have a good Fire Program that could work for non-fire
  - Working on putting a non-fire policy in place

**Other Business/Updates**

- BIA- Realignment of the organization, moving to report to the Assistant Secretary level

**Meeting wrap-up: Facilitator**

- Next SHC meeting is scheduled for May 7-8; multiple possible locations 1) FWS Ballston office; 2) BSEE/BOEM Herndon office; 3) Denver; 4) MIB
- SHC prefers the FWS Ballston office as the primary meeting location on the east coast

**Action Items**

Action #	Action/Task	Resource Assigned to Task	Completion Date
1	Look into implications around allowing everyone to report near miss incidents. Put on SMIS change form and submit to CCB.	Armando	2/7/14
2	Mike will review online training to ensure it covers the information required for minimum requirements in first 90 days. <b>Note:</b> DOIU online course content contains minimum requirements.	Mike	Complete
3	Finalize edits in CDSO taskbook based on council feedback	Rose	2/24/14
4	WebEx Meeting 2/26, 12 ET, 1 hour to review DM revisions for Chapter 28	Dave	Complete
5	Invite Pat Houghton to the next SHC meeting.  To determine how to use DOI Learn to capture non-DOI courses that employees are taking on an individual basis. Safety folks are getting feedback that they need their own learning management system. Use the NSC offered training as an example. What is the best way to capture this? Who is going to enter this in the system?	Dave	5/7-8/2014

**Meeting Participants**

<b>Name</b>	<b>Affiliation</b>
Shari Hanscomb (Feb 5, 2014)	DOI/OS/Facilitator
Anthony Bobo (Feb 6, 2014)	BLM/Facilitator
Rose Capers-Webb	BSEE & BOEM
David Schuller	OS
Michael May	NPS
Bill Miller	USGS
Barry Noll	OS
Paul Holley	BIA
Bob Garbe	OS
Armando Galindo	OS
Rhonda Poolaw	OST
Ed Jerome	BLM
Chip Murphy	FWS
Maurice Banks	OSM
Rudy Smith	OS-PAM
Debra Ferris	NSC
Fernando Berrios	OS
Steve D'Antoni	OS-OFAS