

Meeting Summary

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

Opening

- Once the meeting began Barry Noll briefed the Council on a proposal to adjust the agenda to include new topics that came up on short notice. The Council decided to move the Youth safety and health program discussion to the next Council meeting later this year.

Bureau Roundtable

- **BOR:** Has a lot of issues right now. One is the recent major OSHA inspection at Hoover Dam. This was a significant enforcement action with 58 violations and they are working hard to correct everything. Despite the citation, they are confident that they have a quality program, and the OSHA Los Vegas Area Office agrees. They are taking steps to continue to improve. Their current focus is improvement in the high hazard areas. They are accelerating their program evaluation. The opening will be on Friday (June 14, 2013), and the field portion will be in July. They have identified fire protection issues in past evaluations so they have a staff fire protection engineer hired that will begin work soon. They are ready to release a new safety program policy that has a requirement for degreed/certified senior safety managers to fill the regional positions across the bureau. The regional safety manager position must also now report to the regional direction or equivalent senior executive to increase visibility. BOR has been impacted by the hiring freeze, they have 45 full time safety positions and currently 25% are vacant which is having a negative impact on the program.
- **NPS:** Continuing with behavior based safety and have 15,000 plus employees trained to date. They are moving to the second phase of the train-improve-measure success model, and are looking at improvement initiatives. They are also in the process of updating their strategic plan, the previous strategic plan focused locally and now with operational leadership/risk management initiative in place they are looking at globalizing the plan. The new strategic plan will be agency wide and will include a focus on their number one and two causes of injuries. They are also in the process of updating their field manual. The new updated field manual is the result of a detailed analysis of two years' worth of accidents and injuries data, and more. It represents more of a holistic approach to safety program management. They are also doing chain saw training.
- **BIA:** They held their first annual safety and health fair in April and had close to 80 vendors and 300 plus employees participate. They produced a YouTube video of the event that has been posted and can be viewed by anyone. BIA is currently realigning all their functions and decentralizing. Many of the administrative functions are going back to the regions. Even though this does not affect their safety function (It was never centralized), the safety office still has to produce a transition plan. They are continuing to struggle with vacancies. In order to assist with the dissemination of information, they are developing a SharePoint site. The shell for the site has been completed, and the site itself should be complete around the end of July. They plan to use the site for posting guidance, policy documents, and other pertinent information. They also plan to post ISO and operational risk management documents on the site as well. They will eventually produce a companion site for the BIE. They are updating their policy which is currently in the vetting process. They are in the process of completing their program evaluations for this year.

