

**Voluntary Protection Program
Meeting Minutes
September 25, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2		Vinh Le
HS-1.3		Jess San Agustin
HS-1.4	Tracey Berry	Dawn Cheek
HS-10	Brad Davy	Mohandas Bhat
HS-20	Colette Broussard	Duli Agarwal
HS-30		Dave Smith
HS-40		Jillian Carter
HS-50		Candy Sanchez
HS-60		
HS-70	Dick Donovan	Rick Faiver
HS-80		
HS-90	Roger Wu	Fletcher Whitworth
ProForce		
NTEU		
MA		
Guests	Sue Keffer, PEC	

Safety Share

It is the policy of HSS management that all meetings begin with a safety share.

Dave Smith discussed the importance of wearing eye protection while working on home improvement projects. For more information about eye safety:

<http://www.eyesafety.4ursafety.com/eye-safety-articles.html>

Meeting Minutes

The minutes from the September 11, 2008 meeting were approved.

Items Discussed

Pro-Force Participation Status:

No definitive update at this time. Bob Lingan was briefed by Martha Thompson about the importance of ProForce's participation in the VPP Committee. When a decision is made, James Toczko will call Martha Thompson.

Update: Colette Broussard received an email from Jillian Carter stating that Bill Dwyer spoke to James Toczko and the decision was made that Mike Hamar, the safety manager, would represent ProForce on the VPP Committee.

Commitment Statement and Charter:

The Commitment Statement and Charter have been approved by HS-1 and distributed to all of HSS.

To promote awareness of the Committee, a suggestion was made to print the charter and commitment statement and post in office space in each Committee Members' respective areas. Encourage each Committee Member to discuss the Committee and on-going activities.

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 subcommittee is waiting for comments from the Committee Members.

Update: The correct URL for the HSS VPP Committee beta webpage is now:

<http://www.hss.energy.gov/vppc/>

This is the web page the Committee members should review. This new webpage is a click away from the HSS homepage.

Action Item: Vinh Le will forward the link to the website to Colette Broussard for distribution to all Committee members. (complete)

Action Item: Committee members should submit their comments on the draft web page to Vinh Le by the next meeting (October 9, 2008).

The "Comments/Suggestions" link sends an email to Colette Broussard and Fletcher Whitworth. Additional information will be added to the Safety/Health Corner.

Jess San Agustin shared the traffic safety status report he prepared for management. This is an example of what could be posted to the Safety/Health Corner of the webpage. The Committee discussed potentially releasing this traffic safety information in a DOECAS notice or as an awareness campaign.

Action Item: Jess San Agustin will provide the background information as to why the posted speed limits are as low as they are and what the impacts are if drivers do not follow the speed limits posted. This will be provided in conjunction with the traffic safety status report. Brad Davy will assist Jess.

Fletcher Whitworth has additional copies of the all-hands meeting video. The video can be edited to remove the non-VPP discussion. The video can be posted to the test website and Mr. Podonsky, Mr. Kilpatrick and Mr. Kirchoff can be provided the link to ease the approval process. The website subcommittee needs approximately 1 week to get the video posted to the website.

Action Item: Fletcher Whitworth will provide the website subcommittee chair, Vinh Le, the video. Once posted to the test website, Fletcher Whitworth/Colette Broussard will contact Mr. Podonsky, Mr. Kilpatrick and Mr. Kirchoff for approval.

Update: The signed charter, commitment statement, Committee members and approved meeting minutes are all posted on the website.

Name the Globe Contest:

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

Mr. POMIA	Dr. Safety
Dexter	Mr. Safety
Hugh Mane	Safetyman
“Tiny Po” donskey	Buzz
Worlie Safeguard	Guardian
Whirlie Safeguard	Haven
Wirlie Safeguard	VPPY
Posil	VIPPY

Action Item: Colette Broussard will contact Lesley Gasperow and Stephanie Martin to determine the proper procedure for obtaining a gift card as the prize.

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

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

Excess Furniture:

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. An empty office can be used as a temporary holding area for excess items. Stephanie Martin and/or Sherry Main should be contacted to determine if an official procedure exists and if it does, the Committee will distribute the procedure to all of HSS. Cherylynne Williams was not present at the meeting; therefore, no report was provided on her action items from the last meeting. They included:

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

Action Item: Cherylyne 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.

Contractor Use of Health Unit:

Contractor's currently can not use the health unit for items such as 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.

