

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), Monte Bowman (BOR), Mike May (NPS), Paul Holley (IA), Ann Krake (BLM), Maurice Banks (OSM), David Choiniere (USGS), and Jim Robison (OIG)

Call in participants: Steve D'Antoni (OFAS), Mary Parkinson (FWS), Bill Miller (USGS), and Rod Bloms (OWF)

Meeting Agenda:



March 25 and 26
2015 SHC Agenda fin

Communication Towers – Barry Noll

Barry opened the discussion explaining the new expectations generated at the previous DASHO Council meeting held a day earlier. Barry explained what the Department has done to date regarding development of a DOI DM or policy bulletin, a communication tower field instruction guide, and a radio tower field inspection checklist.

- BOR voiced a concern about exempting electrical generation towers from the overall radio tower program. There was also concern over the Department publishing radio tower documents without vetting them through all Departmental stakeholders for review and feedback (i.e., facility maintenance program and radio tower program representatives)
- BLM stated that they have completed baseline inspections of all radio tower sites and have generated a plan to upgrade the radio sites to align with the Motorola R-56 Standards
- NPS stated they have been inspecting their radio tower sites but they haven't completed inspections of all sites yet due to the vast number they have. NPS also stated concern over the publishing of radio tower documents without vetting them through all Departmental stakeholders for review and feedback
- Bureaus were in consensus with the Department initiating a data call to all stakeholders to gather past, current, and planned radio site actions since the IG report was released. The data call should also focus on the requirements established under the OCIO Directive 2009-008. The SHC suggested that the DOI DASHO send the data call request to the respective bureau DASHO to request information from their bureau radio program and maintenance sections on radio site actions
- Barry requested new ideas from the SHC. Dave Choiniere suggested follow-up on the OCIO Directive 2009-008; Jim Robison suggested the Department take a comprehensive approach, inclusive of the maintenance, radio, and safety programs, to address the open IG finding
- BOR suggested the meeting with bureau radio program representatives and use the OCIO Directive as the source to drive the discussion; what was done and what are the future plans to address the radio site conditions

Safety Program Evaluation Gap Analysis – Barry Noll

Barry introduced the topic based on the DASHO Council's request for SHC action on the subject. Open to the SHC for discussion.

- Bob Garbe asked what have bureaus done that could be useful in addressing universal gaps
- NPS stated that they are working on a national safety strategy. The strategy will be tiered to developmental program processes. Currently in the process of developing a staffing model. They are also developing a “tool” to close program gaps
- USGS suggested the Department look at all safety program evaluations (all six categories) with an overall “green, yellow, or red” indicator for each category. The Department should address the gaps common across the bureaus (e.g., DOI Learn limitations in retrieving safety training data needed to the support bureau program). Once common gaps are identified it would present the Department with an opportunity to reach out to the DASHOs for action
- BOR is currently working a “safety action plan” to address safety and health program deficiencies
- NPS stated that gaps may be similar but bureau actions to address them are an internal issue, not departmental
- Barry stated he would send the draft safety program evaluation gap analysis to the bureaus in approximately three weeks. The SHC will need to come up with a collective plan to address the universal gaps. The gap analysis action plan will be presented at the next DASHO Council meeting. Barry also suggested the SHC would need to hold a few conference calls to finalize the gap analysis plan and process to address the universal gaps for the DASHO meeting; SHC agreed to discuss over conference calls

SMIS Update – Armando Galindo

- Armando announced the new SMIS programmer, Jason Liebgott, is now on board in the Denver office. Jason is beginning to learn the SMIS application and asked that bureaus temporarily refrain from contacting him to address SMIS issues until he has had some time to get acquainted with the system
- Armando stated that Raj completed the SMIS upload feature and it has been evaluated as secure. 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. Armando briefed that inappropriate images shall not be uploaded, deletion rights will be available at various levels to assure no inappropriate photos or images are uploaded. The upload feature will be added to IAS once it is finalized in the accident reporting feature
- The SMIS User Group is still in effect. Armando will continue to organize meetings as needed

Bio 3 Labs – White House Data Call and GAO Audit – Bob Garbe

Bob discussed the White House safety stand down request and subsequent DOI action and response to the White House. Bob also discussed the planned GAO audit and how it will impact the department.

Collecting Calendar Year (CY) versus Fiscal Year (FY) Data - USGS

Bill Miller was interested in hearing how the other bureaus address the collecting of safety and health data for inclusion in reporting.

