

**Voluntary Protection Program
Meeting Minutes
September 11, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		Brendan Burns
HS-1.2	Timothy Fox	Vinh Le
HS-1.3	Dan Muniz	Jess San Agustin
HS-1.4	Tracey Berry	
HS-10	Brad Davy	
HS-20	Colette Broussard	Duli Agarwal
HS-30	Bob Czincila	Paul Lin
HS-40		Jillian Carter
HS-50		Candy Sanchez
HS-60		
HS-70		
HS-80		Bob Loesch
HS-90	Roger Wu	Fletcher Whitworth
ProForce		
NTEU		
MA	Cherylynne Williams	

Meeting Minutes

The minutes from the July 24, 2008 meeting were approved. The minutes from the August 28, 2008 meeting were also approved.

Moment of Silence

A moment of silence was observed to acknowledge the anniversary of the 9/11 tragedy.

Safety Share

1. With all the HSS office moves that are currently underway, people were reminded about the proper way to lift/move boxes. Packed boxes should not be too heavy. Banker's boxes should be used when moving, if available. It appears that only large boxes were provided to the HSS staff for their moves. Remember to ask for assistance when trying to move heavy boxes.

Action Item: Cherylynne Williams will check with MA regarding why smaller boxes were not provided to the staff.

Action Item: Cherylynne Williams will forward a presentation on packing/moving protocols. See Attachment 1 for this presentation.

2. Television program, “*Food Detectives*”, did a show on the contamination of water fountains versus bottled water dispensers. The bottled water dispensers are more contaminated (approximately 10 times) than public water fountains. Many times people refill water bottles and touch the top of the bottle to the dispenser causing contamination. Bottled water dispensers require routine cleaning maintenance that is not always performed. Cherylynn Williams stated that a study of the water fountains at DOE was previously performed and the results were similar.

Items Discussed

Pro-Force Participation Status:

No definitive update at this time. Colette Broussard received an email from Martha Thompson stating that Bob Ligan will contact Colette about ProForce’s participation. Colette has not heard from him yet.

Action Item: Jillian Carter will talk to Martha Thompson about ProForce’s participation and get back to Colette Broussard. **Update:** Colette Broussard and Martha Thompson will contact Bob Ligan.

Commitment Statement and Charter:

The Commitment Statement and revised Charter have been located and will be forwarded to Colette Broussard. Colette will concur for all remaining offices that have not yet seen the package.

The list of Committee members needs to be revised. Arnold Guevara will be replaced by Martha Thompson. The Committee decided that the Technical Advisors should not be listed as Manager or Staff. They should be compiled as one list of Technical Advisors.

Action Item: Colette Broussard will finalize the concurrence package and deliver it to HS-1 for final signature.

Action Item: Colette Broussard will revise the list of Committee members.

HSS VPP Website:

The subcommittee for the HSS VPP website reported that the website is ready. The link is:

<http://www.hss.energy.gov/HealthSafety/WSHA/vpp/soon.html>

The subcommittee distributed a draft of the web page for review and comment. The Committee agreed that the charter and approved meeting minutes should be posted. The list of Committee members will also be posted. The final web page layout will be voted on at the next Committee meeting.

Fletcher Whitworth has a copy of the all-hands meeting video, but he will request additional copies for the Committee members to review. Additional copies can be obtained from Bob Cooper. Bob Cooper will need to know what format the video needs to be in so that it can be

posted to the website. The video can be edited to remove the end of the meeting (i.e., the service awards).

Action Item: Colette Broussard will contact Mr. Podonsky to request approval to post the video of the all-hands meeting.

Action Item: Colette Broussard will send Vinh Le the minutes from all Committee meetings.

Action Item: Colette Broussard will send Vinh Le the revised list of Committee members that includes the Technical Advisors.

Action Item: Fletcher Whitworth will contact Bob Cooper to request additional copies of the all-hands meeting video.

Action Item: Committee members should submit their comments on the draft web page to Vinh Le by the next meeting (September 25, 2008).

Name the Globe Contest:

The contest to name the globe is underway. Several names have been received and include:

Mr. POMIA
Dexter
Hugh Mane
“Tiny Po” donskey
Worlie Safeguard
Posil
Dr. Safety
Mr. Safety
Safetyman
Buzz

Action Item: Colette Broussard and Fletcher Whitworth will talk to Mr. Podonsky about the contest prize.

