



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



**Attendees:**

Org Code	Manager	Worker
HS-1.1		
HS-1.2	Timothy Fox	
HS-1.3		
HS-1.4	Tracey Berry	Dawn Cheek
HS-10	Brad Davy	Mohandas Bhat
HS-20	Colette Broussard	
HS-30		
HS-40	Martha Thompson	
HS-50		Candy Sanchez
HS-60		Karen Hsing
HS-70		Rick Faiver
HS-80	Mike Sparks	
HS-90		Fletcher Whitworth
ProForce		Mike Hamar
NTEU		
MA	Cherylynne Williams	
Advisors	Carlos Coffman	
Guests	Dr. Michael Ardaiz, Claudia Beach	

**Safety Share**

Now that the winter months are here, it is important to remember that driving in the winter means snow, sleet, and ice that can lead to slower traffic, hazardous road conditions, hot tempers and unforeseen dangers. To help you make it safely through winter, here are some suggestions from the National Safety Council to make sure that you and your vehicle are prepared.

[http://www.nsc.org/resources/factsheets/road/winter\\_driving.aspx](http://www.nsc.org/resources/factsheets/road/winter_driving.aspx)

**Meeting Minutes**

The minutes from the November 13, 2008 meeting were approved as written.

## **Items Discussed**

### **Subcommittee Reports:**

1. Making a Video - As of this meeting, the subcommittee has not had a chance to meet. Subcommittee includes: Fletcher Whitworth, Annette Bright, Jess San Agustin, Dan Muniz, Vinh Le, and Carlos Coffman. Vinh Le was voted the subcommittee lead.
2. Spring Picnic/Event – Subcommittee was formed and includes Dawn Cheek, Tracey Berry, Carlos Coffman, Annette Bright, and Fletcher Whitworth (Lead). The picnic would probably include approximately 200 people at ~ \$30 per person.
3. Excess Furniture Procedures – Colette Broussard will continue to work with Cherylynne Williams (MA) to obtain procedures from the property office. The committee decided that instead of developing an HSS specific procedure for dealing with excess furniture, the existing procedures can be posted on the website to educate the HSS staff.

### **HSS VPP Committee Website:**

The website has been announced. The Committee members should visit the site, if they haven't already, and verify that all the links are working.

**Action Item:** Submit all comments on the website to Debbie Reece, PEC. She will compile a list and submit it to Vinh Le.

Currently, the link to the all-hands video is not working. In addition, if you click on the “VPP Tools” link, there is no link to take you back to the HSS VPP Committee webpage. A link to the OSHA Federal VPP page (<http://www.osha.gov/dcsp/vpp/index.html>) should also be added.

**Informational Note:** There is a draft DOE Order that restricts the use of the DOE logo without the approval from the Deputy Secretary. Since the HSS VPP Committee logo was approved by HS-1 and the Order is still in the draft stage, there was not a problem.

An external email was received by Colette Broussard from an individual from the Air Force who requested information concerning how DOE was working to obtain Star Status.

**Action Item:** Colette Broussard will forward the request for information to Brad Davy for him to draft and send a response.

Jess San Agustin sent a brief video to several Committee members to demonstrate why the speed limits posted on the GTN campus are necessary. Colette Broussard

and Brad Davy had several questions about the video and suggested that a caption/brief description needs to be written so that people can understand what the video is trying to demonstrate.

**Action Item:** Colette and Brad should send their questions to Jess so he can include answers in the caption/description that Jess needs to write.

### **Region 3 VPPPA Conference:**

Mr. Podonsky has approved 3-5 Committee members attending the Region 3 VPPPA Conference in Baltimore, MD on April 7-9, 2009. Colette Broussard and Fletcher Whitworth both plan to attend. Jess San Agustin also requested attending the conference.

**Action Item:** Any Committee Member who would like to attend the conference should email Colette Broussard and Fletcher Whitworth. Each individual will need their management approval to attend. One registration will be sent in for the HSS staff who would like to attend. DUE DATE for registration is in March, so get your management approval and submit your request to attend to Colette/Fletcher by the end of February 2009.