- BOR collects CY data to align with OSHA's requirements
- IA and NPS continues to handle data on a FY basis and just makes adjustments to meet annual DOI reporting requirements

Evaluation Program - Barry Noll

- Barry discussed the current reports and the next FY 15 evaluations. Barry stated that the IA and BIE evaluation reports are in draft form and are currently under review by the bureaus.
- FWS stated that if their next safety program evaluation is to be scheduled in 2016 that they would like to move it to 2017, since they were evaluated in 2013 but didn't get the official DOI report until 2014; the bureau would like more time to address report deficiencies before the next evaluation begins
- IA inquired as to how the Department envisions the use of a bureau corrective action plan; Barry stated that the Department utilize its own process and will not be following OSHA's abatement schedule practice
- USGS inquired if the Department still planned on using FOH to conduct the evaluations; Barry replied "yes" but the Department would be using a different approach in how the FOH representatives would be utilized during the evaluation. Bill also asked if the Department planned to use the SMIS IAS data during the bureau evaluation; Barry replied that as bureaus come on line in IAS, the Department will utilize the data in the overall evaluation

Global Warming Initiative – Barry Noll

- Barry opened the discussion by presenting the draft climate change memorandum from the DOI Office of Policy Analysis. The SHC proposed several ideas related to the memorandum
- NPS suggested the Department inquire as to what other federal agencies are doing to address climate change (e.g., NOAA, the Coast Guard). Mike suggested there is a need to move the identified memorandum safety actions to other DOI offices that can better handle "climate change" issues to take a more holistic approach – rather than looking at only the safety implications of climate change that cannot be controlled only by the safety community
- FWS submitted edits that were incorporated into the draft memorandum. They also stated that the memorandum needed to be staffed to other DOI offices that can better address climate change
- The Council agreed unanimously that the memorandum needed to be staffed to other DOI offices that could better address climate change

All Hazards Position Task Book (PTB) – Dave Schuller

- Dave briefed the SHC on the draft PTB. Suggested edits were collected
- Barry expressed his expectation to have all safety professionals complete the PTB and then be entered into the ROSS by the end of the year
- BOR stated leadership decided that they will not be entering any Reclamation personnel into ROSS

ROSS Discussion – Barry Noll and Tony Doty (OEM)

- Barry expressed the need for bureaus to begin to evaluate their safety officers that would be expected to deploy to an all-hazards incident. The SHC reviewed the current listing of bureau safety officers in ROSS
- Until bureaus can get their own representatives ROSS trained, Dave Schuller volunteered to take the OEM ROSS training and to serve as the DOI safety point-of-contact for all ROSS safety professional data management aspects
- Tony Doty briefed the SHC on the "Incident Positions Qualification Guide (IPQG) and subsequent qualification process. The briefing covered the SOFO positions as currently outlined in the IPQG for an All-Hazards incident technical specialist. Tony explained that the DOI task books are running parallel to the FEMA task books. The DOI OEM doesn't want any specialized DOI/bureau information in the task book for behaviors, tasks, and qualifications simply because the Department is trying to stay as close as possible to the expected FEMA task book for minimum qualifications. *See the attached PowerPoint slides for more information

The SHC reviewed the current list of safety professionals in ROSS; the rosters are located on the OSH SharePoint site – Under: Councils/Safety and Health Council/5.March 2015 SHC Meeting/ROSS

DOI Watercraft Committee Update – Gary Hill

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

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:

- Completed the DOI-WSWG Annual Workshop/Meeting Jan 21-22 in San Diego, CA
- Discussed and approved FY15 Goals for the Committee
- Continued accident/incident investigations, looking for trends and providing preventive measures to mitigate
- Provided assistance to DOI Bureaus to ensure a stronger Watercraft Program through established record-keeping practices and offering assistance in areas where Bureaus may be lacking or in need of support
- The Chairman collected partial accident/incident statistics from Committee members. Awaiting additional information from some members. Once a complete report has been received, the WSWG Chairman will submit report to the SHC
- Chairman is collecting up-to-date Watercraft Policies (Chapters) from all Bureaus
- Committee proofed previous edits of the most recent NCTC MOCC Student Manual and has re-submitted additional recommended edits and updates to NCTC for inclusion into on-line training material. Upon committee review of this new edit, WSWG Chairman will submit final material to DOI SHC for approval. Material is expected to be submitted to Council by June, 2015.
- FWS NCTC is in the process of updating the current DOI-LEARN MOCC Refresher Module (FWS-SAF4R02-OLT). The WSWG will review and approve this material once it is released.
- **ACTION ITEMS:**
 - (1) Chairman will draft Airboat Operator Instructor Certification Course Minimum Standards guidelines to Committee for review.
 - (2) The WSWG has been tasked with crafting new language where specific exemptions to wearing PFD's may be considered. Discussions included extreme heat/thermal stress, preparing for dive operations, negligible conditions for drowning (extreme shallow water), etc. No conclusions were made at this meeting and this discussion will continue during upcoming conference calls.

