

Executive Summary

DASHO Meeting Update

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The following topics were addressed 1) Questionnaire for the Data Analysis Project, 2) SMIS, and 3) Assurance Statement.

Insect Bite Recordkeeping

Armando Galindo gave a presentation and provided a handout to the Council on the recordkeeping procedure for insect bites. The procedure includes:

- Reporting to a supervisor and filing a CA-1 within 30 days of the removal of an embedded tick
- Filing a CA-2 following medical documentation and confirmation of Lyme disease

Work Group Presentations

In this meeting, each Council member provided an update on the safety & health related work group to which they were assigned.

Safety and Health Initiatives

The Council discussed and voted on the 2010, 2011 and 2012 Safety and Health Initiative proposals. The Council, pending the specified revisions described later in this summary, approved the following initiatives.

Initiative	Cost	Draft Proposal
2010: \$167,000		
Medical Surveillance	\$150,000	Completed
Facilitator	\$20,000	Bob Garbe
2011: \$138,000		
Online Course Development	\$20,000	Barry Noll
Safety & Health Certification	\$70,700	Completed
Facilitator	\$20,000	Bob Garbe
Work Group for developing entry screens for new SMIS	\$8,000	Barry Noll
Basic Accident Investigation Training (8 classes)	\$20,000	Armando Galindo
2012: \$160,000		
Data Management Training	\$30,000	Armando Galindo
OHV Work Group Support	\$45,000	Louis Rowe
Facilitator	\$20,000	Bob Garbe

2010 Safety Week

The Council briefly discussed the implementation of Safety Week in 2010. The Council’s recommendation is to observe Safety Week during the week of June 7, 2010. All events at MIB will be held that week. Some activities within the bureaus may take place at other times during the year.

485 DM Chapter 9

The Council reviewed and provided comment on 485 DM Chapter 9: Safety and Health Councils, Committees and Work Groups.

SOHC Decision-making and Document Vetting Process

The Council discussed the process by which it makes decisions and vets documents. After discussing the key issues at length, the group articulated a process agreed to by all. This process is depicted in the diagram in the appendix to this meeting summary.

Safety Awards

Joy Buhler presented the revised criteria for the three levels of safety and health awards. The Council decided to further revise the criteria for the individual, group and organization level awards to mirror the four goals of the DOI Safety and Health Strategic Plan.

2010 Safety Seminar

Barry Noll presented an update on the 2010 Safety Seminar to the Council. The group discussed the possibility that enrollment may be below the projected number. All members agreed the DASHOs should provide guidance on how to address the potential increased costs incurred by low attendance at the ASSE conference.

Next Meeting

The next Council meeting will take place on February 16-17, 2010. The location has yet to be determined.

Meeting Summary

Council Members Present: Maurice Banks (OSM), Steve D'Antoni (NBC), Armando Galindo (OHS), Bob Garbe (OHS), Paul Holley (BIA), Staci King (MMS), Mike May (NPS), Jim Meredith (BOR), Bill Miller (USGS), Barry Noll (OHS), Mary Parkinson (FWS), Louis Rowe (BLM), Diane Schmitz (OHS).

Council Members Absent: Leon Craig (OST), Larry D'Emanuel (SOL), Jim Robison (OIG).

DASHO Meeting Update

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The following topics were addressed:

- Questionnaire for the Data Analysis Project: The DASHOs want the project to go forward and asked the SOHC to review the plan. During this review, the SOHC agreed the data to be used in this project was so spotty that it would not be very useful, thus the Council is recommending putting the effort into the design of the new information system instead. Diane Schmitz will inquire about extending the deadline for the response to Rhea Su. At the December DASHO meeting, the DASHOs will decide on the SOHC's proposal.
- SMIS: The DASHOs approved the SOHC's recommendation.
- Assurance Statement: The DASHOs want to wait to send the memo on the assurance statement until the DM chapters have completed the surnaming process. The policy will be official and the RAS and RAC will be implemented once the surnaming process is complete. In this meeting, members of the SOHC expressed concern that the Bureaus will not have time to get everyone trained in RAC in order to meet the March deadline for signing the assurance statement. There was significant disagreement about the path forward on this issue and so the Council decided to hold a special meeting just to discuss this issue.

