

**Voluntary Protection Program
Meeting Minutes
June 26, 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		Mohandas Bhat/Carlos Coffman
HS-20	Colette Broussard	Duli Agarwal
HS-30		Paul Lin
HS-40		Annette Bright
HS-50		Candy Sanchez
HS-60		Karen Hsing
HS-70		
HS-80		
HS-90	Roger Wu	Fletcher Whitworth
ProForce		
NTEU		
MA		

Meeting Minutes

- Minutes from June 12 were approved as written.

Safety Share

- Roger Wu provided this week's safety share – Employees working in a confined space need to be aware of air temperature in their work area. On June 9 & 10, the temperature in the vault where one HSS employee works reached 80°. The building maintenance staff was contacted to correct the problem. The thermostat was set on the coolest temperature. The employee did not know who to contact in this situation. The Committee decided this was a FEOSH issue and Dave Smith should be notified.

Action: Roger Wu will send an email to Dave Smith (and copying Colette Broussard, Fletcher Whitworth, Brad Davy and Sherry Main) requesting the procedure for notifying management of this situation.

Items Discussed

Pro-Force Participation Status:

Although Arnold Guevara was not present for the meeting; Colette Broussard reported that Arnold sent an email to the manager of the Pro-Force representative (Officer McRae) thanking them for allowing Officer McRae to participate in the Committee. We are awaiting Officer McRae's response to validate her agreement to participate.

6/26/08

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 PDF email to Mr. Podonsky to request his approval needs to be updated with the additional Committee members. Angie Foley has the email, but she is out sick. Donna Jiggetts is filling in for Angie.

Action: Annette Bright will contact Donna Jiggetts to see if she can get access to the Word version of the email.

HSS VPP Web Site:

The subcommittee for the HSS VPP Web site reported that a draft of the web site content and layout are available for comment.

Action: Colette Broussard will distribute the content and layout to the Committee for comment. All comments are due by July 9.

HSS All-Hands Meeting:

The HSS all-hands meeting has not been scheduled. The presenters need to prepare slides. Colette Broussard requested a Committee member to volunteer to present the safety share for the meeting. It was discussed that a potential safety share is Mark Whitaker's accident.

Action: Colette Broussard and Fletcher Whitworth will set up a meeting on Monday, June 30 to prepare the slides for the meeting.

Action: Committee members should think about possible topics for the safety share for the meeting. The safety share should be a heart felt story.

Action: Colette Broussard will contact Mark Whitaker to see if he will share his story.

Action: Vinh Le will try to determine if the VPP information presented at the all-hands meeting can be on the HSS web page in the "Spotlight" section. See attachment 1 below for the information that is currently on the HSS web page.

HSS VPP Logo and Trinkets:

The Committee discussed the trinket and logo suggestions. The revised list of trinkets and the final revised logos will be distributed to the Committee for final voting. It was decided that 100 pens would be ordered for the Committee and managers to recognize employees who integrate the VPP culture into their activities.

Action: PEC will revise the logos and submit it to Colette Broussard for distribution to the Committee members for voting.

Action: PEC will compile 5 ideas for trinkets and submit them to Colette Broussard for distribution to the Committee members for voting.

Action: Carlos Coffman will discuss with Brad Davy the possibility that HS-10 would contribute money for purchasing the trinkets.

HSS VPP Video:

Topics for a VPP video were discussed. One topic was the 2-way stop sign at the 3-way intersection in the GTN parking lot. The Committee discussed the possibility of making this video and putting it on the HSS VPP Website. A subcommittee will need to be formed to decide on the content for the video.

Action: Annette Bright will try to find out if DOE can make the video for the website.

Status of Safety Ideas for Improving Office Areas:

At the last meeting, the Committee members were tasked with looking at your office space and come up with ideas that would make your personal space safer. Although no one had any ideas to share, it was discussed that a checklist would help determine items that would determine if your work space was safe. There are checklists that look at the ergonomics of work space.

Action: Carlos Coffman will check the OSHA website for checklists. These checklists can be added to the HSS VPP Website in the “Tools” area.

Status of Distribution of VPP Gap Analysis Booklet:

The VPP Gap Analysis Booklet that Idaho produced is a great place to start to do a self-assessment of your organization. All Committee members need a copy of this booklet.

Action: Duli Agarwal will share this report with the Committee members.

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

This agenda item has been tabled until Colette Broussard, Fletcher Whitworth and Brad Davy can meet to discuss the items in the flow chart. The items on the original strategic plan are all necessary; therefore, the revised strategic plan will have to include the boxes that were taken out. This item will be revisited at a future meeting.