DOI Safety Awards Program Discussion – Barry Noll & Dave Schuller

- USGS requested a discussion of the DOI Safety Awards Program. USGS submitted six nomination packages for the DOI *Safety and Health Award of Excellence* that were vetted by the bureau safety and health committee. USGS understood that past practice of bureaus deciding what nomination packages warranted the DOI-level award was still in effect and questioned the process the Department utilized to determine 2015 Convocation recipients
- It was explained that the Departmental award process had to be strengthened to assure that only the very best award nominees would be the recipients of an award presented by the Secretary of the Interior. It was mentioned that there was discussion last year that the safety award may be removed from Convocation since the actions of the recipients were not considered significant or of unusual value to warrant a Secretary level award. The DOI OSH process was as follows: OSH established an awards selection committee to evaluate all nomination packages; the committee consisted of representatives from bureaus that did not have any nomination submissions; those

packages meeting the award criteria were selected to receive the DOI *Safety and Health Award of Excellence*; the nomination packages determined not to have met the DOI award criteria were referred back to the bureau or office for recognition at that level

- The SHC proposed to create a DOI DASHO level award – and from those nominations the Department could select a single DOI-level *Safety and Health Award of Excellence* recipient; the SHC was in favor of this new approach

On-Line Training Course Development – Many Rojas (BLM) & Theresa Lane (USGS)

- The SHC was asked if they felt there was a need to generate universal training courses to minimize the redundancy of like courses offered in DOI Learn, specifically did the bureaus want to joint partner in development of a Defensive Driving Course (DDC)
- The SHC agreed that there is a need to have a universal DDC; however there were a couple of exceptions. BLM and FWS service didn't feel that they could partner with the other bureaus to develop a DDC
- The facilitator went around the table to ask if the bureaus were in favor of exploring the idea more fully, and if so, could they provide subject matter experts (SME) to assist in content development.
 - NPS: yes and can provide an SME
 - IA: yes but unsure of any SME
 - BSEE & BOEM: yes but no SME
 - BOR: yes if the DDC could be developed in 18 months or less; not sure on any SME
 - BLM: not in favor and no SME
 - FWS: not in favor and no SME
 - USGS: yes if the DDC could be created in 6-8 months; not sure of any SME
 - OSM: yes but no SME
 - DOI OSH: yes, will do ask the bureaus request
- OSH will determine next steps and schedule a conference call with interested bureaus

DM 7 Revision Discussion – Dave Schuller

- Dave briefed the changes made to DM 7 based on the joint DOI and U.S. Forest Service investigation protocol and team selection matrix
- As the DM was reviewed by the SHC, content revisions were mentioned: Dave will make all suggested content changes as requested
- Once the requested revisions have been completed, DM 7 will be sent back to the bureaus for further review and comments

DASHO Agenda Discussion – Barry Noll

Barry sought DASHO agenda topics from the SHC.

- **Next DASHO meeting:** date to be determined
- Suggested agenda topics:
 - New DOI awards proposal
 - Safety Evaluation Program Gap Analysis
 - Radio Towers

Other Business – Open to the Council

- Barry sought the Council's suggestions for a DOI safety month theme (June); he suggested the Department align itself with the National Safety Council and use its National Safety Month Theme "*What I Live For*" – the SHC agreed
- Dave Schuller briefed the planned issuance of Departmental Policy Bulletins (PB). Due to the extensive time it takes to promulgate a Departmental Manual, OSH has been given approval, by

the DOI DASHO, to create policy bulletins similar to those disseminated by the Office of Human Resources and the Office of Emergency Management. These PBs will be created, routed for bureau review and feedback and posted on DOI SafetyNet for bureau use. The Communication Tower PB is currently in draft form and will soon be ready for distribution to bureaus for review

Calendar Year 2015 SHC Meetings:

- June 17-18, 2015 – Denver, CO (in-person meeting)
- August 26-27, 2015 – tentatively Reston, VA
- December 2-3, 2015 (FY 2016) – tentatively Reston, VA

Action Items

Action #	Action/Task	Resource Assigned to Task	Completion Date
1	Send draft safety evaluation program gap analysis to bureaus for review and comments.	Barry Noll	Expected the week of 4/20/2015
2	Generate formal request from DOI OSH to meet with DOI and bureau safety managers, maintenance, and radio tower program representatives to discuss the actions taken and those planned to meet the OCIO Directive 2009-008.	Barry Noll	ASAP
3	Generate a memorandum from DOI to bureau DASHOs to request a representative(s) to get ROSS data management training and to serve as the respective bureau POC.	Barry Noll	ASAP
4	DOI OSH will have a staff member ROSS trained. Dave Schuller volunteered to complete the training and serve as a DOI ROSS data manager.	Dave Schuller	ASAP
5	Upon Water Safety Working Group committee review of new edits to the most recent NCTC MOCC Student Manual, the Chairman will submit final material to DOI SHC for approval. Material is expected to be submitted to Council by June, 2015.	Gary Hill	June 2015
6	OSH will determine next steps and schedule a conference call with bureaus interested in partnering to develop the DDC on-line training course	Barry Noll	May 2015

Meeting Materials:

 DOI Occupational Safety & Health Cour

 Incident Management Team AI

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