Next Step:

- The Council will meet on 12/16/09 from 8:30 am to 4:00 pm at the FWS building to discuss the assurance statement. Those members who cannot attend in person will participate via teleconference.

Insect Bite Recordkeeping

Armando Galindo gave a presentation and provided a handout to the Council on the recordkeeping procedure for insect bites. The procedure includes:

- Reporting to a supervisor and filing a CA-1 within 30 days of the removal of an embedded tick
- Filing a CA-2 following medical documentation and confirmation of Lyme disease

Instructions for completing this documentation can be found at:

https://www.smis.doi.gov/SMISReference/OWCP/OWCPMenu_Slides.htm. There is also a section in the Medical handbook on Lyme disease.

The NPS will be keeping "tick logs" rather than putting every incidence of tick bite into SMIS. This will keep the number of recordables down to a more realistic level. The Council discussed including a tick bite log in the new SMIS system. Armando Galindo will follow up on this suggestion.

Next Step:

- Armando Galindo will send the "tick bite log" screen shot to the Council for their feedback by January 30, 2010.

Work Group Presentations

In this meeting, each Council member provided an update on the work group to which they were assigned.

Wild land Fire: Louis Rowe

- Although there were almost as many fire hours this year as last, the actual time spent on fires was much less, and as a result, there were less injuries this year.
- OSHA is investigating two wild land fire fatalities and has cited the USFS for withholding witness statements. Many agree that when OSHA is not in the room, they have no legal right to the statements made by witnesses. It is believed that employees are not talking about what they witnessed because they do not trust how the information will be used. The Andy Palmer case is an example of this.
- Another communication issue regarding safety incidents is exemplified by the Palmer case. The USFS incident report was so heavily redacted that the NPS cannot use the information. When the NPS Director decided to release the entire report to the family, this angered the USFS. There will be a conversation at the SES level between DOI and USFS to discuss the issues raised during this incident.
- Due to a variety of circumstances, the BIA OSHA violation for PPE issuance will impact other bureaus through the added expense of equipping seasonal employees with boots.

Aviation: Maurice Banks

- Maurice provided the Council with the Aviation Board of Directors (ABOD) charter, bylaws, 10-year Strategic Plan and contact list.
- The primary goals of the ABOD include:
 1. Concentrate accident prevention efforts in the Human Factors arena.
 2. Modernize the DOI aircraft utilization data reporting, collection and output capability to allow for specific program safety analysis.
 3. Improve SAFECOM reporting.
 4. Reduce DOI aircraft accident rates.

Diving: Mike May

- There is an interdepartmental dive committee, which has no DOI representative but has a FWS representative. There will be a conference next year to bring all DOI dive programs together.

Watercraft: Mary Parkinson

- Anne Sittauer, chair of this committee will give a briefing to the Council at the next meeting. She will brief the group on the revision of the MOCC and watercraft chapter Chapter 22 of 485 DM.
- There may need to be several chapters on watercraft due to the gap in the requirement for vessels of a certain size. This will need to be addressed so policy and practice are aligned.

Industrial Hygiene: Bob Garbe

- All DOI Occupational health representatives met on 11/18/09 to discuss the 2010 Medical Surveillance initiative. Follow-up meetings will take place as well as an on-site visit to each bureau to identify the operations common across bureaus as well as those that are unique to each.

SMIS User Group: Armando Galindo

- The DASHO Council approved the SOHC's recommended option to modernize SMIS.
- NBC has assigned another POC on the SMIS project who is a contractor (half time with SMIS, half time with IMARS).
- Armando attended the National Safety Council conference and connected with a series of vendors for the new system. Zoldac seems to have set the standard against which all others are compared.
- OWCP has sent a list of the requirements they would like to see on the OWCP module. Since they are all queries that are standard in any system, an additional tailored module will not be required.

Emergency Management: Staci King

- Wild land Fire Coordination is being transferred under Office of Emergency Management.
- The MIB Security (physical) component of NBC will also be moved under Office of Emergency Management.
- The work group will be seeking input on the position description and titles to differentiate the gray card from the red card. Staci has offered the assistance of the SOHC in this process.
- OSHA 300/400 training will be done through DOI this year.
- Eagle Horizon will take place on 5/17-21/10 - the Tuesday 5/18/10 session is for senior leadership.

