

**Voluntary Protection Program  
Meeting Minutes  
May 21, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2	Timothy Fox	Vinh Le
HS-1.3		
HS-1.4	Tracey Berry	Dawn Cheek
HS-10	Brad Davy	Mohandas Bhat
HS-20	Colette Broussard	
HS-30		Paul Lin
HS-40	Martha Thompson	Annette Bright
HS-50	Jim Szenasi	Candy Sanchez
HS-60		Karen Hsing
HS-70		
HS-80	Mike Sparks	
HS-90	Roger Wu	Fletcher Whitworth
ProForce		
NTEU		Barry Clark
MA	Cherylyne Williams	

**Meeting Minutes**

- Minutes from May 14 were approved as written.

**Safety Share**

- Dave Smith provided this week's safety share – "Top 10 Most Disabling Injuries Listed by Liberty Mutual" (see attachment 1 below)

**Items Discussed**

**Pro-Force Participation Status:**

Martha Thompson reported that Arnold Guevara requested a meeting with Pro-Force Mgmt to finalize Officer McRae's participation on the Committee. As of today's meeting, no meeting date has been set.

**Commitment Statement Comments:**

All comment resolutions discussed at the last meeting were incorporated into the Commitment Statement and distributed to the Committee. There were no further comments except for adding a "to" to the last sentence in the 2<sup>nd</sup> paragraph ... "taking the initiative to commit to VPP". The Commitment Statement will be reviewed along with the Charter to ensure consistency. Mike Kilpatrick reviewed the Statement and felt it was pretty good, but stated that it needed a technical editor review.

**Action:** Colette Broussard will review the Charter and the Commitment Statement for consistency. She will also arrange for the Commitment Statement to be reviewed by a technical editor.

**Charter:**

Two comments previously received on the Commitment Statement included changes to the Charter. The first comment was, based on the Commitment Statement, that the Charter is missing the following bullet:

- Facilitate and foster management, employee and appropriate labor organizations' involvement in workplace safety.

The Charter will be revised to include this bullet between bullets 4 and 5.

The second comment was in the Membership section of the Charter. The comment was that the text in the parenthesis following the "National Treasury Employees Union (appointed by the Union and named from the HSS staff)" be removed. The Committee decided that the first part of this text should remain and we should remove the second part. Therefore, the text now reads "National Treasury Employees Union (appointed by the Union)".

**Action:** Colette Broussard will revise the Charter to include these comments.

**Status of HS-1 Approval of Charter and HS-1 Support:**

Once the Charter and Commitment Statement are revised, they will be sent to Angie Foley for incorporation into the package for HS-1 approval. The Committee members who have already concurred on the package will not have to re-concur. The package will proceed through the concurrence process of the remaining Committee members and then be sent to HS-1.

**Action:** Colette Broussard will send the revised Charter and Commitment Statement to Angie Foley for inclusion into the HS-1 package. The package will then be put back into concurrence.

**HSS All Hands-Meeting:**

Colette Broussard received an email from Mr. Kilpatrick stating that at the next HSS All-Hands meeting the VPP Committee would have 20-30 minutes to present the VPP initiative. Paul Lin prepared a draft outline of the presentation. The draft outline is attached (see Attachment 2 below). The Sub-committee formed to develop this presentation (Colette Broussard, Fletcher Whitworth, Brad Davy, Dave Smith, Carlos Coffman, Paul Lin, Karen Hsing, and Bob Loesch) will have a meeting to discuss the outline and strategy for the presentation.

**Action:** This Sub-committee will have meeting within the next two to three weeks to discuss and finalize the presentation. Colette will set this meeting up.

**Mentoring Session:**

The mentoring session is scheduled for May 28 from 8:30 am to 4:00 pm in 270 CC room 3056. Lunch (pizza) will be available in room 3055. Carlos Coffman was preparing an agenda for the meeting.

**Action:** Colette Broussard will request from Committee members their preference on type of pizza. She will also email the calendar invite for attendance to the mentoring session.

