

Meeting Summary

Note: The DOI Occupational Safety & Health Council is referred to as SHC or the Council in the following notes.

Council Members Present: Barry Noll (OSH), Dave Schuller (OSH), Bob Garbe (OSH), Rose Capers-Webb (BSEE), Mary Parkinson (FWS), Monte Bowman (BOR), Paul Holley (IA), Herbert Carpenter (BLM), and Bill Miller (USGS)

Call in participants: Mike May (NPS), Maurice Banks (OSMRE), and Jim Robison (OIG)

Meeting Agenda:



June 2015 SHC
Agenda final 6.15.20

Bureau Roundtable

USGS – Bill Miller. Discussed a new USGS Personal Hazard Analysis database. See the attached PHA presentation for more detailed information. The basics of the database analysis process are:

- Employee completes a checklist questionnaire tailored to identifying what the employee’s activities are; similar to the IAS database survey function
- Once the employee survey questionnaire is completed, the database populates and provides an individual Job Hazard Analysis, a list of required training, and has the capability to track training
- The new database will involve all employees in the USGS safety program and improve the program visibility bureau-wide



Personal Hazard
Analysis 06-17-2015.



Personal Hazard
Analysis Synopsis & N

BLM – Herb Carpenter. Initiative focused around a joint effort with emergency management; initiative directed at LE folks to develop safety measures in risk areas and communicate safe practices to address these safety issues; the ability to track location of employees in the field is a concern for the bureau. There is also work project taking place related to personnel working around closed uranium mines; BLM engaged with NIOSH and looked at their published health standards report. Bureau is planning to issue guidance on work around these mines. Eliminating ATV use bureau-wide is still a concern; still working to get everyone in industrial uses to eliminate use of the ATVs and move to the use of a UTV that has ROPs, etc.

FWS – Mary Parkinson. Held a face-to-face with regional safety managers that culminated in a number of national office priorities that include: development of a class room CDSO course; development of an online 8-hour HAZWOPER refresher course; developing a field guide using QucikSeries; evaluating IAS and environmental tracking system for potentially tracking inspection

findings and abatements; working on bureau policy updates – primarily heavy equipment and motor vehicle policies.

BSEE/BOEM –Rose Capers-Webb. The national office is still working on updating the bureau’s safety and health program. Over the past year, Rose was traveling out to regions and districts to determine status of site programs, with emphasis on addressing Departmental program evaluation findings. Site visits included conducting employee interviews to determine if they understand their requirements with regards to safety and if the national office is fulfilling those requirements. There are four districts in the Gulf of Mexico still to be evaluated.

BOR – Monte Bowman. Reclamation is moving forward with its 21 Safety Action Teams; In the last meeting, eleven of the action teams gave a final report with nine being approved. Focus items for the bureau are: hazardous energy control and confined space programs and hearing conservation. Reclamation is working with the Army Corp of Engineers (ACOE) on the crane safety program to better align BOR’s program with the ACOE. Lastly, BOR is also working on its electrical safety and hazardous energy control programs.

OFAS – Steve D’Antoni. Main Interior building’s final modernization phase is underway; bulk of attention is focused on the final phase. His office is focused on future bureau moves, specifically with plans to move the NPS into main interior facilities. Completed the June Safety and Health Environmental Fair; lauded as a great fair with several hundred participants.

NPS – Mike May. Nothing significant to share with the council, normal business as usual. Mary thanked Mike for sharing the NPS Safety Alert: *Rapid Combustion of Plasticized Lumber* and asked if he was getting any push back from the field on the recommendations that came out of the alert? Mike stated there was no push back.

OSMRE – Maurice Banks. Thanked Steve for his and OFAS’ role in participating and partnering in the successful Safety, Health and Environmental Fair. OSM held its first national meeting in several years – there were about ten presenters over a three day period. Lastly, OSM safety office coordinated with MSHA to travel to field sites and assist in developing comprehensive JHAs.

OIG – Jim Robison. He is in the process of going through all OIG safety policies and procedures and updating them.

