

**Voluntary Protection Program
Meeting Minutes
November 13, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2	Timothy Fox	Vinh Le
HS-1.3		Jess San Agustin
HS-1.4		
HS-10		
HS-20	Colette Broussard	Duli Agarwal
HS-30		Paul Lin
HS-40		
HS-50		Candy Sanchez
HS-60		
HS-70		Rick Faiver
HS-80	Mike Sparks	
HS-90		Fletcher Whitworth
ProForce		
NTEU		
MA		
Advisors		
Guests		

Safety Share

Today's rain reminds us to use care when driving in rainy conditions. Skidding and hydroplaning can easily occur in these conditions. The following information was obtained on the Weather Channel's website:

Skidding and Hydroplaning in Rainy Conditions

Losing control of your car on wet pavement is a frightening experience. Skids are scary but hydroplaning is completely nerve-wracking. Hydroplaning happens when the water in front of your tires builds up faster than your car's weight can push it out of the way. The water pressure causes your car to rise up and slide on a thin layer of water between your tires.

Source of information:

http://www.weather.com/activities/driving/drivingsafety/drivingsafetytips/hydroplane.html?from=safety_index

Additional information can be found at the National Safety Council website at:

http://www.nsc.org/resources/factsheets/road/rain_driving.aspx

Meeting Minutes

The minutes from the October 23, 2008 meeting were approved as written.

Items Discussed

VPP Charter:

The membership table in the charter has been updated. The revised charter is ready to be uploaded to the HSS VPP website.

Action Item: Debbie Reece will provide Vinh Le with the revised charter.

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.

Action Item: Video subcommittee will meet and decide who will be the subcommittee lead. They will meet and decide on a topic for the video and work with Bob Cooper to develop a short video.

Items Discussed During Meeting with Mr. Podonsky (HS-1):

1. The HSS VPP Committee website received Mr. Podonsky's approval.

The URL for the HSS VPP Committee beta webpage is:

<http://www.hss.energy.gov/vppc/>

The link to the HSS VPP Committee webpage is the logo from the main HSS webpage.

Action Item: Each Committee Member should review the website content and navigate through the menu to verify that all linkages are working. Any questions or problems should be forwarded to Vinh Le.

Action Item: Colette Broussard will forward to Vinh Le the picture of Claudia Beach receiving her award for winning the naming the globe contest.

Action Item: Fletcher Whitworth will compose text to accompany Claudia Beach's picture.

Action Item: Colette Broussard will revise the Focus On article to post on the HSS website. This article will discuss the fact that the logo is the link to the VPP Committee webpage and the status of the Committee activities.

2. Mr. Podonsky approved 3-5 Committee members attending the Region 3 VPPPA Conference in Baltimore, MD on April 7-9, 2009. Colette Broussard and Fletcher Whitworth will be attending. Jess San Agustin also requested attending the conference. The logistics for attending the conference still need to be worked out, but travel money should not be an issue since the travel budget is for HSS and not for each organization.

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.

3. Mr. Podonsky liked the idea of a HSS picnic that would include approximately 200 people at ~ \$30 per person. The venue that is rented to accommodate the picnic would have to include the price of food in the rental price in order for the government to pay for the event. Educational information and keynote speakers can be part of the event.

Action Item: Fletcher Whitworth will contact Steve Kirchoff for particular details about paying for such an event.

Update: Fletcher Whitworth contacted Steve Kirchoff and he confirmed that in order for the government to pay for this type of event, the price of the food must be incorporated in the rental price for the venue.

4. The excess furniture issue was discussed. The HSS VPP Committee has been looking to see what the procedure is for removal of excess furniture and if it is actually written somewhere. MA has been asked for their procedure, and we are also querying HSS if we have a written procedure. An email from Kathy Murphy (HS-1.23) stated that "DOE O 580.1, *Department of Energy Personal Property Management Program*, does not get down to how we actually dispose of furniture". Kathy Murphy "spoke with the MA LAI Property Manager, and he stated that we (DOE) do not have anything in writing as to how to do this. Currently it seems everything is addressing only the DOE tagged items that are tracked in the Sunflower system." She also state that the closest procedure is in the FAR Section 45, Government Property. This can be found at:

<http://www.arnet.gov/far/loadmainre.html>

It is suggested that the HSS VPP Committee should follow up and understand what the Sunflower system is, and what DOE O 580.1 says. Based on this review, HSS may need a procedure to be written, or at least HSS employees should be educated as to what they need to do and who they need to contact if excess furniture is needing to be disposed of.

Colette Broussard is trying to obtain a copy of NASA's procedure on dealing with excess furniture. HS-50 also has a procedure that Candy Sanchez will send to Colette Broussard.

Action Item: Candy Sanchez will send to Colette Broussard the HS-50 procedure.

