

**Voluntary Protection Program
Meeting Minutes
October 9, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2	Timothy Fox	Vinh Le
HS-1.3	Dan Muniz	Jess San Agustin
HS-1.4	Tracey Berry	
HS-10	Brad Davy	Mohandas Bhat
HS-20	Colette Broussard	Duli Agarwal
HS-30	Bob Czincila	Paul Lin
HS-40	Martha Thompson	Annette Bright
HS-50		Candy Sanchez
HS-60		
HS-70	Dick Donovan	
HS-80		
HS-90		Fletcher Whitworth
ProForce		Mike Hamar
NTEU		
MA		
Advisors	Dave Smith, Carlos Coffman, Jillian Carter	

Safety Share

Brad Davy discussed the importance of hiring a roofing contractor that requires employees to wear fall protection apparatus while working. For more information about OSHA's fall protection requirements:

<http://www.osha.gov/doc/outreachtraining/htmlfiles/subpartm.html>

Meeting Minutes

The Safety Day dates in the September 25, 2008 minutes were clarified. The actual dates are October 28 from 9:00 am – 11:00 am in GTN and Oct. 31 from 9:00 am to 11:00 am in FORS. Coffee and doughnuts will be served at both locations. The minutes from the September 25, 2008 meeting were approved with these revisions.

Items Discussed

Pro-Force Participation Status:

The HSS VPP Committee welcomed Mike Hamar as the ProForce representative.

HSS VPP Website:

The subcommittee for the HSS VPP website reported that most of the content is posted on the website. The video of the all-hands meeting has also been posted. So far, the comments received from the HSS VPP Committee have been positive.

The URL for the HSS VPP Committee beta webpage is:

<http://www.hss.energy.gov/vppc/>

The website can not go live until Colette Broussard and Fletcher Whitworth meet with Mr. Podonsky to get his approval on the video. Once the website goes live, a mass email with the link will be distributed to all HSS staff.

Action Item: Now that the video is posted Fletcher Whitworth/Colette Broussard will contact Mr. Podonsky, Mr. Kilpatrick and Mr. Kirchhoff for approval.

Additional Information for the “Did You Know” Section of the Website

1. Jess San Agustin has a draft version of basic traffic statistics at the GTN facility that will be posted to the “Did You Know” portion of the website. He will provide more specific information in text form that can be distributed (either by an email or a DOECAST) concurrently with a traffic safety campaign.

Action Item: Jess San Agustin will work with Brad Davy to prepare a format for the traffic safety information that will be distributed as part of a traffic safety campaign.

Action Item: Jess San Agustin will contact Cherylyne Williams to determine how to get a DOECAST notice distributed.

2. Mike Hamar has access to traffic videos to demonstrate areas where speeding vehicles have been caught on tape at the GTN facility. He may have access to the video of the car hitting the barrier at the front gate. This video footage can also be posted or the Committee could make an informational video. Bob Cooper will be at the next HSS VPP Committee meeting to discuss how to make a video.

Staff Recognition:

Colette Broussard received an email from Andy Lawrence with regard to 2 staff members (one in HS-21 and one in HS-23) who had performed a safety check of their new space prior to the scheduled move dates. These individuals deserve recognition.

The Committee discussed possible recognitions for these staff who demonstrated safety leadership. Ideas included the HSS VPP pen or a gift card. It was decided that a gift card was appropriate recognition.

The announcement/recognition of staff who demonstrates safety leadership will also be announced on the HSS VPP Committee website.

Action Item: Colette Broussard will prepare and submit the paperwork for a gift card for the HS-23 staff member and she will contact Jim O'Brien to do the same for the HS-21 staff member.

Name the Globe Contest:

Jillian Carter discussed the "GEM" (Going the Extra Mile) program. It is a gift card recognition program for DOE employees. There are several vendors to pick from and there are two denominations (\$25 or \$50). Gift cards can not be extended to a contractor. If a contractor wins the contest, then a different prize will need to be discussed.