**Action:** Colette Broussard will email Carlos Coffman to request the agenda. She will forward it to the Committee members prior to the mentoring session.

**Program Plan/Strategic Plan for Becoming a VPP Star Site:**

Colette Broussard, Fletcher Whitworth and Brad Davy will meet after the mentoring session to discuss the items in the flow chart. This item will be revisited at a future meeting.

**FEOSH/VPP/MA Interaction:**

The Committee (Tim Fox and Barry Clark) will begin discussion with the FEOSH people (Dave Smith) and MA (Cherylynne Williams) to streamline the interaction process so that efforts are not duplicated.

**Meeting Frequency:**

Based on the feedback received to the proposed meeting day and time, the majority of committee members requested 2<sup>nd</sup> and 4<sup>th</sup> Thursdays from 10:00 am – 11:30 am. This new day and time will begin on June 12.

**Agenda Items:**

If any Committee member who has an item that they would like to include in the agenda for Committee meetings, they should send it to Colette Broussard and Fletcher Whitworth as soon as they think of it.

**Next Meeting:**

The next meeting will be held on Thursday June 12 from 10:00 p.m. to 11:30 p.m. The room and call-in number will be provided with the meeting invitation. Meeting agenda for the next meeting will be sent out by Monday, June 9.

# Attachment 1

## Safety Share

### Top 10 Most Disabling Injuries Listed by Liberty Mutual

The top 10 most disabling injuries—work-related injuries and illnesses that result in an employee losing six or more days from work—cost employers an estimated **\$48.3 billion** in direct Workers' Compensation Costs in 2005 (the year with the most recent data available). The top 10 include:

- Overexertion, including injuries caused by lifting, pushing, pulling, holding, carrying, or throwing: \$12.7 billion (26.3%)
- Fall on the same level: \$6.6 billion (13.6%)
- Fall to a lower level: \$5 billion (10.4%)
- Bodily reaction, injuries from slipping or tripping without falling : \$4.8 billion (10%)
- Struck by an object: \$4.4 billion (9%)
- Highway incidents: \$2.3 billion (4.8%)
- Repetitive motion: \$2.1 billion (4.4%)
- Struck against an object: \$2 billion (4.3%)
- Caught in or compressed by equipment or objects: \$1.9 billion (3.9%)
- Assaults and/or violent acts: \$400 million (0.8%)

From 1998 to 2005, the cost of the top 10 injuries increased by almost 4% (adjusted for inflation), while the incidence of these injuries decreased by 21% during the same period. The cost increases were estimated to be a function of general increases in healthcare costs, which increased between 7% and 8% a year during the same period and an increase in the number of injuries in some categories. This study was conducted by The Liberty Mutual Research Institute for Safety. See it at: <http://www.ercweb.com/resources/viewtip.aspx?id=7216>

## **Attachment 2**

### **Draft Outline for HSS VPP Presentation at HSS All-Hands Meeting**

- I. Introduction of VPP – Presented by Brad Davy
  1. What is VPP?
  2. Scope of VPP and DOE Participations
  3. General Requirements
    - An effective, ongoing safety and health program
    - Trust and cooperation among OSHA, the employers, employees and employee representatives
    - Good performance
  4. The Star Program
    - How to achieve
    - Merit
    - Star demonstration
    - Value added to the organization
  5. OSHA Responsibilities
    - Application Review
    - Evaluation
    - Contact Person
    - Inspections
  6. Applicant VPP Process
    - Conduct self assessment
    - Verify statistical qualifications
    - Satisfy OSHA evaluations
    - Submit application to OSHA
    - Achieve OSHA Regional Office acceptance
  
- II. Development of HSS VPP – Presented by Colette Broussard/Fletcher Whitworth
  1. HSS Initiative and Recognition
  2. Senate Committee Endorsement (Congressional Appropriation Bill of 2004)
  3. HSS VPP Policy
  4. HSS VPP Committee, Charter, and Program Plan
  5. Committee Members
  6. HSS VPP Website
  7. Implementation of HSS VPP and Milestones
  8. Encouragement and Involvement for HSS Staff to Participate