

**Voluntary Protection Program
Meeting Minutes
February 12, 2009**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2	Timothy Fox	Vinh Lee
HS-1.3		Jess San Agustin
HS-1.4		Dawn Cheek
HS-10	Brad Davy	
HS-20		
HS-30	Bob Czincila	Paul Lin
HS-40		
HS-50	Arnold Guevara	Candy Sanchez
HS-60		
HS-70	Dick Donovan	Rick Faiver
HS-80		
HS-90	Roger Wu	Fletcher Whitworth
ProForce		
NTEU		
MA		
EAP	Evelyn Joy	
Advisors	Carlos Coffman	
Guests	Bill Roege, Chuck Lewis, Dave Smith	

* Video conference ability was not working and after several attempts on both ends to resolve problem, meeting continued with just audio.

Safety Share

With the New Year, many make resolutions to get into better shape and improve their health. It is very important to check with your doctor prior to starting a workout routine especially if you are over 40. Even those that appear to be in good health may have hidden issues that could be fatal or life altering.

Starting an Exercise Program: <http://www.mayoclinic.com/health/fitness/HQ00171>

Dangers of an Exercise Program: <http://www.lasting-weight-loss.com/dangers.html>

Waistline Predicts Heart Disease:

<http://www.cbsnews.com/stories/2005/11/18/health/webmd/main1056511.shtml>

Evelyn reminded everyone of the Walking Club (more active in FORS than GTN). You may contact Evelyn for more information at evelyn.joy@hq.doe.gov.

2/12/09

Meeting Minutes

The minutes from the January 22, 2008 meeting were approved as written.

Items Discussed

1. FEOSH Survey Discussion (Bill Roege/Chuck Lewis/Dave Smith [HS-30])

HS-30 wears many hats within the organization and the HQ community:

- Tries to engage field elements across the complex. Dave Smith has contacts at most of the sites and conducts regular conference calls to provide interaction with the field and HQ
- HSS works closely with the MA HQ FEOSH program
- HSS established a FEOSH program for HQ HSS (line program)

Three important items from the initial survey discussion:

- The purpose of the survey was to solicit feedback. It is important to keep that feedback active and continuing.
- A path-forward should be developed quickly and communicated to all of HSS; input should be solicited from all of HSS.
- The infrastructure developed will move towards a more robust FEOSH program.

It is very important that the VPP program be included in the actions taken from the results of the survey, more important to have dialogue and not just present the results. The survey is on the FEOSH website with other documents supporting the survey results: the presentation by Jonathon Thomas of the National Safety Council (NCS), the results charts as presented from the survey, a breakdown of the comments received into similar topics, a depiction of how DOE compared to 34 other government office surveys and a similar survey by DoD. There is also a link from the main HSS page to the survey documents.

NCS provided data but does not provide recommendations of how to “fix” the results. It is the responsibility of HSS to plan out own path forward. NSC will be available for assistance if HSS has further questions.

The results show that HSS is in the lower statistics (green, yellow and red chart) but HSS should narrow the list to a few of the more important issues to mark for improvement and not try to “fix” entire list. By choosing a few, more than likely there will be an improvement in more areas than actually identified as the problems are more than likely linked by a recurring theme (i.e., communication, safe office space).

HSS management has expressed a firm commitment to suggestions to move forward. The safety organizations must drive the organization to be safer. HSS needs to support this path forward and not to pass to someone else.

VPP members are here as representatives of their organizations and need to relay message of path forward to their respective organizations. HS-30 will facilitate an employee driven review.

Employee participation perception is only in the 8 percentile, try to change the culture that does not come in nor pays attention to safety. All must have safety in mind. All are interrelated. Employees must feel they can communicate safety issues and expect results.

Each VPP Committee member must make a commitment to attend each staff meeting and communicate the need for interaction and commitment to safety in a face to face situation. Email becomes lost or ignored due to work loads.

If we are going to offer tools to improve, we need to work together strategically then technically to inform all employees of expectations. The purpose now is to frame the program. Time and resource issues need to be raised with senior management to free up volunteers to assist in a working group to first decide the path forward and then orchestrate the changes.

HS-30 will help establish infrastructure and basis for the program. HS-30 will get a small group of volunteers to start mapping out the most important issues to address, come back and discuss the plans with options, get input from the VPP Committee and develop plans to track results. There should be safety built into procedures and procedures for reporting safety concerns. The program needs visibility and communication which are not there at the present. The task group needs to move quickly and move forward. A gap analysis should be performed in the next 2 to 5 weeks with the use of focus groups. A communication system to raise and resolve issues will also uncover more issues.

The VPP Committee's goal is to get HSS through the VPP process and the survey provides a starting point and identifies gaps.

We are striving for excellence based on strong, visible foundation to build upon, understand the charter of VPP and breathe life and energy into the program. As dialogue continues as to what the strategy is, VPP and FEOSH programs need to work together and agree to the "perception of expectation". Information needs to be passed to managers so all personnel hear the safety talk.

A majority of the VPP Committee was not present at this meeting. This is a point of concern and it appears energy / commitment is not present. The Committee needs to get purpose and motivation, a sense of direction and empowerment. The Committee has a mission and safety is the priority. The next meeting the Committee will decide how they can contribute and what they can take on.

What are good ways to communicate, email is flawed. How do we provide a feedback loop? Should be soliciting feedback, possibly a newsletter or managers using staff meetings to bring issues and solutions forward.

Is it possible to repeat the survey in 12 months? Plan is to repeat on an 18 to 24 month cycle as suggested by the NCS but we should be able to judge progress ourselves on the survey that was just completed. There is no cookbook approach but we can take appropriate actions everyday. We should be changing the thinking not preparing for the inspections. We are here to make our lives better - not to achieve status.

Subcommittee Updates

- a. Picnic – Safety Culture Day. Rules for this kind of activity are tougher than expected. Glenn Podonsky feels that GTN campus is sufficient for this and efforts to find an offsite location should not be pursued further. Now need to address speakers, demos and food. The May timeframe is good and need to get the list polished.

ACTION: Each Committee Members needs to let their HSS Manager know that this is in the works so they can make sure they and their staff are available to attend! Timing is end of May or first week of June.

- b. Video – The video subcommittee met last week. They discussed the goal and purpose of the video. A discussion of themes came up with the Twilight Zone or Space Odyssey to portray the messages. Next meeting to discuss frequency and narrow down subjects (i.e., seasonal) and how to accomplish this, what are the costs/time involved. Ray Holmer has the ability to place videos on the website.

New Business

1. Meeting attendance is very low.

Action Item: Committee will attempt regain momentum and energy.

2. Safety Share for February 26th has been assigned to HS-80

Action Item: Fletcher Whitworth will assume responsibility to inform them.

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.

Next Meeting –

The next meeting is February 26, 2009 in GTN Building Room TBD from 10:00 am – 12:00 pm. Call-in number is 301-903-9195.