

Executive Summary

Overview

This meeting was scheduled to coincide with the DOI Awards Convocation, which the entire Council attended. The key points from each of the primary agenda topics are highlighted below. For additional detail, please see the complete meeting summary.

OIG Work Group Update

Representatives from each OIG Work Group presented on the status of their efforts. A common theme in these discussions was the interconnectivity of the activities of many of the OIG work groups and the Safety Council. Of primary concern was a perception that DASHOs were being asked to react to topics during the DASHO Council that had yet to be vetted formally through the Safety Council, nor an opportunity available to hold an informal discussion between each DASHO and their respective Safety Council member. To ensure safety technical expertise in the decision making process of individual working groups and to facilitate the exchange of information between DASHO/Safety Manager, the Safety Council will establish monthly conference calls to discuss working group progress and products. The Council also concurred with development of a matrix that would clearly define intercommunications that should be taken between each OIG Work Group, the DASHO Council and Safety Council.

OSHA Challenge

The Council received a presentation from representatives of OSHA on the OSHA Challenge. Primary elements of the OSHA VPP/Challenge programs have been built into the DOI Safety & Occupational Health Program Elements and the Bureau Program Evaluations. Next year, the Council will revisit the decision to apply the OSHA Challenge program within the Department of the Interior.

Red Rocks Training

The Council agreed to recommend establishing two more safety & occupational health courses at the Red Rocks Training site in Denver in August 2008, Machinery and Machine Guarding and Industrial Hygiene for Safety Professionals. It is uncertain if the Department will fund travel to Red Rock training courses this time.

Bureau Program Evaluations

The Council agreed to a format for Bureau Program Evaluations. A pilot will be conducted with the Bureau of Reclamation in June 2008. The Council will review the success of the pilot at its next meeting to determine the future development of the program.

Safety Awards

Safety awards were included in this year's DOI Awards Convocation. Joy Buhler discussed the process to continue to include these awards in the convocation on an ongoing basis.

485 DM

The Council agreed to provide comments to 485 DM Chapters 5 & 6 to Paul Holley BIA Safety Manager for consideration by the Abatement Working Group. One day will be spent at the next face-to-face meeting discussing the revision process and the next highest priority chapter(s).

Next Meeting

The next Council meeting will take place from July 15-17, 2008 in Albuquerque, NM. BIA will be the meeting host. The next SOHC teleconference will be held on Thursday 6/12/08 1:00 pm Eastern time. Dial in number: 703-648-4848. Conference Code: 62166 followed by the # sign.

Meeting Overview

The purpose of this meeting was to address the ongoing work of the DOI Safety and Occupational Health Council (SOHC). This summary contains the key discussion points, decisions, and agreed upon actions of the Council.

Council Members Present: Staci Atkins (MMS), Bill Bass (OSM), Paul Holley (BIA), Sandra Jackson (OS), Bill Miller (USGS), Barry Noll (OOHS), Mary Parkinson (FWS), Ed Perez (NPS), Louis Rowe (BLM).

Council Members Absent: Leon Craig (OST), Jan Elmore (SOL), Steve Engleman (BOR), Bob Galloway (Aviation), Mike Keegan (NBC), Dale Keel (BIE), Jim Robison (OIG)

OIG Work Group Update

Council members gave an update on their work groups based on the following questions.

- What results has your work group produced thus far?
- What are your work group's priorities for the next three months?
- How does the work of your group impact and/or connect to the work of other work groups and the SOHC?
- How effectively is your work group functioning and how can the SOHC assist your group to be more effective?

Each group's specific response to these questions is contained as appendices at the end of this summary. Below are the key issues of each presentation.

Organizational Structure Work Group: Bill Bass

- Parallel Structures: The Council generally agrees that the safety and occupational health structure of the department should be mirrored at the bureau level.
- OHS Role: The Council agrees that OHS should perform the following functions: 1) develop policy, 2) address issues that overarch all bureaus or impact other departments, 3) manage implementation of bureau program evaluations, 4) develop, coordinate and deliver training for the bureaus, and 5) provide technical assistance to bureaus as needed.
- OHS Staffing: In order to fulfill the functions listed above, OHS will need one additional FTE in safety and possibly one additional FTE for administrative and IT support (e.g. program analyst). If OHS takes sole responsibility for managing program evaluations with no assistance from the bureaus, it may also need an additional FTE for that purpose and potentially one FTE to manage trainings.
- Functional Integration: The council agrees that the environmental and workers compensation programs should not be integrated with safety at the department level.

Strategic Plan Work Group: Louis Rowe

- Program Elements: In preparation for developing the strategic plan for safety and occupational health at the department level, Louis Rowe, Bill Miller and Barry Noll developed a matrix describing all the elements of the Department's safety and health program. The Council provided feedback on this document during the meeting, which Bill Miller incorporated into the draft embedded document, DOI OSH Program Elements (5-19-2008) below.