- The EMS Council workshop will be held on 3/8-12/10: Topics are still being determined.

OHV/ATV: Louis Rowe

- Louis met with key members of OHV/ATV group working on developing a standing committee similar to the MOCC. BLM may provide money to get this group started in a three-day initial meeting. They are considering bringing in one MOCC member to work with the new group to help it get established. The first meeting will be held the second quarter of FY10 in Phoenix.

Next Step:

- Louis Rowe will send an email to the Council by February 30, 2010 requesting volunteers to serve on the OHV/ATV work group.

Safety and Health Initiatives

The Council discussed and voted on the 2010, 2011 and 2012 Safety and Health Initiative proposals. The Council’s recommendation in May 2009 to move NSC membership and AED program support to base funding was approved and thus these projects are no longer in consideration for initiative funding. The Council, pending the specified revisions described below, approved the following initiatives.

Initiative	Cost	Draft Proposal
2010: \$167,000		
Medical Surveillance	\$150,000	Completed
Facilitator	\$20,000	Bob Garbe
2011: \$138,000		
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Possible 2013 Initiative

- Employee Field Training Handbook

Initiative Revisions

- Basic Accident Investigation Training: 1) Remove travel funding, 2) Define target audience, 3) Align with policy
- Data Management Training: Rewrite this proposal to make it a customized, comprehensive training for the new SMIS system.
- OHV Work Group Support: Proposal for the development of training materials

Next Steps

1. Armando Galindo will talk to NBC by 11/20/09 about including the development of an IAS module and support for a work group to develop entry screens for the new SMIS in the cost of developing the new system.
2. Louis Rowe will form a work group by February 1, 2010 to investigate the development of safety internships.
3. Louis Rowe, Barry Noll and Paul Holley will follow-up with the National Safety Council regarding payment for the Safety and Health certification program by June 1, 2010.
4. All 2011 and 2012 initiative proposals will be drafted by 12/4/09.
5. A SOHC conference call will be held on Wednesday 12/9/09 at 3:00 pm EST to discuss and approve the final drafts of 2011/2012 initiative proposals.

2010 Safety Week

The Council briefly discussed the implementation of Safety Week in 2010. The Council's recommendation is to observe Safety Week during the week of June 7, 2010. All events at MIB will be held that week. Some activities within the bureaus may take place at other times during the year.

485 DM Chapter 9

The Council reviewed and provided comment on 485 DM Chapter 9: Safety and Health Councils, Committees and Work Groups.

Next Step:

- Barry Noll will incorporate the Council's feedback and distribute the next version of the chapter to the Council by the February meeting.

SOHC Decision-making and Document Vetting Process

During the review of the 485 DM chapter 9, the Council discussed the process by which it makes decisions and vets documents. There were two primary concerns expressed about the way these processes have worked in the past. For Council members, the major issue concerned the process of the Council vetting documents, then sending them back to OOHS for revision, and having a final draft circulated to the bureaus with different changes and no explanation of the rationale for not accepting the suggestions of the Council. For the OOHS staff, the primary issue centers on the process by which Council decisions get called into question, following Council meetings, by members who were not present when the decision was made.

The group discussed these issues at length and came up with the following process agreed to by all.

1. After a document has been vetted or a decision made by the Council, the OOHS has ten working days to distribute the meeting summary or document draft.
- 2A. If a Council member wishes to raise an objection he/she has ten working days following receipt of the electronic document to communicate that to the Council.
 - 3A. If no one objects, the decision or document is sent to the Departmental DASHO.
 - 3B. If a Council member does raise an objection, it is his/her responsibility to request a teleconference with the Council or to ask for the topic to be placed on the next SOHC meeting for the Council's reconsideration.
- 2B. If OOHS decides to disregard feedback from the Council, they will inform the Council of the change (and to the extent possible, the rationale for the change) before communicating with the Departmental DASHO.

This process is depicted in greater detail in the diagram in the appendix to this meeting summary.

Safety Awards

Joy Buhler presented the revised criteria for the three levels of safety and health awards. The Council decided to further revise the criteria to mirror the four goals of the DOI Safety and Health Strategic Plan. These criteria apply to the Individual, Group and Organization level awards.

