

**Voluntary Protection Program
Meeting Minutes
June 12, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2		Vinh Le
HS-1.3	Dan Muniz	Jess San Agustin
HS-1.4		
HS-10	Brad Davy	Mohandas Bhat/Carlos Coffman
HS-20		Duli Agarwal
HS-30		Paul Lin
HS-40	Jillian Carter	
HS-50		Candy Sanchez
HS-60		Karen Hsing
HS-70		Rick Faiver
HS-80		
HS-90		Fletcher Whitworth
ProForce		
NTEU		Barry Clark
MA		

Meeting Minutes

- Minutes from May 21 were approved as written.

Safety Share

- Fletcher Whitworth provided this week's safety share – Home Safety Awareness:
When working around the house, especially on ladders, be aware that if you reach too far from the ladders stationary position, you can seriously hurt yourself if you fall.

Items Discussed

Pro-Force Participation Status:

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

Commitment Statement and Charter:

The Commitment Statement and revised Charter have been incorporated into the package for HS-1 approval and the package is back in the concurrence process. 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.

HSS VPP Web Site:

Carlos Coffman reported that at the next meeting he will provide the Committee with information on the web site with regard to content and layout.

HSS All-Hands Meeting:

The sub-committee met to discuss the presentation for the all-hands meeting. Brad Davy reported that the presentation will include a brief discussion on the importance of providing safety shares at meetings, what is VPP, and how HSS will obtain VPP Star status. The presentation will be 30 minutes and the date is not set as of this meeting. It is expected that the all-hands meeting will be mid-late July.

Feedback on Mentoring Session:

The mentoring session was held on May 28. The consensus was that the mentoring session was very helpful. Brad Davy asked the Committee if there were any questions, ideas or topics that were presented by the mentors that Committee members felt should be discussed during this meeting. The following items were discussed:

- Safety Share is a great way to start meetings. Suggestion was to include a Safety Share for the all-hands meeting.
- Video clips are a great way to share with the HSS staff the VPP culture. Committee believes that there are enough Committee members to make a video. Brad Davy suggested he could get equipment/person to produce a video. A subcommittee should be formed so that the effort is not a flop.

Action: All Committee members should think about topics for a video. This will be discussed at the next meeting.

- Lesson learned from the mentoring session is to spread the word about VPP and a safety culture. He encouraged all Committee members to talk to their co-workers/managers about VPP and become leaders in their organization to promote a safety culture.
- Look at your office space and come up with ideas that would make your personal space safer. Make it personal.

Action: Discuss what you found at the next Committee meeting.

- The checklist in the VPP Gap Analysis Booklet that Idaho produced is a great place to start to do a self-assessment of your organization.

Action: Brad Davy will share this report with the Committee members.

Status 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.

Quarterly Newsletter:

The Committee members discussed if a quarterly newsletter would be a good idea. It was the general consensus that all though it is a good idea, it is very difficult to constantly produce a quarterly newsletter. HSS does have a regular newsletter, and instead of creating another newsletter, maybe the Committee could submit articles for the HSS newsletter. Steve Kirchoff is the point of contact for the HSS newsletter. NTEU has a newsletter as well, but the last edition was November 2007. If the Committee decides to go forward with this idea, then the Committee will need to obtain commitments from individuals to contribute articles/information. A way to get participation is to provide an incentive to those who contribute.

Action: Brad Davy will contact Steve Kirchoff to determine the status of the HSS newsletter.

HSS VPP Logo and Trinkets:

The Committee discussed the suggested logos that were distributed prior to this meeting. The Committee voted that the logo should be the DOE VPP logo and not the OSHA logo. The most popular logo was discussed and it was decided that it needed to be slightly revised. The revised logo will be distributed to the Committee for final consideration.

Action: PEC will revise the logo and submit it to Colette Broussard and Fletcher Whitworth for distribution to the Committee members.

Various ideas for trinkets were discussed. It was decided that a lanyard with a stress ball in the shape of a star was too bulky. Pens were discussed and it was decided that the idea of purchasing pens with the HSS VPP Committee logo will be tabled for future discussion.

Action: The Committee members will research ideas for trinkets that will cost approximately \$1.00/piece for a quantity of 500 pieces. Bring information and ideas to the next Committee meeting.

Next Meeting:

The next meeting will be held on Thursday, June 26 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 23.