The names received for the "Name the Globe" contest are noted below. The Committee voted on the name. Votes are noted in parenthesis next to the name.

Mr. POMIA (6)	Dr. Safety (0)
Dexter (4)	Mr. Safety (0)
Hugh Mane (10)	Safetyman (1)
"Tiny Po" donskey (1)	Buzz (14) "Catch the Buzz" WINNER
Worlie Safeguard (0)	Guardian (1)
Whirlie Safeguard (0)	Haven (0)
Wirle Safeguard (0)	VPPY – already in use by DOE VPP Contractor
Posil (1)	VIPPY– already in use by DOE VPP Contractor

Additional names:

Mr. Vipple (0)
HQ Safety Sphere (0)

The winning name, "Buzz" was submitted by Claudia Beach, HS-10. Claudia will receive a \$50 gift card.

Action Item: Brad Davy will prepare and submit the paperwork for the gift card.

Excess Furniture:

Excess furniture situation continues to be a concern for many staff. Colette Broussard spoke to Sherry Main about the procedure for dealing with excess furniture. Sherry Main confirmed that a procedure does exist, and she is looking for the actual procedure for the Committee to distribute to all of HSS.

Cherylynne Williams was not present at the meeting; therefore, no report was provided on her action items from the last two meetings. They included:

Action Item: Cherylynne Williams will contact Terry Butler to obtain the internal procedure/guidelines (if one exists) for dealing with excess furniture.

Action Item: Cherylynne Williams will check out the F-wing at FORS to see if the furniture is properly stacked.

Action Item: Brad Davy will contact Sherry Main or Stephanie Martin for the HSS procedure for dealing with excess furniture.

Contractor Use of Health Unit:

No update on this item was reported.

Contractor's currently can not use the health unit for items such as blood pressure monitoring and flu shots. Since VPP extends to DOE contractors; contractors should be able to use the health unit. Is the health unit staffed by contractors? If the health unit staff is already there, why can't contractors use the services? Suzanne Piper is the POC for the health unit.

Action Item: Brad Davy will contact Suzanne Piper to determine what the rules are for the health unit.

VPP Fall Walking Activity:

Carlos Coffman and Duli Agarwal presented a proposal on the development of indoor and outdoor signs.(See Attachment 1) The Committee discussed the proposal and questioned the purpose of the signs. It was decided that there are two purposes for the signs: (1) to promote health initiatives and (2) promote safety initiatives.

The Committee discussed the fact that the shape of the sign should be a unique identifier for the HSS VPP Committee. The Committee discussed a round sign with feet to represent the globe ("Buzz") as a possible shape for the sign.

The Committee discussed making posters for a bulletin board inside the building. This area could be maintained with health tips, safety tips, upcoming event, etc. It was decided that this would be an idea for future business.

Health and Safety Issues for Committee Action:

1. The asbestos issue was briefly discussed. Via an email after this meeting, Cherylyne Williams confirmed that there is asbestos in the basement of the GTN building. Asbestos is only an issue if it is friable and airborne. Dave Smith is pursuing this issue with MA to determine if this is a health and safety issue for HSS staff in the basement.
2. After Safety Day and the results of the survey assessment are compiled, the areas that HSS employees feel warrant attention or improvement will be identified. Once these areas are determined, the Committee can focus on this list.

Region III VPPPA Conference:

No update on this item was reported.

The Region III VPPPA Conference that will be in Baltimore on April 7-9, 2009 was discussed. The Committee felt that it would be appropriate for all members to attend. If multiple members of the Committee are allowed to participate, then a single conference

registration can be submitted. Mr. Podonsky will decide if money is available for the registrations and travel to the conference.

For more information check out the VPPPA Region III Website at:

<http://www.region3vpppa.org/>

Action Item: Colette Broussard and Fletcher Whitworth will discuss attending the conference with Mr. Podonsky.

HSS Safety Day:

Safety Day will be October 28, 2008 in GTN and October 31, 2008 in FORS from 9:00 am – 11:00 am. Coffee and doughnuts will be served at both locations.