- **OSM:** Worked with OFAS to produce a very successful safety fair in the MIB cafeteria. The safety fair lasted from 10:00 AM to 2:00 PM and was overall well attended. OSM is currently working through executive leadership to implement operational risk management. Their annual CDSO conference has been cut due to budget constraints so they are trying to get CDSOs as much on-line training as possible. They have had a number of workers' compensation cases filed over the last several months and are dealing with the case files daily. They are focusing training on office workers because they have noticed a trend whereby office workers are filing a greater number of workers' compensation cases than employees in the high risk occupations. Bill Bass, former OSM safety manager, is providing the training to the majority of the OSM offices as well as helping in other areas as well.
- **USGS:** Working on medical standards with Bob Garbe. USGS has finished the large vessel standards and are now working on drilling operations. They are also working on developing IH consensus standards, six are ready and the rest will launch in next six to twelve months. They are trying to get the CDSOs involved in IH work because travel restrictions are preventing their IHs from getting to all the places they need to visit. Their in-house IH courses for the CDSOs will be available to everyone in case anyone else wants to use them. They have a program evaluation protocol automated into their IAS, and they have redesigned the FS/DOI SAI procedures for internal use.
- **BLM:** SAI classes will be taught in October and in November. They are considering these classes mission critical and are moving ahead despite the training ban. They are also working with wildland fire to complete development of the SAI guide that will be used to support the class. Ed has met the new Forest Service Director and they have communicated a willingness to work together on SAI and other areas that affect them jointly. BLM usually holds a meeting with their safety staff, however, this year due to travel restrictions they held the meeting virtually. The meeting lasted three days and they conducted it using WebEx. During the meeting they hired a consultant to provide training on leading indicators, obtaining management support for the program, and influencing people. They currently have one compliance review schedule for the remainder of this fiscal year, and they are planning on conducting the review virtually (over the telephone). BLM is looking for ways to provide training to their full time and CDSOs, and are looking at the Skillsoft suite of training as one possible source. Ed worked on the FACOSH Committee looking at the GS 0018 qualifications. BLM has hired a new safety manager for Alaska, now they have to locate one for California. Kathy Greer is currently on detail and will return on October 4, 2013. When she returns she will be updating the range cards on the ATVs.
- **OS:** OS participated with OSM in the production of the Safety Fair at MIB which turned out to be a huge success. The Safety Fair focused on both safety and health and environmental issues together for efficiency and to reduce redundancy. They held their first combined council meeting yesterday. Steve now has a team to tackle some of the tough issues facing the MIB/SIB facilities. They did their first management review last week; leadership was updated on the initiative and provided guidance to assist with the program direction. They recently evaluated the weapons cleaning and storage facility and found some issues. The cleaning area lacked proper ventilation. The existing system is not sized to provide the air changes required of an area where cleaning solvents are used. They now have a new state of the art command center that is in operation around the clock. They have signed a contract to keep the health unit operational. Service was disrupted when FOH pulled out; however, they now have a signed contract with a local medical provider that provides oversight for the unit and direction for the nurse. The new contract represents a considerable cost savings over the now defunct FOH contract. Currently writing a white paper on safety and health support for OS; this will be presented at a later date. Steve pointed out that Skillsoft training needs changed and made to conform to the new OSHA HazCom requirements.

- **BSEE/BOEM:** Kicked off safety month with a video from the Director. The Director wants Operational Leadership done this year. They are trying hard to get management to understand what Operational Leadership is. BSEE is also attempting to implement a Safety and Environmental Management System (SEMS) program similar to the programs required for off shore operators. They are working with FOH to identify hazards through assessments and examine exposures to their employees.

Collateral Duty Safety Officer and Competency Model

- The Council began work on revising the competency language compiled from the 2007 & 2009 DOI Training documents.
- Due to limited time on an already full agenda and the extent of revisions needed, Dave agreed to revise the competency model, include the IH competencies to the overall competencies guide, and share it with the Council by July 3rd 2013.

Virtual Conference

- Will present the conference plan during the next scheduled DASHO meeting (tentatively postponed until August or early September 2013) to get their buy-in and commitment for the required resources.
- See Virtual Conference PowerPoint presentation for further details. The goal is to hold the conference in April 2014, but the date is not set in stone and may be delayed until November 2014 or as late as April 2015.
- Cyrille Young (NPS/NER) may be able to help with the planning committee if WebEx is chosen as vehicle to present the virtual conference.
- Dave will send the list of conference topics by 6/14. Everyone needs to review the list in the next week and send Barry feedback. Which topics do you want to keep? Are we missing any topics?
- Who is going to teach all other sessions other than NSC-taught classes? Answer: The DOI safety community will be needed to support the conference.
- Could we use NCTC to host or support the conference? There are associated costs for using their resources, but will add this as an alternative approach to research.
- DOI/OSH will ask if the American Society of Safety Engineers (ASSE) and the National Safety Council have a virtual forum for a conference.
- Based on DOIU discussion, we should start small and work up to minimize difficulties. Or, set up a trial session/pre-conference practice session(s) to work through IT issues before the larger conference.
- The conference concept seeks to have the DOI Secretary do the opening/closing sessions. Per initial information, it will cost approximately \$2,400 (per hour) for live streaming from the MIB auditorium.
- The OSHA Training Institute could be a potential partner – Barry will research options.
- Conference committee will also need to plan for marketing and advertising.
- Will need approximately two people to work on this full-time for a year plus funding.
- We will also need to consider budget implications for future FY years.

