

Agenda with Annotated Minutes

Department of the Interior

Designated Agency Safety and Health Official (DASHO) Council

Wednesday 2/26/2003, Noon-2 PM

Room 3452-MIB

Welcome (Kaas)

Mike Kaas opened the meeting and welcomed the participants. The participant list is attached.

First Quarter Statistics and Charts (Kaas for Rueff) *

First quarter FY 2003 statistics and charts were provided. A "Table of Lost Time Incident Rates Using OWCP Data" was also distributed.

FY 2002 Annual Report to OSHA (Kaas) *

Each participant received a copy of the Department's "Safety and Occupational Health Report Fiscal Year 2002." It was sent to OSHA in February.

Initiative Update:

FY 2001 - Safety Handbooks (Schmitz for Garbe) *

The "Safety Handbooks" are at the printers and expected in late March.

FY 2002 - Web-based Training (Schmitz for Miller) *

The voice-over for the courses is currently underway. Diane Schmitz reported that the "roll-out" will be conducted at the Seminar.

Seminar Update (Schmitz for Daniel)

Registration is now available on-line via SafetyNet. (<http://SafetyNet.smis.doi.gov/seminar.htm>).

P. Lynn Scarlett, Assistant Secretary for Policy, Management and Budget, will represent Secretary Gale Norton at the Seminar and will present the Keynote Address.

A video by Secretary Norton will announce Safety Week during April 14 - 18, and the Safety and Occupational Health Seminar, March 31 - April 4, 2003. The video taping is tentatively scheduled for Monday, March 3, 2003. Tapes will be provided to all bureau locations for use during Safety Week.

Mike Trujillo will participate in the Bureau Safety meetings on Monday, March 31, 2003.

The Awards Ceremony will be conducted in the evening, on Tuesday, April 1, 2003, during the scheduled Social Event.

DASHOs were encouraged to have their people attend the Seminar!

Safety and Health Council Activities (Rowley)

Linda Rowley reported on the status of the 2004 initiatives. A list containing the nine proposed initiatives was distributed. Linda reported that the Safety and Health Council had voted on the initiatives and selected four. These initiatives will be presented to the DASHOs Council for their review and approval at the next DASHO Council meeting scheduled on Wednesday, April 2, 2003, at the Seminar in Phoenix, Arizona. Finally, the Safety and Health Council is planning a retreat in July.

Paul Henne suggested that an initiative be considered by the DASHO Council, that would provide funds to increase safety staffing and activities.

Vision for the DASHO Council (Trujillo)

Council Issues

Mike Trujillo requested that Bureau Directors assign a permanent senior level management DASHO and assign an alternate DASHO who has the same level of authority as the permanent DASHO. DASHOs need to be general managers and not the Safety and Health Managers. At this time, NPS, BLM, and BIA do not have permanently assigned DASHOs. Safety and Health Managers are either filling in or there is no representation at the

DASHO Council meetings. Mike emphasized that he plans to conduct regularly scheduled Council meetings and expects that the bureau DASHOs attend. The DASHO Council is described in Departmental Manual, Part 485: Safety and Occupational Health Program, Chapter 9, 9.4. This provides the DASHO Council framework. A diagram illustrating that framework was distributed. DASHOs need to provide direction to the Safety and Health Council and be the management advocates for safety in their bureaus. They need to be proactive and increase the overall management awareness and involvement in employee and visitor safety and health. Mike shared that he will be contacting the Bureau Directors for BIA, NPS, and BLM first, to discuss the need for an assigned DASHO and alternate DASHO.

Vision Discussion

Mike also discussed a vision for the Council and asked the question, "Are we willing to be Safety Champions in our bureaus and offices?" There is a Safety and Health tie-in to the Human Capital Plan. Safety is an important part of the Strategic Human Capital Plan - Law Enforcement, Fire, and Facilities management jobs are targeted in the plan (also Indian Trust, but not a safety issue.) The Strategic Plan is a commitment to Management driven accountability and requires top level senior support. He wants to make DASHO meetings more effective by meeting members' expectation/needs. This takes a time commitment. DASHOs need to be proactive vs. reactive, define our roles and responsibilities, establish goals and objectives, establish a plan and ground rules. The Council needs to identify issues to work on and increase management awareness of safety and health.

Safety Week Plans (All)

Council members were encouraged to think about what bureau management can do to make Safety Week a success! Many bureaus plan scheduled activities and some have a specific "Safety Day."

