

Executive Summary

Council Members Present: Rose Capers-Webb (BOEMRE), Steve D’Antoni (NBC), Bob Garbe (OSH), Jonathon Lewis (BIA), Mike May (NPS), Jim Meredith (BOR), Bill Miller (USGS), Barry Noll (OSH), Mary Parkinson (FWS), Ed Perez (BLM), Dave Schuller (OSH).

Council Members Absent: Ed Awni (PMA), Maurice Banks (OSM), Larry Emanuel (SOL), Rhonda Poolaw (OST), Jim Robison (OIG).

National Safety Council (NSC) Membership

Debra Ferris, NSC Director of Safety & Health Solutions – Government Sector, gave a presentation to the Council on NSC resources that DOI organizations have access to as part of their NSC membership.

SMIS Update

Armando Galindo gave a PowerPoint presentation on 1) Federal Injury and Illness Statistics for Fiscal Year 2011, 2) the Worker’s Comp Claim Timeliness Report, 3) a comparison of FY 10 and FY 11 chargeback costs, 4) the template for reminder emails sent to supervisors of employees who submit worker’s compensation claims, and 5) the planned upgrades to SMIS.

485 DM Chapter 3 – Annual Action Plans and Status Reports

The Council reviewed 485 DM Chapter 3 and decided the core elements could be moved to other chapters.

DOI Radon Action Plan

Bob Garbe provided an update to the group on the development of the Radon Action Plan discussed in the August 2011 SHC meeting. Subsequent to that meeting, OSH gained more understanding about the impetus for this plan and based on this, decided not to develop a plan but instead draft a memo describing the actions taking place within the NPS and BIA.

Public Health Medical Officer

Bob Garbe informed the Council of a proposal to hire a full-time Public Health Medical Officer within OSH and sought feedback from the group. The Council’s response to this proposal was generally favorable.

Safety Week

The Council discussed potential themes for the 2012 Safety Week and agreed to use the National Safety Council theme, “A Million Acts of Safety”. The group then brainstormed a few ideas about ways to further develop the theme.

Serious Accident Investigation

Barry Noll informed the Council that OSH has proposed a strategic initiative for DOI focused on improving the processes for and reporting of serious accident investigations. In this meeting, the Council discussed how to proceed with making the necessary changes to serious accident investigations across the Department. In order to do this, the group defined the desired outcomes of any proposed changes, described some of the current weaknesses of the process or its products and articulated the actions needed to produce a strategic rather than reactive response to this OSH initiative.

Bureau of Safety & Environmental Enforcement (BSEE) Program Overview

Stacy King, BSEE Operational Safety Branch Chief, gave the Council a presentation on the current status of the organization.

Organizational Approaches to Safety

In this meeting, the Council continued the conversation from the August meeting about how each bureau and the Department approach safety. Members of the Department's Office of Occupational Safety and Health (OSH) felt the Department's role should be to spend roughly 60% of its time providing guidance to the bureaus on strategic issues and 40% of its time offering programmatic support. The Council then discussed ways in which they could function differently in order to facilitate a change in the way the Department and bureaus work together. In order to design a new way of using their meeting time together, the bureaus and OSH identified what they need from their interactions with each other.

2012 DOI Safety and Occupational Health Council Meetings

Due to budget constraints, the Council decided to change its quarterly face-to-face meeting schedule to two face-to-face meetings next year with an extended teleconference or videoconference in between. In 2012, meetings will be held on May 1-3, 2012 in Denver Colorado and November 6-8, 2012 in Washington D.C.

Meeting Summary

National Safety Council (NSC) Update

Debra Ferris, NSC Director of Safety & Health Solutions – Government Sector, gave a presentation to the Council on NSC resources that DOI organizations have access to as part of their NSC membership including:

NSC Newsletter: Council members agreed the NSC DOI Newsletter format looks good. All content submissions for the newsletter should be sent to Dave Schuller who will forward them to Debra Ferris.

