

**Voluntary Protection Program
Meeting Minutes
June 5, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2		
HS-1.3		
HS-1.4		
HS-10	Brad Davy	Carlos Coffman
HS-20	Colette Broussard	Duli Agarwal
HS-30		Dave Smith , Paul Lin (by phone)
HS-40		
HS-50		
HS-60		Karen Hsing
HS-70		Rick Faiver
HS-80		Bob Loesch
HS-90		Fletcher Whitworth
ProForce		
NTEU		
MA		

Meeting Minutes

Safety Share

Items Discussed

Pro-Force Participation Status:

Martha Thompson and Arnold Guevara were not present; therefore, no status was reported.

HSS All-Hands Meeting:

Discussed scheduling of the all-hands meeting, will try to have a date in June. All presentations will need to be ready by June 15. Need to set the agenda for the meeting, 20-30 minutes allotted to lay out the VPP process.

- Include a Safety Share for the all-hands meeting. Explain that “no one can put me at risk without my permission”. Pick a committee member to speak about safety share based on an approved/scripted topic and add personalization on someone they know.

Action: Colette will send out Safety Share approved/scripted topic by email to Committee members.

Action: Committee members to email Colette their draft presentations for the All-Hands meeting by June 20.

- First 10 to 15 minutes of the meeting:
 - explain the VPP process (DOE process modeled after the OSHA process) and why we are implementing VPP
 - Awareness of what needs to be done, explain the 5 tenets of VPP and what they mean
 - Stress the importance of management/leadership involvement, work site analysis and safety & training
- Discuss VPP & FEOSH, what is their role at a HQ level vs. Site level
- Define HSS culture and what is expected (even during a site visit)
- Explain that VPP is the reward for doing work well (not separate from FEOSH)
- Discuss applying for Star Status and what it means.
- Second 10 to 15 minutes of the meeting:
 - What is the VPP Committee doing (be passionate about this), include Glenn Podonsky's view of the program, introduce Committee Members. Discuss ongoing topics (Congressional Appropriations Bill, Commitment Statement, VPP Charter and Website)
 - Discuss the VPP Program/training programs and the various vehicles for introducing/accessing such as DOECAST, safety shares, posters, meetings, emails and continuous awareness, safety minutes in staff meetings that cover the 5 VPP tenets and computer based training
 - Discuss partnering with MA to get VPP Status and make them understand their own role in the program. Encourage questions
- Explain that we are still 12-18 months from submitting our application.

Action: Colette will email Liz Ray about All-Hands Meeting date by June 27 (try to schedule for last week of June). Brad and Fletcher to send Colette dates they are not available. Potential dates are 6/30, 7/1 or 7/2. Dates that work for Brad and Fletcher are 7/21-8/1, 8/11-8/22.

Discussed the possibility of showing video clips of safety while people are settling in for the meeting.

Action: Colette will look into where we can get video clips and what is needed to do this.

Other Discussions:

Need to put into place processes/mechanisms for employees to be involved. Discussed the need for a point of contact for the Program (maybe Cherylynn Williams who is already the Safety and Health Group contact) or the VPP Committee members.

Need to perform a GAP Analysis (HQ FEOSH Program) if depending on MA for services. Make sure everything is in place and that we work closely with them.

Model our process after the FEOSH procedures and website for handling complaints. Need a formal mechanism in place that builds trust in management (report to supervisor first, Safety and Health group second), (Cherylynn Williams' group).

- Need to make contact with the Field to integrate the program
- How to access the system and where to go for complaints or to report injuries
 - Attempt to educate properly, inform all so they feel comfortable using it.
- Develop graphic depicting relationship between VPP & FEOSH

Need to revise flowchart to add boxes from the original flowchart to our flowchart. Also need to add target dates (to be done at the next Committee meeting).

HSS VPP Logo and Trinkets:

The Committee discussed the need to give people attending the meeting something to walk away with (lanyards, pamphlets, pins, etc.). Colette showed examples of trinkets and talked about suggested logos (need to run the logo by Jim Dutcher and Dean Hickman). Discussed the possibility about getting shirts for the Committee members with the logo (can this be done by the All-Hands meeting). A slogan was also discussed "Protecting our most valuable assets" (to be used in conjunction with the logo).

Recognition items were also considered for using when management/peers need to recognize when someone has gone above and beyond their job. Ideas include a distinctive pen or item to give as awards, but keep in mind the cost.

Action: Committee members to email Colette who has dollars that they can contribute to this effort. (Brad Davey can provide a quantity of 650 with a price of 1.00 to 1.50 apiece).

Next Meeting:

The next meeting will be held on Thursday, June 12. The room and call-in number will be provided with the meeting invitation.