BIA/BIE – Paul Holley. Completed two of three safety program evaluations; baselined all regions last year. Enhanced the bureau safety management system – moved to a SharePoint site; need to replicate it to the BIE side due to separation of the bureaus. Are looking to develop a three-tier system in the SharePoint site – at the highest level which would be at the leadership level, middle-level which will be at the region, and a base-tier. His office will also be developing a safety committee and collateral duty safety officer portal within the SharePoint site. Had a regional safety manager meeting in Albuquerque to discuss the MAXIMO asset management system; held a day of training on the new system. While the safety managers were in Albuquerque, IA held a safety manager meeting. Paul briefed that IA has filled safety manager positions that had been vacant for several years.

OSH – Barry Noll. DOI is a National Safety Council (NSC) corporate member. Barry sits on the NSC Transportation Safety Committee, currently that committee is heavily focused on over the road trucks and school buses; which is the main reason why he offered to participate on the committee. Barry got involved with the NSC Transportation Safety Committee to understand more about over the road transportation vehicles and subsequent programs. The National Safety Council's Chairman asked the National Transportation Safety committee to reinvigorate the maritime and aviation committee

under the National Transportation Safety committee. Thought was to consider using the DOI watercraft safety committee people to represent the maritime program interests on the National Transportation Safety Committee. Herb Carpenter (BLM) asked if maritime refers to watercraft or oceanic vessels. Barry confirmed the National Safety Council is interested in all types of vessels from small to large. The national safety Council is also interested in aviation. The opportunity to participate on the NSC National transportation safety committee will be offered to the watercraft workgroup and to anyone at the Council interested in participating.

DM Chapter 30: The DM has been signed and placed back into surnaming. The law enforcement office has signed off on it and it now will, unfortunately, be sent back out to all bureaus to comment on it once again. The DM content hasn't changed significantly from what the bureaus have reviewed and commented on before – but since it has been four years the DOI Executive Secretariat (Exec Sec) office requires that it go back out for review again. The two main things that you may see different in this next review are related to the categories of firearms (government issued and personal firearms) and program reviews. The law enforcement office had a concern with personal firearms being used by DOI employees, so OSH removed the personal firearms reference. OLES also wanted bureaus that use firearms to have a written program and that program would also need to be reviewed at the Department level. Exec Sec office made edits that were mainly for clarification purposes.

Evaluation program: OSM's second round evaluation will begin in early July. The evaluation team is different for this round of program evaluations: the team has one person doing interviews, one organizational development individual (behaviorist) to assess the culture of the organization, and Barry as a third team member. The department believes the new composition of the evaluation team will be very successful. Herbert Carpenter (BLM): asked what the cycle of the program evaluations were? Barry stated the department evaluation program runs on a three-year cycle and that the department plans to conduct three bureau evaluations a year but that can change depending on funding. OSM is scheduled next this fiscal year with BLM to follow. BLM was moved forward in evaluation cycle which doesn't have anything to do with its performance during the last evaluation cycle, the reason has to do with the pressure the department has to close the IG finding related to radio tower infrastructures, noting that BLM represents one of the largest owners of radio tower infrastructure. A tentative offer to close the IG finding was made which included adding radio tower inspections as part of its safety program evaluation. Monte Bowman (BOR) offered to provide the Council some information on communication tower safety he had received at the AIHA conference. Monte stated that there are three regulatory agencies (FAA, FCC, and OSHA) that have oversight over communication towers with OSHA considering a new approach to address the increase in fatalities on these sites.

Safety and Health Council DM & Charter Revision – Barry Noll

- Barry began the topic discussion by asking the bureaus "as we look forward is this the correct model for this Council to support the department?" In essence, should the council change the way it does business? Does the model of the current Council fully support your bureau or do you feel the Council is or is not adequately represented?
- Rose suggested that the SHC focus more of its attention on addressing safety and health program gaps common across all bureaus. Bill concurred and restated the need for the Department to address these common gaps so the SHC could then propose strategies to the DASHO council to act on
- The consensus of the council is that the current model is sufficient and meets the needs of the bureaus but work efforts should be more focused to address Department-wide issues
- The council reviewed the draft DM and requested some content changes. Dave will make all edits final and then enter it back into surnaming