VPP Fall Activity:

The Committee would like to sponsor an activity that would be part of the October walk coordinated by Evelyn Joy. 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).

The Committee could help develop health promotions for EAP. The DOE Handbook on Leave and Absence, Revised June 2001, does contain a provision for encouraging employee's to partake in physical fitness programs during the work day. It contains the following provision (Page 16):

Physical Fitness and Wellness Activities Coverage: Physical fitness programs during normal duty hours. Leave Usage: No leave is charged when participation in a physical fitness program occurs during, or in lieu of, a meal (lunch) period. If the amount of time needed to exercise and eat exceeds the meal period, then, whenever possible, an employee should be allowed to adjust/expand his/her work schedule to accommodate the program, as it is in the Department's best interest for employees to maintain good physical and mental fitness; otherwise, annual leave or LWOP may be requested. Recognizing that all employees cannot participate at the same time during their meal (lunch) periods, staggered fitness schedules throughout the day are beneficial. When management promotes a particular program, normally for a short period of time, such as an hour once a week for a few weeks for a smoking cessation class, an introductory fitness program, or a charity run, then excused absence (administrative leave) may be authorized.

Up to 4 hours of excused absence (administrative leave) each leave year may be authorized an employee in order to participate in preventive health screenings.

This language should be added to the HSS VPP website.

Action Item: Debbie Reece of PEC will provide this language to Vinh Le to post on the website.

New Business

1. Health and Safety Issues for Committee Action

A discussion about the possibility that asbestos exists in the basement of the GTN building was initiated. It was thought that the Committee could assume ownership of this issue. Dave Smith has notified senior management that this potential issue needs to be investigated.

If an asbestos evaluation was conducted in the GTN building, and asbestos was detected, then OSHA regulations require an asbestos abatement plan be developed and distributed to all employees. Dave Smith has sent an email to MA to determine if this was done.

Action Item: Colette Broussard will contact MA to see if an asbestos evaluation was performed and what the findings were.

2. Region III VPPPA Conference

The Region III VPPPA Conference that will be in Baltimore on April 7-9, 2009 was discussed. The Committee felt that it would be appropriate for all members to attend. If multiple members of the Committee are allowed to participate, then a single conference registration can be submitted. Mr. Podonsky will decide if money is available for the registrations and travel to the conference.

Action Item: Colette Broussard and Fletcher Whitworth will discuss attending the conference with Mr. Podonsky.

For more information check out the VPPPA Region III Website at:
<http://www.region3vpppa.org/>

3. HSS Safety Day

Dave Smith presented “Safety Day” plans that are currently in the preparation stage. In order to assess where HSS is in the safety and health requirements for VPP and FEOSH, HS-30 is putting together a “Safety Day”. At this event, all HSS employees and contractors working in DOE space will complete a National Safety Council standardized safety survey that will determine where HSS is with regard to health and safety VPP and FEOSH requirements. It will take 18-24 months for the National Safety Council to evaluate the data and provide HSS with the final report. All level 1 managers have been briefed and concur with this idea.

After the survey is completed, each employee will receive a lunch ticket. Lunch will be provided. The survey must be completed in order to have lunch. Tables will be available to display key programs. The “Safety Day” is scheduled for the last week in

October, October 27 from 11:00 am – 2:00 pm. The event will be in GTN on October 27 and FORS October 28.

Clarification from October 9, 2008 Meeting: Safety Day will be October 28, 2008 in GTN and October 31, 2008 in FORS from 9:00 am – 11:00 am. Coffee and doughnuts will be served at both locations.

It was suggested that the HSS VPP Committee have a table and Committee members will be on-hand to answer questions. Brad Davy stated the VPP displays can be set-up as well.

4. Packing and Moving Presentation

The Packing and Moving presentation attached to the minutes of the last meeting should be distributed to HSS staff. The mechanism to distribute it was discussed. The presentation will be posted on the HSS VPP website in the “Did You Know” section. Each Committee member will also distribute to their respective organization. The Committee should distribute the presentation to any organization that is still scheduled to move.

Action Item: Colette Broussard will contact Sherry Main to determine which organizations are scheduled to move.

Update: Sherry Main confirmed that no more organizations within HSS are moving.

Future Business

1. Strategic Plan/Flow Chart:

This agenda item is on hold until further notice.

2. HSS VPP Cook-Out:

The Committee members should think about this as a spring event.

3. 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 October 9, 2008 from 10:00 am – 12:00 pm. This meeting will be held in G-207 in the GTN building. The call-in number is 301-903-6068.