DOI OSH Initiatives

- OSH SharePoint Site – Due to sequestration, almost all operating money has been reduced from OSH, and operations are limited. OSH is trying to focus on policy and DM initiatives during this time with limited funding. SharePoint will be used to post working drafts so the Council can review at any time and provide comments. SharePoint will also include program evaluations after they have been mailed to the bureau director. These reports are not for public use. SharePoint is just for the safety council community. Hoping to use SharePoint for more transparency, bureaus must be mindful about who they request to have access to the site. Bureaus will determine who they wish to have OSH SharePoint access; send name requests for access to Dave Schuller.
- Safety Evaluation Program – All funding has been cut for this program. OSH is working on the BOR evaluation because BOR is funding the evaluation. OSH lost funding for the USGS evaluation. If sequestration continues, the evaluation program may end. The council believes that this is a critical function and concern should go to the DASHO council because this is a regulatory requirement. For

the BOR evaluation, the cost is around \$85,000, which includes Barry's travel, and the FOH requirements package. May need to research options for a lower cost alternative. It takes three months to do one evaluation from beginning to end (would need one FTE for nine months).

Next DASHO Meeting

- Council members were concerned about the timeliness of the scheduled June 27th DASHO meeting due to a very limited agenda despite the fact that the meetings are now scheduled for two times a year. The Council believes there are two important topics that will need DASHO engagement that cannot wait until the January 2014 meeting. The Council would like to request to postpone the DASHO meeting to at least August to allow for sufficient time to more appropriately flush out the evaluation program alternatives and the virtual conference issues. Barry will present feedback to the Council pending discussion with the DASHO Council's Executive Director, Diane Schmitz. If we need to hold the next meeting as planned, we will present agenda and upcoming topics. Ask for a decision on topics and let the DASHO Council decide whether or not another meeting will be necessary to make decisions and take action.

Budget Impact to Programs

The floor was open to discuss issues and possible alternatives/strategies to meet council goals.

- BLM – Getting ready to do first virtual program management review with Arizona via phone (normally do 3 or 4 site visits a year). HR is also getting to do their review virtually. Concerned that this will not be as effective as in person. Expecting to get the information needed to determine how the program is going, but it will not be the same as an in-person interaction. Not able to hire behind Kathy Greer, so there's a staff limitation to run the program, but they were able to hire someone in Alaska and will hire in California. No travel is permitted.
- BIA – Realignment is causing big changes in the field. This coupled with sequestration is making the funding situation worse. Prepared a plan for a 14% cut in FY14, impact of a furlough, and possible RIF. Still doing program evaluations with one person instead of a team. Trying to improve efficiency with scheduling sites together geographically. They might have an employee eligible for a buy-out, which will reduce staff. Down 40% of staff and can't hire because of hiring freeze.
- NPS – They have some lapse money to help cover some cuts. Looking at 15% plus another 5% in budget cuts. Will likely cut a position/change position. Travel is limited, so no evaluations can be done.
- BSEE/BOEM – They haven't had to make cuts. Funding is available, just waiting for it to be available. They haven't been able to hire since January. A lot of emphasis has been placed on the safety program; need to justify the program costs for money to be released.
- FWS – They are lucky to have salary funding. Most travel has been canceled. Had to change evaluation process. Cut the staff down to one and the time on-site in half. Doing half of the review virtually. Funding for field inspections and training has been cut.
- BOR – Largest impact is from hiring freeze and not being able to fill positions, which cut down on ability to support the field. Travel and training has been cut. Lack of safety expertise may be an issue down the road. Fortunately, the Hoover Dam OSHA inspection has helped shelter BOR from impact.
- OS – Largest impact is in the initiative to resolve findings from last year's evaluation. Limitations in ability to perform inspections in remote areas due to limited travel.
- USGS – Based on OPM memo, safety and health activities have been considered mission critical by management. Funding for travel was cut by 50%. They are able to continue the evaluations that they normally conduct. Each safety officer was responsible for making cuts from their own budgets. They don't have any vacancies that have been impacted so far this year.
- This information is important for DASHOs to hear. Recommendation for DASHOs to report out on impacts to safety program from sequestration.

SHC Work Plan

- There was discussion related to determining if the draft goals are too aggressive with budget limitations under sequestration. The Council prioritized the list, edited the high priorities, and developed action items – see the Work Plan document for details on action items in red text.

