

Agenda with Annotated Minutes

Department of the Interior

Designated Agency Safety and Health Official (DASHO) Council

Wednesday 4/2/2003, 10 AM – Noon

Phoenix Hyatt Hotel - Board Room

Welcome (Trujillo)

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

The 2003 Safety and Occupational Health Seminar is a success. Gratitude was expressed to everyone who worked on its organization.

U.S. Geological Survey “Core Competencies Project/DOI Human Resource Strategic Plan” (Dave Russ)

*Dave Russ, U.S. Geological Survey Regional Executive, Geologist, and the champion of the “Competency Model Project” conducted a presentation that featured 7 competency tools: 4 for the **Occupational Safety and Health Program** and 3 for the **Environmental Compliance and Protection Program**. The core competency documents highlight duties that may be required of personnel serving in this program. Managers can refer to it when assessing the needs of their organization for safety support and it can also be used to ensure the inclusion of pertinent safety duties in position descriptions for full time and collateral duty assignments. The documents are intended to be all-inclusive, however, this does not preclude management from customizing duty assignments to meet the needs of the organization. The documents serve as a developmental tool, identify the technical knowledge, skills, and abilities associated with each of the duties, and identify required and suggested training. Mr. Russ shared with the Council that managers should also be cognizant of the many “soft” competencies that are important in carrying out these critical duties. Among these soft competencies are: interpersonal skill, ability to lead, skill in organizing and prioritizing work, and ability to invoke enthusiasm and buy-in from others. These types of competencies should also be considered when identifying or selecting candidates for these critical positions/roles. (Attachment 1)*

Presentation of Proposed FT 2004 Safety and Health Initiatives (Rowley)

The Safety and Health Council proposed four initiatives for FY 2004. Originally, thirteen proposals were reviewed and four were selected for the \$400,000 funding target. Bill Miller, Mike Kaas, and Linda Rowley discussed the initiatives, associated costs, and addressed questions and concerns raised. (Attachment 2)

- 👉 DOIU Web-Based Safety Training (Miller)
- 👉 DOI-wide Safety and Health Awards (Kaas)
- 👉 Department-wide Safety Awareness Campaigns (Kaas)
- 👉 DOI Safety and Health Career Program Plan (Rowley)

Linda suggested that the DASHO's review and approve the initiatives at the July meeting. Bob Brown suggested that, at that time, the DASHO Council discuss the possibility of increasing the current Working Capital Fund amount of \$400,000 in order to support additional initiatives.

Safety Day/Week Plans (Trujillo)

Secretary Norton's Proclamation, "Safety and Health Awareness Week, April 14 – 18, 2003." (Kaas)

Secretary Norton has signed the Proclamation. (Attachment 3)

Secretary Norton's Video (Schmitz)

Video tape copies of Secretary Norton's Safety and Health Awareness Week Message for every Interior location have been distributed to each bureau and to Seminar attendees. Open captioned tapes are available if needed for employees who are hearing challenged. Diane mentioned that the Secretary's message is also available on SafetyNet, <http://SafetyNet.smis.doi.gov/SecretaryAddress.htm>

Web Training Roll-Out during Safety and Health Awareness Week (Schmitz)

Web-based safety training will go on-line during the week of April 14-18, 2003. The training modules are available through DOIU at no cost to all employees with Internet access. During the Seminar, on Thursday, April 3, 2003, there will be several Web-based training classes. The sessions will include a discussion of the project, along with demo walkthroughs of the modules.

DASHO update regarding each Bureau's scheduled activities.

Council members indicated that their Bureaus will participate in scheduled activities during "Safety and Health Awareness Week".

Phyllis McKoy indicated that activities have been scheduled for BLM employees who work in offices located outside of MIB. BLM plans to participate in the MIB scheduled activities a well.

Emergency Preparedness and Response Update (Kaas)

Mike Kaas reported that Larry Broun is the Department's new Emergency Coordinator. Larry works in OLES for Larry Parkinson. All-employees meetings were held on Wednesday, March 26, 2003, in the MIB Auditorium to discuss emergency preparedness, employee safety and security, provide a response update, and answer employee questions. In addition, a meeting was scheduled on Monday, March 31, 2003, for senior managers to discuss their responsibilities relating to employee safety and emergency preparedness.

Roundtable and Items Since Publication of Agenda (All)

BOR (Rowley). In July, the Safety and Health Council will meet in Denver for a strategic planning session.

BLM (McKoy). Arrangements have been made for speakers to go to the "L" Street location to support "Safety and Health Awareness Week." The 2003 Fire and Aviation Handbooks have been distributed. BLM is updating the policy regarding Safety 1112-1&2 Handbook chapters. Boating safety manuals have been updated for instructors and operators. BLM has developed and presented training courses on Serious Accident Investigation and Chief Investigators.

NPS (Powell). Suggestion was made by Dick, to have a working group deal with escape protection and PPE, not for law enforcement personnel, but for the general population.

OSM (Carter). OSM is preparing to conduct AED and CPR classes.

Next DASHO Council Meeting (Kaas for Trujillo)

The next DASHO Council Meeting will be on Thursday, July 24, 2003, in Washington, DC, MRPS Conference Room, 3452-MIB.

PARTICIPANTS LIST

Mike Trujillo - OS, DOI DASHO

Diane Schmitz - OS, MRPS, Deputy DASHO

Linda Rowley - BOR, Chair, Safety and Health Council (also representing Larry Todd, DASHO)

Darlene Carter - OSM, DASHO

William C. Bass – OSM, Safety Manager

Phyllis McKoy – BLM, Acting DASHO

Bob Brown - MMS, DASHO

Keith Anderson – USGS, Alternate DASHO

David Russ - USGS, Guest Speaker

Bill Miller – USGS, Safety Manager

Chip Murphy – FWS (Representing Paul Henie, DASHO)

Dick Powell – NPS (Representing Karen Taylor-Goodrich, DASHO)

Mike Kaas - OS, MRPS, Director

Bureaus/Offices not attending the DASHO Council meeting:

BIA

OIG