NSC Magazine: Anyone who wants to receive the magazine can do so as there is no limit on the number of subscriptions per bureau. Currently, not all Bureau Safety Managers are receiving the magazine. Debra will get a list of names and mailing addresses from Dave of all DOI employees who wish to receive the magazine.

NSC Awards: “CEOs Who Get It” and “Rising Stars of Safety” are two of the awards given by NSC. Debra encouraged the Council to nominate DOI leaders for these awards.

NSC Congress & Expo: The 2012 Congress will be held in Orlando, Florida from October 21-26. The Expo will be held from October 22-24. This will be the 100th anniversary of the NSC. Debra encouraged the Council to submit proposals for technical sessions or professional development seminars within the conference.

NSC Online First Aid Training: NSC offers First Aid, CPR & AED, and Bloodborne & Airborne Pathogens training online. For each course there is an online component and a practical testing component. The cost for each of these courses is \$20 per person.

NSC Navigator: NSC offers a comprehensive IT solution with six modules that can be integrated with an organization’s existing systems. Debra offered the Council the opportunity to see the system in operation within Metro.

Off-the-Job Resource: NSC has recently developed another resource to help individuals increase the safety and health of themselves and their families at home and in their communities.

Next Steps:

- Each bureau safety manager will send Dave Schuller a list of all the names and mailing addresses of individuals who wish to receive the NSC magazine by January 30, 2012. Dave will compile these into one excel document and send to Debra Ferris by February 15, 2012.

SMIS Update

Armando Galindo gave a PowerPoint presentation on the following topics:

Federal Injury and Illness Statistics for Fiscal Year 2011: It appears the number of employees used to establish case rates are still incorrect. The Department’s employee count is 3,500 higher than OPM’s number which inflates the rates.

Worker’s Compensation: This presentation included the Worker’s Comp Claim Timeliness Report, a comparison of FY 10 and FY 11 chargeback costs, and the template for reminder emails sent to supervisors of employees who submit worker’s compensation claims. Since the implementation of these reminder emails in July 2011, the timeliness of OWCP claims has increased approximately 15%. The Council would like these reminders to go to both the employee and the supervisor and include language that describes why timeliness is important to the individual (payments may be delayed) and to the organization (POWER goals will be negatively impacted).

Planned Upgrades to SMIS: Next steps in SMIS development include, 1) enhance SMIS environment with new features and utilities, 2) test new environment, 3) add new functionality and reports to WCC and safety module, and 4) integrate Inspection & Abatement System (IAS) with safety module. SMIS testing will take place in Denver with 5-10 volunteers once the enhancements and upgrades are 95% complete.

Next Steps:

- Armando Galindo will ensure the worker's comp claim reminder emails get sent to both the employee and the supervisor and will add the wording suggested by the Council on the reason why filing these claims in a timely manner is important by March 31, 2012.
- Armando Galindo will include a POWER table or similar functions in SMIS by June 30, 2012 accessible with one click that shows: 1) goals and rates for each bureau overall and each site within the bureau (this could be part of a management dashboard), and 2) comparisons of annual statistics with 3 and 5 year averages.
- Armando Galindo will develop an informational piece on how the new Help Desk works and distribute it to the bureaus by March 31, 2012.

485 DM Chapter 3 – Annual Action Plans and Status Reports

The Council reviewed 485 DM Chapter 3 and decided the core elements could be moved to other chapters.

DOI Radon Action Plan Update

Bob Garbe provided an update to the group on the development of the Radon Action Plan discussed in the August 2011 SHC meeting. Subsequent to that meeting, OSH gained more understanding about the impetus for this plan. This federal initiative was intended to focus on radon testing and mitigation in public housing and low-income private residences. In order to build initial momentum, federal agencies were being asked to serve as models for others in the public and private sectors. With this additional knowledge, the Department decided not to develop a plan but instead draft a memo describing the actions taking place within the NPS and BIA.

Public Health Medical Officer

Bob Garbe informed the Council of a proposal to hire a full-time Public Health Medical Officer within OSH and sought feedback from the group. This new position would eliminate the need for services currently provided by an FOH physician. Bob has already communicated with the appropriate individuals within each bureau regarding the value of having a fully dedicated DOI medical officer. It is estimated the bureaus' costs for these services would be reduced by 50%. The Council's response to this proposal was generally favorable.

