

**Voluntary Protection Program
Meeting Minutes
August 28, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		Brendan Burns
HS-1.2	Timothy Fox	Vinh Le
HS-1.3		Jess San Agustin
HS-1.4	Tracey Berry	Dawn Cheek
HS-10		
HS-20	Colette Broussard	Duli Agarwal
HS-30		Paul Lin, Dave Smith
HS-40		Annette Bright, Jillian Carter
HS-50		Candy Sanchez
HS-60	Bill Miller	
HS-70		
HS-80	Mike Sparks	
HS-90		Fletcher Whitworth
ProForce		
NTEU		
MA		

Meeting Minutes

The minutes from the last meeting, July 24, 2008, were not distributed to the Committee. Therefore, no meeting minutes were approved. The minutes from the July 24, 2008 meeting will be approved at the next meeting.

Safety Share

Dave Smith provided the safety share. As discussed in other Committee meetings, driving poses the greatest risk to any individual. It is important to pay close attention while driving to where you are in relation to all the vehicles around you. You must maintain situational awareness to have ample time to react quickly in various driving situations.

A recent fatality report at WAPA described a situation where two trucks were driving down a gravel road. Because of the excess dust that was generated from the first truck, the second truck did not see the brake lights of the first truck, and consequently the second truck hit the first truck at approximately 50 mph resulting in a fatality. The driver of the second truck lost his situational awareness due to the dust.

Items Discussed

Pro-Force Participation Status:

8/28/08

No definitive update at this time. Colette Broussard received notification that John Laser (HS-1.3) had not given permission for ProForce to participate. John felt that ProForce (contractors) did not need to participate because HS-1.3 had representation on the Committee. It is the responsibility of each organization represented on the Committee to represent the interests of their individual contractor support.

Action Item: Colette Broussard, Fletcher Whitworth and Arnold Guevera need to talk to John Laser to explain why it is appropriate for ProForce to participate on the Committee.

Action Item: Jillian Carter will talk to Arnold Guevara and Martha Thompson about ProForce's participation and follow-up with Colette Broussard and Fletcher Whitworth.

Commitment Statement and Charter:

The Commitment Statement and revised Charter are still in the concurrence process.

Action Item: Colette Broussard will determine the status of the concurrence sheet. Once it is located, all organizations who have not officially concurred on it will concur by default. The charter needs to get to HS-1 for final signature.

HSS VPP Website:

The subcommittee for the HSS VPP website reported that the website is ready. They are waiting to meet to finalize the content. Once approval is received from Mr. Podonsky, the video of the all-hands meeting can be posted. Fletcher Whitworth has a copy of the video. 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 Committee agreed that the charter and prior meeting minutes should also be posted. The list of Committee members will also be posted.

Since the Committee was to be comprised of one manager and one staff member, for those organizations where there are multiple participants, the extra participant will be added as a technical advisor. Dave Smith, Carlos Coffman, and Martha Thompson will be technical advisors.

The DOE VPP website has an article titled "Focus On: Charting the Course to a Safer HSS Workplace". This article will also be posted to the website.

All items that will be posted to the HSS VPP website will be sent to Steve Kirchoff to review prior to posting. This will include the video of the all-hands meeting.

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

Action Item: Vinh Le will contact Annette Bright to provide Annette with the video format needed to post it. Annette Bright will contact Bob Cooper about obtaining the video in this format.

Action Item: Colette Broussard will revise the list of Committee members to include the Technical Advisors.

Action Item: Vinh Le will email the link to the website to Colette Broussard so that it can be distributed to all Committee members as well as all HSS staff.

Action Item: PEC will provide the “Focus On” article to Colette Broussard.

HSS All-Hands Meeting:

The HSS VPP presentation at the all-hands meeting on August 12, 2008 was a success. Positive feedback was received. The VPP message was heard. The HSS staff seemed to be enjoying the presentation. One encouraging comment received was that this effort should be all of DOE and not limited to HSS.

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

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

New Business

1. Areas receiving feedback from HSS staff include:
 - 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.

Jillian Carter spoke to Sherry Main about HS-40’s excess furniture. The warehouse which typically houses all excess items is full. When new furniture is needed, the warehouse is often overlooked because the furniture there is not ergonomic and it should be disposed of or sold.

Dave Smith indicated that this situation is a major issue for FEOSH, and it will be discussed in the FEOSH Annual Report of DOE. In addition to furniture, Dave Smith is concerned about combustible materials as well (e.g., empty boxes, paper, etc.). This is a violation of the NFPA 101 Life Safety Code.

Candy Sanchez indicated that at her organization all excess furniture is sold on GSA.

Action Item: Jillian Carter will talk to MA to determine the procedures for selling government property. Terry Butler is the Point of Contact for HS-50.

- Contractor use of health unit for blood pressure monitoring and flu shots – Since VPP extends to contractor support, then 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?

Action Item: Brad Davy will contact Claudia Beach in HS-10 to determine what the rules are for the health unit.

2. VPP Fall Activity:

Several years ago, SC had an annual ecological walk. The Committee could work with the organizers of this walk to include an exercise piece. 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 exercise tidbits. Carlos Coffman has poster materials.

The F-wing first floor south entrance has information about this annual walk. The Union gets involved in this event as well. The walk is held around Earth Day (in April).

Action Item: Colette Broussard will determine who the point of contact for this walk is.

Action Item: Duli Agarwal will gather information on this event and contact Carlos Coffman for poster supplies. He will also contact MA to obtain permission to participate.

3. Strategic Plan/Flow Chart:

This agenda item had been previously put on hold. The subcommittee for this agenda item includes: Colette Broussard, Fletcher Whitworth, Brad Davy, and Carlos Coffman. The subcommittee will meet and develop a "strawman" flow chart to share with the Committee for review and approval. A meeting notice will be sent out once the subcommittee determines a mutually convenient time. All Committee members are welcome to join.

Action Item: Colette Broussard will contact the subcommittee members to determine a mutually convenient time to meet and discuss the flow chart. She will also send a meeting invite to the Committee.

- ## 4. Other ideas –
- At other sites, employee involvement is achieved by holding an afternoon cook-out at a park. People will be interested if food is provided. The Committee members can discuss VPP, safety and how to accomplish VPP Star status in a very informal setting. These opportunities often get employees to ask "How can I be involved or help out with Committee activities?"

Next Meeting:

The next will be September 11, 2008 from 10:00 am – 12:00 pm. This meeting will be held in C411 in the GTN building. The call-in number is 202-287-1007.