SMIS Enhancement

- See SMIS PowerPoint presentation.
- Issue with DART reports – The most accurate numbers are in the hard copy charge back reports from Labor. The COP numbers aren't always accurate; Jim will talk to Armando offline about this.
- Armando would like time at the next SHC meeting to discuss IAS integration into the current SMIS environment.

NPS Regional Safety Initiatives

- See NER S&H Initiatives PowerPoint presentation

Other Business

- Radio Policy (Mike May) – The DOI IG audit on radio tower programs (2005/2006) resulted in report findings: radio communications are unsafe and unreliable; poor infrastructure and equipment. Barry and Mike reviewed radio communication locations. NPS has 1800 communication sites, some are very remote. To do an audit for these areas is very difficult. DOI adopted the Motorola standard, which is considered the gold standard and is a very large undertaking. NPS drafted a strategic plan to address and repair sites to bring them up to the new Motorola standards. Submitted plan (approx. \$5 million a year) to analyze sites, but plan has not been funded, so the radio sites are basically in the same condition as when the IG audit was done. Leased sites will also have to meet standards.
- FACOSH Meeting (Armando) – DOL is considering changing the POWER name; an 8th goal was created requiring all CA1s and CA2s electronically; DOI/OSH is going to make a suggestion for a 4th Power Goal but it's not finalized – will share with the SHC before making the recommendation; OPM reclassification of the GS-0018 job series is underway – will expand qualifications, education, and credentialing; expected to move the 0018 series from administrative to the professional series.
- Skillsoft – Tabled until next SHC conference call; request Pat Houghton to participate in question and answer period with the SHC. Dave will schedule.

Notes for Improvement

- Continue using WebEx

Parking Lot Items

- Youth safety and health program will be discussed at the next meeting - Barry
- Possible discussion at future meeting on weapons storage and cleaning - Steve
- Discuss training gap at next DASHO meeting to support the need for the virtual conference.
- Discuss strategy for presenting issue with the cuts to the safety evaluation program at future DASHO meeting. This is a critical function that should be continued. It would be helpful to have a bureau champion present this to the DASHO council versus the Department. Will look into preparing alternative options for a lower cost.
- Recommendation for DASHOs to report out on impacts to safety program from sequestration.
- Define goals and action items to address mandatory training requirements

Action Items

Action #	Action/Task	Resource Assigned to Task	Completion Date
1	Dave will send out list of conference topics to council	David Schuller	6/14/13 Complete 6/14/2013
2	Request to postpone next DASHO meeting for August.	All Council Members	6/17/13
3	Change SAI memo to be addressed to the department of agriculture	Barry	6/20/13
4	Everyone will respond to conference topic list and send feedback to Barry. Which topics to keep? Which topics should be added?	All Council Members	6/21/13
5	Schedule meeting with DOI Learn manager (Pat Houghton) to discuss searching for courses in DOI Learn (can this be improved?). Ask that she brief the SHC during the July conference call.	David Schuller	Schedule for July SHC conference call
6	Update the training competency guide with SHC's review comments within two weeks	David Schuller	7/3/13
7	Add IH competencies to the overall competencies guide	David Schuller	7/3/13
8	ASSE and National Safety Council – ask if they have a virtual forum for conference.	Barry Noll	7/26/13
9	ASSE, AIHCE, and National Safety Council – ask if they have a virtual forum for conference.	Barry Noll	7/26/13
10	OTI may be a potential partner – research options.	Barry Noll	7/26/13
11	See SHC Work Plan for action items	All Council Members	Varies

Meeting Participants

Name	Affiliation
Shari Hanscomb	DOI/OS/Facilitator
Rose Capers-Webb	BSEE & BOEM
David Schuller	DOI OS/OSH
Michael May	NPS
Bill Miller	USGS
Cyrille Young	NPS
Barry Noll	DOI OS/OSH
Ann Krake	BLM
Rudy Smith	PAM
Paul Holley	BIA
Jim Meredith	BOR
Bill Miller	USGS
Steve D'Antoni	IBC
Mary Parkinson	FWS
Maurice Banks (day 1 only)	OSM