The HSS VPP Committee will have a table and Committee members will be on-hand to answer questions. The DOE VPP display will be at the table. Brad Davy suggested that we do a shoe inspection at the table.

Action Item: Carlos Coffman will work with Heather Garrett and Debbie Reece of PEC to coordinate setting up the VPP display and to develop a handout that provides information about VPP and what the HSS VPP Committee is currently doing.

Action Item: Brad Davy will provide a checklist on how to conduct a shoe inspection.

Action Item: All Committee members who would like to volunteer to man the HSS VPP booth should send their name to Colette Broussard. Volunteers are needed for each location.

New Business

1. Office checklist- Dave Smith will provide Colette Broussard the FEOSH office checklist. The Committee decided that the checklist would be distributed to all HSS employees via their organization representative from the Committee. The checklist will not be distributed until there is an incentive (e.g., a lapel pin with HSS VPP logo). The idea is that the employee will get the pin after they complete and submit the checklist.

Action Item: Dave Smith will provide Colette Broussard the FEOSH office checklist.

Action Item: Carlos Coffman will meet with Heather Garrett and Debbie Reece of PEC to discuss the incentive.

Future Business

1. Strategic Plan/Flow Chart:

This agenda item is on hold until further notice.

2. HSS VPP Cook-Out:

The Committee members should think about this as a spring event.

3. Development of Posters/Signs to inform HSS staff of Committee activities and to promote health and safety to all staff.

Next Meeting

The next will be October 23, 2008 from 10:00 am – 12:00 pm. This meeting will be held in C-411 in the GTN building. The call-in number is 301-903-6068.

ATTACHMENT 1

Proposal by Carlos Coffman and Duli Agarwal

TASK: Development of poster (s) that will provide information about HSS VPP

APPROACH:

a. **MATERIAL FOR POSTER:**

Committee will decide on type of materials that best suite our needs (cast aluminum, fiberglass, phenolic resin, porcelain enamel, vinyl on aluminum)

Cast aluminum

- attractive / readily recognizable
- low or no maintenance
- durable - all season
- moderate to high in price
- production time 8-10 wks

Fiberglass panels

- easy to maintain
- short life span (5-8 years)
- will fade and become brittle
- low cost - multiples of sign can be ordered and replaced as needed
- production time 6-8 wks

Phenolic resin panels

- high pressure laminate that encapsulates a digital paper graphic between layers of ultraviolet filtering film and resin (like a kitchen countertop)
- can be used in a variety of locations
- easily maintained
- life span can reach 10 years
- moderate price
- production time 6-8 wks

Porcelain enamel markers

- expensive
- show damage
- production time 10-12 wks

Vinyl graphics on aluminum backers

- commonly used for highway markers,
- semi-permanent
- economical for signs that need to be changed from season to season
- production time 3-4 wks
- costs associated with seasonal or quarterly changes

b. **POSTING/INSTALLATION:**

- Determine the exact requirements for installation
- Will signs be attached to walls (interior / exterior)?
- Will signs be attached to posts or sit on the ground?
- Will mowing or other maintenance take place near signs?

c. **PROJECT TIMETABLE:**

Details to be discussed during next meeting (Estimated time frame 8-12 weeks minimum after final approval by the Committee)

- Installation
- Production of graphics
- Final graphic design and file preparation
- Preliminary graphic design
- Developing text

d. **INDOOR SIGNAGE:**

Location: posted at each main entrance
Additional indoor signage can be posted at/near:
Cafeteria
Health club (GOHO)
Health center (basement)

e. **OUTDOOR SIGNAGE:**

Location: At each main entrance or walking trail

f. **OTHER ITEMS:**

- Determine number of signs
- Determine shape
- Develop text / possibly change every quarter or season
(For example, health tips)
- Program events/competitions/contests information
- Develop a brochure with map of trail, historical information about facility, etc. for putting in poster pocket.

g. **COST:** TBD