

**Voluntary Protection Program
Meeting Minutes
February 26, 2009**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2		Vinh Lee
HS-1.3		
HS-1.4	Tracey Berry	
HS-10		Dan Marsick/Mike Ardaiz
HS-20		
HS-30		
HS-40		Annette Bright
HS-50		Candy Sanchez
HS-60		Karen Hsing
HS-70		
HS-80	Mike Sparks	Bob Loesch
HS-90		Fletcher Whitworth
ProForce		
NTEU		
MA		
EAP		
Advisors		
Guests		

Safety Share

We should be aware and prepared to treat people at the workplace with blood clotting issues. In addition, a lot of people in the workplace could be on blood thinners, such as Coumadin. Because of these reasons, our workplace safety kits should be well stocked with a coagulant, such as Celox to help stop bleeding and form clots for people who have blood clotting issues or take blood thinners. Having something like Celox readily available in safety kits would be beneficial. Products such as Celox and Quick Clot work in 30 seconds and have home versions available online.

<http://www.redflarekits.com/c/cl/Celox.html?gclid=CLTAxo77jpkCFQwNGgodk1dIag>

<http://www.z-medica.com/quikclot/index.asp>

<http://www.redflarekits.com/c/cl/Celox.html?gclid=CLTAxo77jpkCFQwNGgodk1dIag>

Meeting Minutes

The minutes from the February 12, 2009 meeting were approved as amended.

Items Discussed

Committee Member Attendance at Bi-Weekly Meetings

It seems that attendance is dwindling. We need to find ways to encourage more participation from managers and staff. Some ideas discussed were:

- Report attendance to Mr. Podonsky.
- Start an awareness campaign with posters, brochures and a newsletter stating what HSS-VPP is and what we intend to accomplish.
- Have alternates for each worker in order to ensure that a representative from each organization is at each meeting.
- Send a copy of minutes via email to all HSS employees and add the HSS-VPP website to the minutes heading. (Note: The minutes are currently posted on the HSS-VPP website.)
- Send a quarterly email to all HSS employees promoting the website and the newsletter.
- Re-evaluate the list of representatives and make the individual's who consistently attend meetings the actual committee members.
- Need Union participation on Committee.
- Start a campaign to raise health issues related to work, i.e., taking breaks, working out, dealing with work stress. (Statistic: The most lost workdays recorded at DOE are due to diabetes and high blood pressure).

Action Item: Ask Evelyn Joy if she would put the HSS-VPP brochure in with her package for the Walk Program.

New Business

1. Meeting attendance is very low. Need to address this again.

Action Item: Committee will attempt to regain momentum and energy.

2. Safety Share for March 12, 2009 has been assigned to HS-70. (NOTE: this is assigned for the next meeting on March 26 since the March 12 meeting was cancelled)

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

3. Region 3 VPPPA Conference is April 6-9 in Baltimore. Fletcher Whitworth and Colette Broussard are attending. There are 2-3 more approved spots for anyone interested in attending. The government rate is honored.
4. Status of Safety Checklist
 - All were distributed.
 - They are slow in coming back (HS-80 and HS-60 each have received 1 back. HS-20 has received several).

- Committee members should collect these assessments, summarize issues and note common issues, and the POCs should bring the summaries to a future meeting (TBD) where corrective actions plans will be discussed.
- There should be enough of the pins. If we decide we need more, it will cost \$1,000 for an additional 300 pins. The turnaround time is 3-4 weeks.

5. Participation on Safety Survey Task Group

- Management wants Candy Sanchez to participate as the Committee representative to the Task Group that will address the Survey Results. Arnold Guevara will be Candy's backup.

Action Item: All ideas on how to resolve the issues should be submitted to Candy Sanchez.

6. Subcommittee Updates

The Committee is focusing on the Health and Safety Day activity. Therefore, the only subcommittee report is from this group.

Health and Safety Day

- Health and Safety Day will be sponsored by HSS on June 3, 2009. It will be held outside the Germantown Buildings North Entrance.

Action Item: All Committee members need to keep their management informed of the Health and Safety Day coming up June 3rd.

Future Business

1. Development of posters/signs to inform HSS staff of Committee activities and to promote health and safety to all staff.
2. Start a subcommittee to do a newsletter and an ad campaign.

Next Meeting –

The next meeting is March 26, 2009 in GTN Building Room TBD from 10:00 am – 12:00 pm. Call-in number will be distributed with the invite.