Climate Change Management Plan – Bill Miller

- Bill opened the discussion by asking the council members if they had received the *Climate Priority Goal* Excel spreadsheet that was sent out by the DOI Office of Policy Analysis. Specifically Strategy 3: *Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change* had activities assigned to bureaus with accompanying “Levels of Percentage Completed” that needed to be filled in and submitted
- No other bureaus had received the Excel spreadsheet to complete
- Bill recommended that the DOI OSH be included in all meetings at the Department level that may impact the safety and health programs so as to mitigate this type of occurrence



TEMPLATE Climate
Priority Goal FY16-17_

SMIS Update – Armando Galindo

- Armando briefed the Department’s 3-year trend analysis. Armando will send the SHC presentation to bureau managers
- SMIS updates:
 - The SMIS upload feature is finished, going through a security review, and will be deployed soon for field use. This new feature will allow for photos or images appropriate to support a respective case, whether an investigation or part of an inspection, to be uploaded and saved in SMIS for future reference. Inappropriate images shall not be uploaded, deletion rights will be available at various levels to assure no inappropriate photos or images are uploaded
 - A new employee module that incorporates a new user interface will be deployed soon as well

Defensive Driving Course Development – Theresa Lane (USGS) & Many Rojas (BLM)

Please see the discussion handout for more information.

- Bill suggested a cost analysis before a final arrangement is considered
- Mary stated that FWS offers many types of vehicle type training courses that other bureaus may consider using. Herb also stated that BLM has training courses (e.g., intro to ATV safety and the bureau is currently developing a UTV training course) available that bureaus could use as well
- Theresa mentioned that the motor vehicle training modules are separate from the standard SkillSoft collection. Arrangements would need to be made to get access to those courses if a bureau were considering their use
- After discussion surrounding available defensive driving training course options and their associated unit & bulk purchase costs (e.g., the NSC DDC, AAA driving course, & SkillSoft courses), the council determined that there were not enough bureaus interested in partnering to develop a universal driving course



DOI SHC DDC
Development Handou

Review of Report on First Round of Safety & Health Program Evaluations - Barry Noll

- Mary asked how will the Department capture all that bureaus have done since the start of the first round of safety and health program evaluations; Barry suggested that it's important to be able to note that in some way when the report is finalized but he's unsure exactly how he will attempt to address it. Mary suggested indicating that the report is a compilation of findings and that bureaus have taken actions to address the gaps
- Herb stated that the deliverable timeline of this summary report is a concern as the report is being provided over a five-year span
- Barry explained that the overall summary report is not a time issue as the first round of assessments have just wrapped up. We all know that bureaus have taken action and that action will be noted during the second round of program evaluations
- The council discussed the draft report and made editorial suggestions. All edits will be made and the final report will be sent to the Departmental DASHO
- Barry will create a summary of the full report and share it with the DASHO Council

DOI Watercraft Committee Update – Gary Hill

Gary Hill provided a short DOI Water Safety Work Group (WSWG) activity report.

- As we are in field season, almost all members of the WSWG has been out in the field conducting MOCIC, MOCC, Airboat modules, and moving water classes
- The National Conservation Training Center (NCTC) is close to redesigning a “supervisor” letter that is contained in the DOI Learn refresher module – the new letter will be used electronically so that when someone completes the training in DOI Learn, and they check the appropriate bureau box, all electronic training records will be sent to the bureau MOCC lead (USGS, BLM, NPS, & BOR)
- NCTC is about to release of a new and revised MOCC refresher training SAF4RO2 OLT that is currently on DOI Learn
- NCTC is trying to correct a glitch in their software program to rectify the “printing of an erroneous date” when someone completes the DOI Learn MOCC refresher course
- WSWG is still working on editing the FWS MOCC curriculum
- The final version of the revised MOCC will be shared with the SHC for concurrence
- There was a capsizing of an electrical shocker boat that Gary investigated – he ultimately determined the boat was grossly overloaded that led to the boat capsizing. An electronic work sheet is being developed to assist primary boat operators in determining the “weight” of a boat depending on what types of equipment is placed on it – this varies among bureaus and regions. The interview process used to develop the worksheet by Gary and his WSWG members offers a great opportunity to know what is being placed on these boats. This could be a much larger problem than anticipated throughout the Department – we will not know for sure until a full assessment is conducted. No safety alert will be issued until more is known about the issue
- Barry asked Gary if his committee would consider participating on the NSC Transportation Safety Committee; Gary offered to share the idea with the WSWG on their next conference call