Issues:

FACOSH Update: Record keeping Committee (Trujillo)

Mike Trujillo reported that he is the Vice Chair of the Federal Advisory Council on Occupational Safety and Health (FACOSH). He facilitated a meeting of federal agency and labor representatives on the planned change in OSHA's requirements for "Processing and Reporting Occupational Injuries and Illnesses" (29 CFR Part 1904). Under the proposed change, the federal government will convert from the current federal Record keeping rule to the record keeping and reporting requirements that have been successfully working for private industry. Implementation of the new requirements will be January 1, 2004. This change will result in one method, one system, and one reporting process for the federal government and private industry. DOI will take advantage of this opportunity to implement one system that will integrate the efforts of our human resources and safety functions. (Note: The current SMIS upgrade initiative can accommodate the OSHA changes.) Mike reported with the participants, that he met with the DOI Safety and Health Council representatives, to obtain their comments relating to the proposed change in record keeping, prior to the Interagency meeting. The required employee training as a result of the record keeping change may be able to be accomplished by using the services of the OSHA Regional Area Councils.

There was a discussion regarding OSHA facility inspections, citations, written violation summaries and penalties. Mike Kaas noted that when OSHA discovers a serious situation, it usually continues to monitor it for an extended period of time. Mike Trujillo commented that we need to look at and use OSHA guidance.

Gas Masks (Schmitz)

Diane Schmitz reported that there have been recent inquiries from several bureaus and offices regarding the need for information pertaining to the procurement of gas masks/escape hoods. The following documents were provided. "Issue Paper: Personal Protective Equipment and Other Issues Related to Weapons of Mass Destruction," "Pentagon Buys Escape Masks for Local Use," "Gas Masks Flying Off Shelves, but They Offer Scant Protection," and Memorandum from the Deputy Under Secretary of Defense for Logistics and Material Readiness, subject: Issuance of Excess Chemical-Biological Gas Masks. The Department of Justice has provided guidelines that are available on-line. The guidelines discuss personal protective equipment (PPE) and state that training is required prior to the use or distribution of PPE. Medical certification, testing, and fit testing is required.

Paul Henne reported that there are very real communication issues regarding security. He thanked Mike Kaas for his memo regarding security issues. Paul mentioned that because of the Continuity of Operations (COO), security issues are still left with the Safety Manager. The Safety Manager has been told that 50% of her time will be spent on security. Should the use of contractors be considered? Their law enforcement staff tries to bridge the gap between safety and security by handing the security functions to safety, etc. Mary Parkinson commented that she received a call from her safety folks about a Law Enforcement meeting that required their attendance. Paul shared that Office of Law Enforcement and Security needs to make sure that they are calling the right persons. Mike Kaas indicated that Law Enforcement and Security is still staffing up and is relying on people in bureaus to assist with increased security responsibilities. He will be meeting with Larry Parkinson to discuss safety and security issues. Mike Trujillo reported that he is proposing to restructure the EEO function to create a "Rapid Response Team."

Dick Powell commented that NPS was developing a policy on gas masks for their law enforcement personnel. It should be released soon.

Cell Phones Usage - Update (Powell)

Dick Powell reported that he has not received further information from the National Highway Traffic Safety Administration concerning national policies.

Roundtable and Items Since Publication of Agenda (All)

USGS (Anderson). The USGS is continuing to work on its core competencies for safety personnel. The Chief Geologist for the Eastern Region will make a presentation to the DASHO Council in April.

OSM (Carter and Bass). A rescuer from the Que Creek Mine disaster is to speak at Safety and Health Seminar (arranged through MSHA). OSM continues to work on its Hearing Conservation Plan and serious accident investigation procedures. An updated cell phone policy is being finalized. Cell phone use will not be allowed while driving a vehicle.

BLM (King). Dick King announced that he has accepted a position as Safety Manager at

the Forest Service.

BOR (Rowley). Reclamation has received law enforcement authority. A Reclamation Emergency Management Conference is being held.

Next Meeting at Seminar, 9-11AM, Wednesday, April 2, 2003 (Trujillo)

Agenda Items - FY 2003 Initiative Proposals.

Adjournment (Trujillo)

* Information Items Only

PARTICIPANT LIST

Mike Trujillo - OS, DOI DASHO

Mike Kaas - OS, MRPS

Diane B. Schmitz - OS, MRPS, Deputy DOI DASHO

Darlene Carter - OSM, DASHO

William C. Bass - OSM

Dick King - BLM

Paul Henne - FWS, DASHO

Mary Parkinson - FWS

Keith Anderson - USGS, Alternate DASHO

Linda Rowley - BOR

Dick Powell - NPS

Bureaus not attending the DASHO Council meeting:

BIA

MMS

OIG