### **Status of Contractor Use of Health Unit:**

A meeting was held with Dr. Michael Ardaiz, Claudia Beach, Suzanne Piper, Cherylynne Williams, Fletcher Whitworth, and Colette Broussard to discuss and clarify why contractors are unable to use the health unit unless it is an emergency.

MA explained that the requirement to prohibit contractors from use of the DOE Health Units is a result of appropriation language, and therefore contractor use can not be allowed. MA reported that they have asked GC to confirm that assistance to contractors from the Health Unit personnel in the event of an emergency is acceptable. MA believes the answer will be yes due to the Good Samaritan Act as well as the ramifications if use was denied in a life threatening emergency. Furthermore, 10 CFR 851 has a requirement for all contractors (which includes contract support service contractors) to have their own means of ensuring the health and safety of their employees. HSS and DOE support service contracts in general probably do not have clear expectations for this requirement.

The HSS VPP Committee will assist in developing language for future contracts that specifies this 10 CFR 851 requirement for support service contractors.

In addition, there was a brief discussion about DOE's health and safety policy. Cherylynne Williams indicated that DOE P 441.1, *Department of Energy Radiological Health and Safety Policy*, dated 4-26-96 needs to be revised because contractors are not covered. The HSS VPP Committee may assist with rewriting this policy.

### **Status of Asbestos Documentation Review Team:**

Asbestos is primarily in the floor tiles and thermal system insulation on pipes and tanks in the GTN building. MA has facilitated removal of asbestos under controlled conditions by an asbestos removal contractor. Dave Smith (HS-31) will be assembling a team of subject matter experts, including Committee members and persons outside of HSS, to review the asbestos evaluation paperwork and develop a summary of where the asbestos is located and what has been done to date to remove. Dave Smith was not present at the meeting, but Cherylynn Williams confirmed that she has not been contacted yet.

### **Status of Update of Fire Alarm System:**

Cherylynn Williams confirmed that the fire alarm systems at FORS and GTN are being upgraded. The FORS building upgrade is well underway. The GTN building upgrade is 80-90% complete.

### **Status of Purchase of Emergency Readiness and National Security Wheels:**

Jillian Carter contacted Steve Scott about ordering additional Emergency Readiness and National Security Wheels. Although the order has not been placed, Steve Scott will be ordering the wheels and it is expected they will be available after January 1, 2009.

### **FEOSH Office Checklist:**

FEOSH office checklist will not be distributed until there is an incentive (e.g., a lapel pin with HSS VPP logo). The idea is that the employee will get the pin after they complete and submit the checklist. The pins were received with an error; therefore, the pins have been returned to the vendor to correct them. The new pins are expected to arrive the first week in January.

**Action Item:** One Committee member from each HSS organization needs to determine the number of staff in their organization for both FORS and GTN. All counts need to be sent to Debbie Reece at [dreece@pec1.net](mailto:dreece@pec1.net)

### **New Business**

#### 1. Strategic Plan/Flow Chart:

Colette Broussard, Fletcher Whitworth, Brad Davy and Carlos Coffman will be arranging a meeting in January to discuss the steps the Committee should be taking to achieve Star status.

**Action Item:** Colette Broussard will arrange a date for this meeting sometime between January 5, 2009 and January 21, 2009.

2. Holiday Safety Tips:

The HSS VPP Committee should send an email to all of HSS sharing important home safety tips for the holiday season. Cherylynne Williams stated that a DOECAST similar to this had been sent out. She can provide some information for this email. Claudia Beach also stated that she had holiday posters with safety information as well.

**Action Item:** Cherylynne Williams and Claudia Beach will forward holiday safety tips to Colette Broussard and Fletcher Whitworth for distribution.

3. Office Renovations:

Employees will be notified if they will be affected by the office renovations. Sherry Main is the POC for office renovations.

**Action Item:** Tim Fox will contact Sherry Main for information regarding the office moves.

**Future Business**

1. Development of Posters/Signs to inform HSS staff of Committee activities and to promote health and safety to all staff.
2. The HSS VPP Committee needs a message board.
3. Have a Happy and Safe Holiday!!!!

**Next Meeting**

The next meeting will be January 8, 2008 from 10:00 am – 12:00 pm. This meeting will be held in E-114 in the GTN building. The call-in number is 301-903-6058.



HAPPY HOLIDAYS