

Agenda with Annotated Minutes

Designated Agency Safety and Health Official (DASHO) Council

Thursday, March 18, 2004, 2:00 PM – 3:30 PM
NBC Conference Room 1352, MIB

Welcome (Lamb)

Mike Kaas opened the meeting. Bob Lamb welcomed the participants. The Participant List is attached. A current DASHO Council roster was provided. (See Attachment 1.)

Accident Statistics (Rueff)

Council members received copies of Ken Rueff's statistical charts for Incidence Rate and Lost Time Rate for DOI employees during the 1st quarter of FY 2003 vs. FY 2004. (See Attachment 2 for modified charts.) Mike Kaas explained the charts and answered questions.

Larry Todd suggested that analyses should be made at lower organizational levels within the bureaus. Kaas noted that the Safety Management Information System (SMIS) can be used by a bureau to generate statistics for any organizational group. (Attachment 3 illustrates the process.) Regional statistics for any time period are easily generated by using the queries on the SMIS Safety Manager Menu. Office level statistics simply require that a "batch" of the appropriate organizational codes be defined before a query is run. Once a batch is created, reports can be run at any time.

Status of SMIS OWCP Implementation and SMIS/HR Working Group

Mike Kaas reported that testing of the on-line SMIS OWCP claims submission capability is underway. Mike thanked the DASHOs for their support to provide beta testers for the new system. Some testers have not yet begun to enter data. They need to do so. Copies of the draft "SMIS User Guide for the DOI Employees Module," "SMIS User Guide for the DOI Supervisor Module," and the "SMIS User Guide for the Workers' Compensation Specialist" were made available for review. Kaas announced that two draft Powerpoint training presentations have also been designed to assist employees with the on-line implementation. On-line implementation was scheduled to take place during "Safety and Health Awareness Week, April 5 – 9, 2004, however; due to the Internet shut-down, implementation has been delayed.

Policy Issues:

Personal Protective Equipment (Schmitz)

Diane Schmitz reported that she received an e-mail from Diana Manville, in Office of Planning and Performance Management, stating that they were still waiting for surnames from two offices, AS-FWP and AS-IA.

Automatic External Defibrillators (AED's)

Marilyn Johnson asked if there was a Departmental policy on AED's. Mike Kaas noted that there was not; however, most bureaus have purchased AED's in offices and other locations where risks and benefits warrant them. AED's are only one part of the Chain of Survival. Council members described the approaches they have used in their bureaus. A summary report on AED's in the Department was prepared for Congress in 2003. (See Attachment 4.)

DOI Safety Awareness Week, April 5 – 9, 2004, Bureau Plans (All & Schmitz)

Diane Schmitz announced that Safety Awareness Week is April 5 – 9 and MRPS has prepared the draft Proclamation for the Secretary's review and signature. A CD containing the artwork for the Safety and Health Awareness Week logo, and this year's theme, ALWAYS ALERT, NOBODY HURT, was provided to each DASHO. A copy of the Safety and Health Awareness Week Program and Awards Celebration draft Agenda was discussed and provided. Diane Schmitz shared that MRPS had written a draft memo for Lynn Scarlett's signature, that invites all employees who work in the Washington, Metropolitan Area to attend the Program on Tuesday, April 6, 2004, in the Main Interior Building Auditorium, from 10:30 a.m. – 11:30 a.m.

DASHO Council Workers' Compensation Task Force Updates (Schmitz)

This topic was deferred because the DASHO Council Worker's Compensation Task Force met earlier the same morning, from 9 a.m. – 10 a.m.

Paul Henne noted that there are issues regarding who has responsibility for OWCP, safety or human resources. This appears to be handled differently in the various bureaus. In many bureaus, safety and human resources fall under the same organizational chain. It was suggested that a regional focus for OWCP might be appropriate where small field offices predominate. Bob Lamb noted that once we see the results of the new emphasis on OWCP, further improvements or adjustments can be made.

There was a brief discussion of the Continuity of Operations (COOP) exercise scheduled for May. Larry Todd clarified that the DAS-LES only has direct line authority over law enforcement and security personnel when the Secretary signs an Emergency Order.

Items from Safety and Health Council (Rowley):

2004 DOI Safety Awards

Linda Rowley, Chairperson of the Safety and Health Council, announced that seven awards were approved by the Council. Two Professional Service Awards and five Safety Awards of Merit, will be presented on April 6, 2004, at the Safety and Health Awareness Week Program and Awards Celebration.

Status of Initiatives

Linda shared that the web-based Safety Training via the DOI University is in progress. Establishment of the criteria to be used for the Safety Recognition Awards initiative, was discussed at the recent Safety and Health Council meeting in Denver. The criteria is being finalized by MRPS and will be provided for the Safety and Health Council.

DOI FY 2005 Safety Training Seminar Status

Linda announced that the Seminar will be held in San Diego, California.

Roundtable and Items Since Publication of Agenda (All)

Due to time constraints this discussion was abbreviated.

Copies of the recent memos regarding the "Safety, Health, and Return-to-Employment (SHARE) Initiative were provided. Also, a copy of the draft memo from P. Lynn Scarlett, "Electronic Filing of Workers' Compensation Claims," was shared; however, the memo has been placed on hold due to the lack of Internet access. A revised memo will be issued in May. (See Attachment 5.)

Next Meeting Thursday, July 1, 2004

The Council decided to hold the next meeting on Thursday, June 24, 2004, from 9 a.m. – 11 a.m. The meeting will be held in the MRPS conference room 3452, in the Main Interior Building.