Next Step:

- Bob Garbe will send the proposal to all Council members by January 15, 2012.

2012 Safety Week

The Council discussed potential themes for the 2012 Safety Week and agreed to use the National Safety Council theme, "A Million Acts of Safety". The group then brainstormed a few ideas about ways to further develop the theme, which included:

- Talk to Debra Ferris at NSC about developing a specific DOI list of "Safety Acts". Set a goal for the number of acts performed by DOI employees and allow them to track it on the NSC website (e.g. every person does at least one by the beginning of Safety week in April 2012).
- Use the NSC newsletters to highlight DOI employee actions.

- Have the Secretary publically make the first act and communicate that across the Department and bureaus.

Next Step:

- Dave Schuller will talk to Debra Ferris about the proposal by December 31, 2011.
- Dave Schuller will provide a status update to the Council by January 15, 2012.

Serious Accident Investigation

Barry Noll informed the Council that OSH has proposed a strategic initiative for DOI focused on improving the processes for and reporting of serious accident investigations. Consequently Pam Malam, Diane Schmitz and Barry Noll will all have a performance element associated with this initiative. In this meeting, the Council discussed how to proceed with making the necessary changes to serious accident investigations across the Department. In order to do this, the group defined the desired outcomes of any proposed changes, described some of the current weaknesses of the process or its products and articulated the actions needed to produce a strategic rather than reactive response to this OSH initiative.

Desired outcomes from any proposed changes:

- Qualified unbiased investigators
- Thorough investigations
- Complete, timely and uniform reports

Current weaknesses in the process:

- Lack of qualified investigators with sufficient SAI experience (especially in FWS and BIA)
- Lack of training for lower level employees on investigation basics
- Lack of ability to report SAIs in SMIS
- Bias in SAI reports
- Lack of bureau and office review of SAI reports

Next Steps:

- OSH will conduct an analysis of SAI reports to determine the types and frequency of the problems/issues with them by March 31, 2012 (*).
- OSH will conduct a needs assessment with bureaus based on the findings of this analysis by June 30, 2012 (*).
- OSH will compare DM Chapter 7 with SAI Guidelines to determine gaps and misalignments by June 30, 2012 (*).
- OSH will draft a strategy to address the gaps found by September 30, 2012 (*). This may include training, updating documentation, process improvement, etc. * (NOTE: The Council may choose to redirect FY 2013 project funding into SAI Training.)
- OSH will bring a proposed strategy to SHC for review and refinement by August 31, 2012 (*).
- The SHC will present a refined strategy to the DASHOs by the end of FY 2012.
- FWS and BOR will each send a representative to audit investigation training from another organization (e.g. Air Force) by September 30, 2012.
- Mike May will send the standard SAI form used in the NPS that the Director signs and uses to direct future action related to the investigation to OSH by November 16, 2011.

* NOTE: Mary Parkinson, Rose Capers-Webb, Jim Meredith and Ed Perez will work with Barry Noll and Dave Schuller on the analysis and strategy development prior to the next SHC meeting.

Bureau of Safety & Environmental Enforcement (BSEE) Program Overview

Stacy King, BSEE Operational Safety Branch Chief, gave the Council a presentation on the current status of the organization. Key points included:

- The Minerals Management Service (MMS) has now been divided into the Bureau of Ocean Energy Management (BOEM) which focuses on pre-production services for oil drilling operations and the Bureau of Safety and Environmental Enforcement whose work force is largely comprised of engineers and inspectors who spend significant time offshore and is responsible for safety and environmental oversight of offshore oil and gas operations, including permitting and inspections, of offshore oil and gas operations.
- BSEE will be conducting both office and offshore audits this year.
- All employees who travel offshore are in the medical standards program.
- BSEE's new director is from the Coast Guard. He will assume his position on 12/1/11.
- BSEE's training center has 1.5 million dollars to launch the new National Offshore Training & Learning Center (NOTLC), which will provide National Offshore Inspector courses, accident investigation courses, and SEMS training. Chris Barry is the training director. Stacy expressed interest in connecting Chris to the training directors at the other bureaus and in having one of the BSEE trainers audit the Air Force accident investigation training discussed earlier in this meeting.
- BSEE is undergoing an organizational culture change moving from a highly compliance orientated organization to a performance based culture.