Award Criteria - Award recipients:

1. Exercise leadership in promoting a culture of safety
2. Engage others in accomplishing safety and health commitments
3. Prevent exposure to hazards and mitigate risks
4. Make a significant contribution to improving safety and health

Next Steps:

- Joy Buhler will change the award's name to "Safety and Occupational Health Award of Excellence" by January 30, 2010.
- Barry Noll will replace table in DM with narrative descriptions of the award criteria by the next Council meeting.
- Joy Buhler will further define "group" and "organization" in the DM chapter by the next Council meeting.

- A memo will be issued the first week of December by the Assistant Secretary's Office requesting nominations for 2010 awards. Joy will ensure the Bureau Safety Managers get the email. (The anticipated deadline for nominations will be first week of February. The Convocation will probably be in May.)

2010 Safety Seminar

Barry Noll presented an update on the 2010 Safety Seminar to the Council. The group discussed the possibility that enrollment may be below the projected number. All members agreed the DASHOs should provide guidance on how to address the potential increased costs incurred by low attendance at the ASSE conference. The highest priority in the short term is to market this opportunity and encourage bureau employees to attend. The Council would like a memo promoting the seminar to be sent by the Secretary to all bureaus.

The Council also discussed the DOI tract and agreed it would be ideal to begin the session with a panel of all bureau directors. The new NPS Director, Jon Jarvis, is very committed to employee safety and could influence the participation of his peers if he is able to attend.

Next Steps:

- All Council members will talk to their DASHOs ASAP about inviting their bureau director to be part of the opening panel. This will also be a topic on the December DASHO meeting agenda.
- Barry Noll will send a draft of the flyer on the seminar to all bureaus with a request for possible topics for the DOI tract by 12/4/09.
- Barry Noll will compile the Council's input and draft the agenda for the DOI tract agenda 1/15/10.
- Diane Schmitz will talk to Andrew Jackson by 12/4/09 regarding a memo from the Secretary promoting the seminar to be sent by 12/24/09. Louis Rowe, Barry Noll and Mike May will draft the memo by 12/1/09.
- The Council will vet the memo in the 12/9/09 teleconference.
- Mike May and Barry Noll will go to the hotel to discuss the logistics of the seminar on 11/30/09.

DASHO Meeting

The SOHC recommends the following topics be included on the next DASHO agenda:

Topic	Desired Outcome
1. 2011/2012 Initiative proposals	<ul style="list-style-type: none"> • Approval
2. Safety Seminar	<ul style="list-style-type: none"> • Guidance on cost sharing among the bureaus • Agreement on sending a memo from the Secretary • Agreement on DASHO involvement in seminar
3. SOHC decision-making and document vetting process	<ul style="list-style-type: none"> • Awareness of SOHC process
4. Budget	<ul style="list-style-type: none"> • Status of budget requests for 2011 and 2012
5. DM chapters 5 and 6	<ul style="list-style-type: none"> • Status of surnaming process
6. Data Analysis Questionnaire	<ul style="list-style-type: none"> • Approval of alternative SOHC recommendation

Next Step:

- Diane Schmitz will talk to the Acting Deputy DASHO before the next DASHO meeting regarding the alternative recommendation the SOHC would like to make relative to the data analysis questionnaire.

2010 SOHC Meetings

Next Meeting

Date: February 16-17, 2010

Location: TBD

Potential Agenda Topics:

- Work Group Updates
- MOCC and DM Watercraft chapter briefing: Anne Sittauer
- Medical Surveillance Update
- 485 DM Chapter 11 Appendix Review
- 2010 Safety Seminar