Industrial Hygiene (IH) Workgroup Update – Capt Tim Radtke

- The IH work group has been focusing almost all of its work on exposure assessments
- Most field exposure assessments are done by a contractor (a subcontractor of FOH); currently there is a need for bureaus to provide more locations that the contractor can go and conduct an assessment. Bob mentioned that they are looking at a more systematic way to determine the field tasks that are done so they can be prioritized for an assessment
- The IHWG is currently building a sound-level meter database that incorporates various types of tools so the use exposure could be calculated immediately; noise exposure is the biggest issue throughout the Department

- At the moment all new exposure assessment requests are determined by bureau IHS
- The IHWG is working with the SMIS team on the upload capability function in the SMIS Exposure Assessment database
- IHWG is also working with NIOSH on naturally occurring asbestos exposure issues related to road maintenance, travel on gravel roads, etc.

Occupational Medicine Program Update – Dr. Kate Sawyer

- Kate briefed that the bulk of her work involves individual case reviews related to disability determinations. Kate stated that she can review anything that someone has submitted as medical information. She can help bureaus through the process to make the most appropriate determination
- Kate assists bureaus with their medical surveillance programs, helping them figure out what components should be an exam, what else should be looked at, etc.
- She has also been involved with the medical standards program – such as developing standards for arduous or hazardous occupational positions
- Kate has recently been appointed as the medical supervisor for medical oversight of the occupational health clinic located in the Main Interior building in Washington D.C.

OSH Budget Update (FY 2016 – FY 2017) – Bob Garbe

- Bob did a short brief on how the DOI OSH budget is funded by the working capital fund; the working capital fund is generated by money that is pulled from the bureaus
- OSH typically plans future projects and submits these projects for funding by the working capital fund consortium; OSH also puts in for unfunded requests annually that compete against all DOI unfunded projects – sometimes they get funded and sometimes they do not
- Bob discussed OSH's current FY 2015 budget that has some additional funds that could be used to conduct a third program evaluation or be used at the decision of the SHC
- Bob discussed the IH field visits that he and his staff conduct for the bureaus and how that's paid for

DM 7 Revision Discussion – Dave Schuller

- Dave briefed the suggested changes made to DM 7 by the bureaus and as the DM was reviewed by the council, content revisions were discussed and made as agreed upon
- Due to time constraints, Dave will make all suggested content changes as requested
- Once the requested revisions are made the DM will be entered back into surnaming

DASHO Agenda Discussion – Barry Noll

Barry sought DASHO agenda topics from the SHC.

- **Next DASHO meeting:** August 20, 2015
- Suggested agenda topics:
 - Safety Evaluation Program Gap Analysis Discussion Paper

Other Business – Open to the Council

- Monte shared Reclamation's new Supervisor Safety Training (SST) course with the council. Herb stated that BLM is evaluating its SST offerings and is very interested in a robust training course that provides supervisors with appropriate safety information to be successful. Monte also offered to allow attendees from other bureaus to assess the trainer course

Calendar Year 2015 SHC Meetings:

- August 26-27, 2015 – USGS Headquarters in Reston, VA
- December 2-3, 2015 (FY 2016) – tentatively Reston, VA

Action Items

Action #	Action/Task	Resource Assigned to Task	Completion Date
1	Based on the outcome of the safety evaluation program analysis discussion, produce a draft write-up for bureaus to review prior to submitting to the DASHO Council.	Barry Noll	Expected by first week of August 2015
2	Send the DOI Injury & Illness 3-year trend analysis presentation to bureau managers	Armando Galindo	ASAP
3	Finalize DM 7 and 9 revisions for submission back into surnaming	Dave Schuller	ASAP