Organizational Approaches to Safety

In this meeting, the Council continued the conversation from the August meeting about how each bureau and the Department approach safety. Each Bureau Safety Manager reflected on the following questions and the group then discussed these questions relative to the Department.

- What is my organization's aspiration for employee safety? (What contribution do I aspire to make within this?)
- What is my organization's biggest blind spot regarding safety? (What might my biggest blind spot be in how I perform my job?)
- Where in my organization is the greatest point of leverage for change? (What is my most highly leveraged action to help my organization pursue its aspiration?)

Members of the Department's Office of Occupational Safety and Health (OSH) felt the Department's role should be to spend roughly 60% of its time providing guidance to the bureaus on strategic issues and 40% of its time offering programmatic support. Some of the Department's blind spots identified by Council members included:

- The Department's belief that it is in charge and can control what the bureaus do. This tends to encourage a compliance mindset to problem-solving issues.
- The belief that no good work has been done on current issues in the past. This can result in inefficient "re-invention of the wheel."

The Council then discussed ways in which they could function differently in order to facilitate a change in the way the Department and bureaus work together. In order to design a new way of using their meeting time together, the bureaus and OSH identified what they need from their interactions with each other.

Bureau/Office Needs:

- To be informed and have input into and influence on Department initiatives

- To establish an enterprise approach to performance gaps shared among bureaus (e.g. performance metrics, SAI process, etc.)
- Increased support for work groups
- Venue for sharing best practices rather than bureau/office report-outs

Department Needs:

- To get feedback from bureaus on policy through review of the 485 DM
- To vet key issues facing OSH with the bureaus (e.g. SAI process)

Changes to Future SHC Meetings

As a result of this conversation, the Council has agreed to the following changes in future SHC meetings.

- The Council will engage in establishing an enterprise approach to safety across the Department and bureaus/offices. After the initial meeting(s) required to establish this approach, subsequent meeting agendas will be built around the targeted performance gaps.
- The Council will engage the work groups in establishing an enterprise approach and will involve them in issues relevant to their charge. Council liaisons will check in with their work groups following each SHC meeting, instead of just before each meeting, to see if there is anything they are working on that would need to be reviewed by the Council in 6 months.
- The choice of best practice presentations that might be given at SHC meetings will be driven by the performance gaps being addressed at that time.
- The DM review process will include the following steps: 1) Dave Schuller will make initial changes, flag potential hot topics, and send the document to the Council for comment; 2) the Council will agree on hot topics or add additional ones and will only discuss the key issues and not wordsmith the document in face-to-face meetings.

2012 DOI Safety and Occupational Health Council Meetings

Due to budget constraints, the Council decided to change its quarterly face-to-face meeting schedule to two face-to-face meetings next year with an extended teleconference or videoconference in between. In 2012, meetings will be held on May 1-3, 2012 in Denver Colorado and November 6-8, 2012 in Washington D.C.

5/1-3/12 Meeting Agenda: This meeting will be focused on taking an enterprise approach to managing safety with the outcome of a three year plan to address the gaps in the current program.

Next Steps:

- Bill Miller, Dave Schuller, Barry Noll and Sue Thomas will develop a meeting design for this meeting. This group will hold a conference call in January 2012 to discuss this.
- The Council will conduct a teleconference or videoconference in February 2012 to discuss the draft meeting design.