Quarterly Newsletter:

No update was presented. The HSS VPP Website can be a mechanism for sharing a newsletter.

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

Next Meeting:

The July 10, 2008 meeting has been cancelled.

The next meeting will be held on Thursday, July 24 from 10:00 p.m. to 12:00 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 30.

ATTACHMENT 1

FOCUS ON: Charting the Course to a Safer HSS Workplace

The mission performed by the Department of Energy is very significant to our Nation's security. The Office of Health, Safety and Security (HSS) provides a very significant contribution to helping the Department meet its mission and is positioned to provide and ensure the necessary tools and resources are in place to protect the lives and health of our workers as they continue to carryout their important functions and responsibilities for the advancement in technology, protecting the environment, and the national security of this nation.

The primary mission of HSS is to serve the Department as the central organization responsible for health, safety, environment, and security. HSS provides corporate-level leadership and strategic vision to coordinate and integrate these vital programs which include policy development and technical assistance; safety analysis; corporate safety and security programs; education and training; complex-wide independent oversight; and enforcement.

In its earlier pledge to continue its support of the DOE-Voluntary Protection Program and promote safety and health excellence through cooperative efforts among labor, management, and government at our contractor sites, HSS is now charting the course to a safer workplace for all HSS employees by pursuing VPP status. HSS will be using this opportunity to enhance our awareness of safety for HSS employees, as well as enhancing our ability to provide effective oversight when we are interacting with our contractors. The emphasis on creating a safe working environment at work and at home can only help us in creating a stronger working environment for everyone.

What is VPP?

The Occupational Safety & Health Administration (OSHA) began its Voluntary Protection Program (VPP) in 1982 to promote effective worksite-based safety and health. In the VPP, management, labor, and OSHA establish cooperative relationships at workplaces that have implemented a comprehensive safety and health management system. Approval into VPP is OSHA's official recognition of the outstanding effort of employers and employees who have achieved exemplary occupational safety and health.

In January of 1994 the Department of Energy initiated its own VPP to promote improved safety and health performance through public recognition of outstanding voluntary safety programs. DOE created its own version of the VPP because it must also include coverage of radiation protection/nuclear safety and emergency management due to the type and complexity of DOE facilities. Similar to the OSHA program, the DOE-VPP provides several proven benefits to participating sites, including:

- improved worker/management relations;
- reduced workplace injuries and illnesses;
- increased employee involvement;
- improved morale;

- reduced absenteeism; and
- public recognition.

Participation in the VPP underscores the emphasis within DOE that is placed on maintaining the safety and health of contractor and federal employees as a high priority.

The HSS Process

The recently formed HSS VPP committee is composed of both managers and workers from all HSS organizations. The committee's task is to evaluate the office's current readiness for the OSHA VPP application, make recommendations on necessary improvements in the HSS safety and health program, and help identify ways to pursue not only safety compliance but foster safety excellence within our own organization. The VPP committee will be responsible for writing and submitting the application which will describe the HSS safety and health program and its implementation following a standard guide provided by OSHA. Upon approval of the application, the committee will then work with OSHA during an on-site review. The pursuit toward VPP recognition will serve as an opportunity to strengthen the partnership between management and employees and move closer to achieving our goal of a safe, secure, and productive working environment.

There are many readily available resources to help mentor HSS through the VPP application process. HS-12 is currently responsible for maintaining and promoting the DOE-VPP and is therefore very familiar with the process. In addition, HSS has positive relationships with its contractor participants who will assist with the application process. Being able to draw on our own experiences will help make the process flow more smoothly. Immediate positive benefits that could result from going through the application process include:

- • Safety awareness training for new HSS employees;
- • Increased safety awareness regarding potential hazards in HSS office areas;
- • Greater awareness of all DOE employees to recognize potential safety concerns; and
- • A clear understanding of HSS's responsibility to identify and follow up on unsafe conditions.

SPECIFIC, TANGIBLE EVIDENCE THAT VPP WORKS

- Employees are directly involved in the planning and conducting of workplace inspections, and in the investigation of injuries and illnesses.
- Employees organize and conduct community safety outreach activities.
- Safety culture is "brought home" with employees.

In the very near future the approved HSS VPP Committee charter will be distributed to all employees with their office VPP point of contact information. Achieving VPP status can only become a reality with your help and support. Please bring your safety and health suggestions and ideas to your office point of contact.