Future 2010 Meetings

May 4-5, 2010

August 24-25, 2010

November 16-17, 2010

Action Item Summary

Task	Responsibility	Deadline
Assurance Statement		
<ul style="list-style-type: none">• The Council will meet at the FWS building to discuss the assurance statement. Those members who cannot attend in person will participate via teleconference.	All	12/16/09 from 8:30 am to 4:00 pm EST
Insect Bite Record Keeping		
<ul style="list-style-type: none">• Send the “tick bite log” screen shot to the Council for their feedback.	Armando Galindo	1/30/10
OHV/ATV Work Group		
<ul style="list-style-type: none">• Send an email to the Council requesting volunteers to serve on the OHV/ATV work group.	Louis Rowe	1/30/10
Safety & Health Initiatives		
<ul style="list-style-type: none">• Talk to NBC about including the development of an IAS module and support for a work group to develop entry screens for the new SMIS in the cost of developing the new system.	Armando Galindo	11/20/09
<ul style="list-style-type: none">• Form a work group to investigate the development of safety internships.	Louis Rowe	3/30/10
<ul style="list-style-type: none">• Follow-up with the National Safety Council regarding payment for the Safety and Health certification program.	Louis Rowe, Barry Noll and Paul Holley	8/30/10
<ul style="list-style-type: none">• Draft all 2011 and 2012 initiative proposals.	Bob Garbe, Barry Noll, Louis Rowe, Armando Galindo	12/4/09
<ul style="list-style-type: none">• Hold a SOHC conference call to discuss and approve the final drafts of 2011/2012 initiative proposals.	All	12/9/09 at 3:00 pm EST
485 DM Chapter 9		
<ul style="list-style-type: none">• Incorporate the Council’s feedback and distribute the next version of the chapter to the Council	Barry Noll	1/30/10
Safety Awards		
<ul style="list-style-type: none">• Change the award’s name to “Safety and Occupational	Joy Buhler	1/10/10

Health Award of Excellence”.		
<ul style="list-style-type: none"> Replace the table in DM with narrative descriptions of the award criteria. 	Barry Noll	1/10/10
<ul style="list-style-type: none"> Further define “group” and “organization” in the DM chapter. 	Barry Noll	2/29/10
<ul style="list-style-type: none"> Issue a memo the first week of December from the Assistant Secretary’s Office requesting nominations for 2010 awards. 	Joy Buhler	12/3/09
2010 Safety Seminar		
<ul style="list-style-type: none"> Talk to DASHOs about inviting their bureau director to be part of the opening panel. 	All Council members	ASAP
<ul style="list-style-type: none"> Send a flyer on the seminar to all bureaus with a request for possible topics for the DOI tract. 	Barry Noll	12/4/09
<ul style="list-style-type: none"> Compile the Council’s input and draft the agenda for the DOI tract agenda. 	Barry Noll	1/15/10
<ul style="list-style-type: none"> Talk to Andrew Jackson regarding a memo from the Secretary promoting the seminar to be sent by 12/24/09. Draft the memo. Vet the memo in the 12/9/09 teleconference. 	Diane Schmitz Louis Rowe, Barry Noll and Mike May All	12/4/09 12/1/09
<ul style="list-style-type: none"> Go to the hotel to discuss the logistics of the seminar. 	Mike May and Barry Noll	11/30/09
DASHO Meeting Agenda		
<ul style="list-style-type: none"> Talk to the Acting Deputy DASHO regarding the alternative recommendation the SOHC would like to make relative to the data analysis questionnaire. 	Diane Schmitz	Before the next DASHO meeting

Meeting Participants

Affiliation	Name	Email	Phone Number
OSM	Maurice Banks	jbanks@osmre.gov	202-208-2608
NBC	Steve D'Antoni	Stephen_d'antoni@nbc.gov	202-501-8693
OHS	Armando Galindo	Armando_galindo@ios.doi.gov	202-208-5549
OHS	Bob Garbe	Robert_garbe@ios.doi.gov	303-236-7112
BIA	Paul Holley	paul.holley@bia.gov	505-563-5365
MMS	Staci King	Staci.King@mms.gov	703-787-1620
NPS	Mike May	Mike_May@nps.gov	202-513-7222
BOR	Jim Meredith	jmeredith@usbr.gov	303-445-2695
USGS	Bill Miller	wrmiller@usgs.gov	703-322-1080
OHS	Barry Noll	Barry_noll@ios.doi.gov	202-208-5318
FWS	Mary Parkinson	Mary_Parkinson@fws.gov	703-358-2255
BLM	Louis Rowe	Louis_rowe@blm.gov	703-994-5816
OHS	Diane Schmitz	Diane_Schmitz@ios.doi.gov	202-219-0189
AVATAR	Sue Thomas	Sue_Thomas@avatarinc.info	503-230-1201

Appendix