Action Item: Debbie Reece at PEC will maintain the current list of contest entries. All Committee members should submit entries to Debbie at dreece@pec1.net.

Meeting Guests:

Bill Schleyer participated as a guest of Candy Sanchez, HS-50. Mr. Schleyer is with the Albuquerque Service Center and is interested in the HSS VPP effort because NNSA is considering undertaking the same effort.

New Business

1. Excess furniture in hallways/exits – Excess furniture needs to be removed quickly from hallways. If there is an emergency and the building needs to be evacuated, then the excess furniture causes a hazard.

Cherylynne Williams reported that warehouse space is limited. For temporary storage, an empty office can be used. With regard to the sale of excess furniture through GSA, Terry Butler is the POC for these types of activities. The procedure for handling excess furniture is unclear.

The F-wing at FORS (near HS-1) has furniture stacked in the hallway. There is a procedure specifying the proper way to stack furniture.

Many pieces of furniture are not ergonomic. Furniture that is not ergonomic should be disposed of. Cherylynne Williams cautioned that items should be labeled carefully because there are different definitions of ergonomic.

Action Item: Cherylynne Williams will contact Terry Butler to obtain the internal procedure/guidelines (if one exists) for dealing with excess furniture.

Action Item: Cherylynne Williams will check out the F-wing at FORS to see if the furniture is properly stacked.

Action Item: Brad Davy will contact Sherry Main or Stephanie Martin for the HSS procedure for dealing with excess furniture.

2. Contractor use of health unit for blood pressure monitoring and flu shots – Since VPP extends to DOE contractors; contractors should be able to use the health unit. Is the health unit staffed by contractors? If the health unit staff is already there, why can't contractors use the services? Suzanne Piper is the POC for the health unit.

Action Item: Brad Davy will contact Suzanne Piper to determine what the rules are for the health unit.

3. VPP Fall Activity:

During the month of October, there will be walks that the Committee could help sponsor. Evelyn Joy is the POC. The Committee could develop posters that could be placed at various stopping points along the walk so that the participant could take a break and read about/perform exercises. Duli Agarwal has contacted Carlos Coffman to assist with the development of posters. Once more information is received on the event(s) the Committee can decide what level of assistance they can provide.

Action Item: Brad Davy will contact Evelyn Joy to inquire about the month long activities and how the Committee could promote/assist with the event(s).

4. Strategic Plan/Flow Chart:

This agenda item is on hold until further notice. Move this item to Future Business.

5. Other ideas:

HSS VPP Cook-Out: The fall will be too soon to coordinate this event. The Committee members should think about this as a spring event. Move this item to Future Business.

Future Business

1. Strategic Plan/Flow Chart:

This agenda item is on hold until further notice.

2. HSS VPP Cook-Out:

The fall will be too soon to coordinate this event. The Committee members should think about this as a spring event.

3. Region III VPPPA Conference:

Brad Davy reported that the Region III VPPPA Conference will be in Baltimore on April 7-9, 2009. It would be appropriate for the Committee to attend. If the Committee decides to participate, then a single conference registration can be submitted. For more information check out the VPPPA Region III Website at: <http://www.region3vpppa.org/>

Region III VPPPA Chapter Conference
April 7, 2009 - April 9, 2009
(Hosted by the Region III Chapter)
Inner Harbor
Baltimore, MD
Hotel Reservations: (800) 874-0264

VPP Application Workshop®
April 6, 2009
(Hosted by Region III Chapter)
Inner Harbor
Baltimore, MD
Hotel Reservations: (800) 874-0264

4. Other Ideas:

A suggestion was made to allow interested people to attend Committee meetings. After a brief discussion, the Committee decided that the members should relay pertinent information to their colleagues instead of having the meetings open to others.

A possible future event would be to coordinate visiting speakers so that all HSS staff could attend (possibly at lunchtime).

Next Meeting

The next will be September 25, 2008 from 10:00 am – 12:00 pm. This meeting will be held in G-426 in the GTN building. The call-in number is 202-287-1007.

Attachment 1