Action Item Summary

Task	Responsibility	Deadline
NSC		
Send Dave Schuller a list of all the names and mailing addresses of individuals who wish to receive the NSC magazine.	Bureau Safety Managers	1/30/2012
Compile these lists into one excel document and send to Debra Ferris.	Dave Schuller	2/15/2012

SMIS		
Ensure the worker's comp claim reminder emails get sent to both the employee and the supervisor and add the wording suggested by the Council on the reason why filing these claims in a timely manner is important.	Armando Galindo	3/31/2012
Include a POWER table in SMIS accessible with one click that shows: 1) goals and rates for each bureau overall and each site within the bureau, and 2) comparisons of annual statistics with 3 and 5 year averages.	Armando Galindo	6/30/2012
Develop an informational piece on how the new Help Desk works and distribute it to the bureaus.	Armando Galindo	3/31/2012
Public Health Medical Officer		
Send the proposal for the Public Health Medical Officer to all Council members.	Bob Garbe	1/15/2012
2012 Safety Week		
Talk to Debra Ferris about the Council's idea for 2012 Safety Week	Dave Schuller	12/31/2011
Update Council members	Dave Schuller	1/15/2012
Serious Accident Investigation		
Conduct an analysis of SAI reports to determine the types and frequency of the problems/issues with them.	OSH, Mary Parkinson, Rose Capers-Webb, Jim Meredith, Ed Perez	3/31/2012
Conduct a needs assessment with bureaus based on the findings this analysis.	OSH, Mary Parkinson, Rose Capers-Webb, Jim Meredith, Ed Perez	6/30/2012
Compare DM Chapter 7 with SAI Guidelines to determine gaps and misalignments.	OSH, Mary Parkinson, Rose Capers-Webb, Jim Meredith, Ed Perez	6/30/2012
Draft a strategy to address gaps found.	OSH, Mary Parkinson, Rose Capers-Webb, Jim Meredith, Ed Perez	9/30/2012
Bring a proposed strategy to SHC for review and refinement.	OSH, Mary Parkinson, Rose Capers-Webb, Jim Meredith, Ed Perez	8/31/2012
Present a refined strategy to the DASHOs.	SHC	End of FY 2012
Send a representative to audit investigation training from another organization (e.g. Air Force).	FWS and BOR	9/30/2012
Send the standard SAI form used in the NPS that the Director signs and uses to direct future action related to the investigation to OSH.	Mike May	Done - Sent 11/16/11
2012 SHC Meetings		
Develop a meeting design for the May 2012 meeting.	Bill Miller, Dave Schuller, Barry Noll, Sue Thomas	January 2012
Conduct a teleconference or videoconference to discuss the draft meeting design.	All Council Members	February 2012

Meeting Participants

Affiliation	Name	Email	Office Phone
AVATAR	Sue Thomas	Sue_Thomas@avatarinc.info	503-230-1201
BIA	Jonathan Lewis	Jonathan.lewis@bia.gov	505-563-5366
BLM	Ed Perez	Edward_perez@blm.gov	202-912-7497
BOEMRE	Rose Capers-Webb	Rose.capers-webb@boemre.gov	703-787-1541
BOR	Jim Meredith	jmeredith@usbr.gov	303-445-2695
FWS	Mary Parkinson	Mary_parkinson@fws.gov	703-358-2255
NBC	Steve D'Antoni	Stephen_d'antoni@nbc.gov	202-501-8693
NPS	Mike May	Michael_May@nps.gov	202-513-7222
OSH	Bob Garbe	Robert_garbe@ios.doi.gov	303-236-7112
OSH	Barry Noll	Barry_noll@ios.doi.gov	202-208-5318
OSH	Dave Schuller	David_Schuller@ios.doi.gov	202-513-0767
USGS	Bill Miller	wrmiller@usgs.gov	703-648-7552
Members Absent			
OIG	Jim Robison	James_Robison@doioig.gov	703-487-5377
OSM	Maurice Banks	jbanks@osmre.gov	202-208-2608
OST	Rhonda Poolaw	Rhonda_Poolaw@ost.doi.gov	505-816-1077
PMA	Ed Awni	Ed_Awni@ios.doi.gov	202-208-3347
SOL	Larry Emanuel	Larry_emanuel@sol.doi.gov	202-208-1549