Action Item: Colette Broussard will share the NASA procedure if and when she receives it.

5. The use of the health unit by contractors was also discussed. Colette Broussard discussed this situation with Dr. Michael Ardaiz.

Dr. Ardaiz provided Colette Broussard's name to Kay Benner and Suzanne Piper who will contact Colette to provide additional assistance.

Action Item: Colette Broussard will meet with Suzanne Piper and Dr. Michael Ardaiz on November 25, 2008.

6. A discussion about the possibility that asbestos exists in the basement of the GTN building, as well as potentially throughout the building, was initiated. Mr. Podonsky was very concerned about this issue. He was informed that if an asbestos evaluation was conducted in the GTN building, and asbestos was detected, then OSHA regulations require an asbestos abatement plan to have been developed and distributed to all employees.

MA confirmed that there is asbestos primarily in the floor tiles and thermal system insulation on pipes and tanks in the GTN building. An assessment was completed and surveys and samples have been taken whenever employees have questioned or suspected asbestos in their areas. MA has facilitated removal of asbestos under controlled conditions by an asbestos removal contractor. The Committee requested copies of the abatement plan, and assessment that was done and were told that the amount of material was too voluminous, but we could go to their offices and review.

Dave Smith (HS-31) will be gathering a team of subject matter experts, including Committee members and persons outside of HSS, to review the paperwork and develop a summary of where the asbestos is located and what has been done to date to remove.

7. Another item discussed was the fire alarm system and the concern the Committee received after a recent fire alarm that the alarm is too loud. MA was contacted and replied that the alarms need to be loud enough for persons to hear within their offices and conference rooms since the bells are mainly in the corridors/hallways. They also cited the OSHA exposure limits and times, and stated that DOE was in compliance.

In addition, it appears that the GTN fire alarm system is not currently in compliance. It was stated that two years ago an upgrade was to be put into place, but issues with the contractor who won the bid (i.e., bankruptcy) as well as other

circumstances have kept the upgrade from occurring. Consequently, according to the HSS fire protection engineer, we may be in violation of the life safety code regulations in the GTN building.

Action Item: Rick Faiver will talk to Jim Bisker about the status of the fire protection upgrade.

DOECAST Procedures

Jess San Agustin is working with Claudia Beach and Cherylynne Williams to obtain the procedures for sending traffic safety awareness via a DOECAST announcement. There is no status report at this time.

Action Item: Colette Broussard will check to see if Cherylynne Williams is on the distribution list to receive the Committee minutes.

Action Item: Claudia Beach and Jess San Agustin will develop a draft of the traffic safety information and send to Cherylynne Williams for review.

Staff Recognition:

The announcement/recognition of staff who demonstrates safety leadership will also be announced on the HSS VPP Committee website. One HSS staff member has received his recognition and the other HSS staff member is awaiting approval.

HSS Safety Break:

Safety Break was held on October 28, 2008 in GTN and October 31, 2008 in FORS. All employees have taken the survey. The results should be tallied by January. The HSS VPP Committee will invite the FEOSH people to a Committee meeting to present the findings.

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 are expected to arrive the first week in December.

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

New Business

Emergency Readiness and National Security Wheels:

Jillian Carter researched obtaining additional Emergency Readiness and National Security Wheels. These wheels were distributed by MA. Some received them in the Warden/Monitoring training. Jillian Carter attended refresher training and spoke to the instructor (Steve Scott) about obtaining more copies of this wheel. He said that MA's supply is minimal. The company website for these wheels is www.EHSPublishing.com. Jillian Carter passed this information on to Steve Scott. He will be purchasing additional wheels.

Action Item: Steve Scott would like to know how many wheels to order. Colette Broussard will decide how many wheels to order and provide this information to Jillian Carter.

Annual Self Evaluation Training:

Dave Smith sent an email to the Committee members about training via teleconference on how to do annual self evaluations required under VPP. The training is December 4, 2008 from 3:00 – 4:00 pm. The speakers are:

- Brad Baptiste, OSHA Region VIII VPP Manager, U.S. Department of Labor, OSHA
- Randy Hites, Global EHS & VPP Leader, General Electric Transportation Systems

Representatives from OSHA and VPPPA will discuss what is most important in the Annual Self Evaluation process as required under VPP, including:

- OSHA expectations,
- goal setting,
- common improvement areas and
- VPPPA member perspectives

Registration cost per computer is \$50. The Committee members are encouraged to utilize a conference room to share this important information with fellow workers and log on via one computer.

Future Business

1. Strategic Plan/Flow Chart:

This agenda item is on hold until further notice.

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

Next Meeting

The next will be December 11, 2008 from 10:00 am – 12:00 pm. This meeting will be held in E-401 in the GTN building. The call-in number is 301-903-6064.