DOI OSH Program
Elements (5-19-2008)

Common Risk Categories Work Group: Louis Rowe

- Decision-making Process: This work group has concluded its work. The final decision made in the recent DASHO meeting to accept the proposed Risk Assessment System (RAS) took the Council (and several DASHOs) by surprise. This has heightened the group's interest in sharing information among the Council members before taking proposals to the DASHOs. See Overall Work Group Issues and Next Steps at the end of this section.
- Flash Reports: The Council would like protocols established for Flash Reports requiring a RAC determination prior to issuing a report.

Safety Week Work Group: Sandra Jackson

- Safety Week 2008: This work group has concluded its work. This year a two-day event was held at the Department with 40 people in attendance on one day and 80 on the other. Lynn Scarlet gave a keynote address on the first day.
- Timing: The Council discussed the possibility of celebrating safety week in June, since Congress has designated it safety month. This would give bureaus access to information generated by the National Safety Council and to potentially connect with other activities planned during the same time period.

SMIS: Mary Parkinson

- Assessment Process: This work group has decided to contract with PwC to do a capability assessment of SMIS and other similar systems. A departmental needs assessment will be conducted internally, which will drive the decision of which system to pursue. The Council will have the opportunity to provide their input during the needs assessment process.

Abatement: Paul Holley

- Business Practices: This group has created a table of baseline business practices for inspecting and abating safety and occupational health deficiencies including identifying the Maintenance Management System each bureau is currently using.
- 485 DM: The revision of chapter 6 (abatement) is complete and includes the newly approved RAC system. Chapter 5 (program evaluation) is in draft form. The Council agreed to provide comments to 485 DM Chapters 5 & 6 to Paul Holley BIA Safety Manager for consideration by the Abatement Working Group prior to 5/30/2008. One day will be spent at the next face-to-face meeting discussing the revision process and the next highest priority chapter(s).

Training: Bill Miller

- Training Plan: This group has completed the training inventory, the recommendations on DOI LMS means to meet mandatory online training for DOI Employees and Supervisors, training for facilities inspectors/auditors and draft policies on professional development, training and collateral duty safety training. The remaining task is to develop a training plan, scheduled for completion by 7/31/08. The DOI DASHO and Safety Councils will have an opportunity to review this draft plan upon availability and prior to sending forth to Jim Cason.

Performance, Recognition & Awards: Staci Atkins

- Awards Process: Safety awards were included in this year's DOI Awards Convocation process. Joy Buhler briefed the Council at this meeting regarding the future process for safety awards.

Budget: Staci Atkins

- Communicating with DASHOs: A request was made to communicate to the DASHOs when a final decision from them will be needed. There is a perception that too much preliminary communication is sent to the DASHOs (which they disregard) and then when the critical decision-making moment arrives, some DASHOs may miss it if they are not alerted to the significance of the communication.

- Guidance Document: The budget office distributed a draft guidance document for comment and it received minimal response. In this meeting the Council provided input into the description of the five funding categories. (See below)
 1. Funding to correct existing safety & occupational health program and compliance deficiencies (e.g. safety staffing, software systems, IH support & equipment, etc.)
 2. Funding to control existing facilities-related safety & occupational health hazards in RAC categories 1, 2, and 3 within required time frames
 3. Funding to provide required safety and occupational health training to managers, supervisors, and employees
 4. Funding to establish effective automated safety inspection and program assessment (e.g. hazard abatement tracking & reporting system, staffing, training, etc.)
 5. Funding to improve the accident reporting, investigation, and record-keeping system to enhance its use for accident prevention efforts at the bureau and field level

Overall Work Group Issues

- Work Group Connectivity: The Council agreed that a matrix should be developed showing how the work of all work groups connects. It will primarily be used to help the Council organize its responses to decisions/recommendations, but it will also be shared with Kathleen to assist her in coordinating the overall effort.
- SOHC Influence: The Council would like to know how it can best influence decision-making at the end of this process. It appears as though Jim Cason will use the DASHO Council as a decision making group and as such, the Council's main point of influence will be with their individual DASHOs.
- Deadlines: The Council would like to know what the deadlines are for all the work products.

Next Steps

The Council also concurred with development of a matrix that would clearly define intercommunications that should be taken between each OIG Work Group, the DASHO Council and Safety Council. Louis Rowe and Barry Noll will add another column to the IG report action plan document regarding communication with other work groups to offer to Kathleen by 5/23/08.

To ensure safety technical expertise in the decision making process of individual working groups and to facilitate the exchange of information between DASHO/Safety Manager, the Safety Council will establish monthly conference calls to discuss working group progress and products and subsequently brief their DASHOs on workgroup issues/items/products of DOI/bureau impact or DASHO Council relevance.

OSHA Challenge

A presentation on the OSHA Challenge was given by Lloyd "Jim" Boom. Following the presentation, the Council discussed if and how it might use the OSHA Challenge within the Department and the bureaus. The Council decided that for the short term, transparent integration of the OSHA Challenge elements into the DOI Safety and Occupational Health Program Elements and the Bureau Program Evaluation Guidebook would be sufficient. Next year the Council will reconsider applying the OSHA Challenge Program within the Department of the Interior.

Next Steps

- Dependent on the Councils direction in FY 2009, the OSHA Challenge Program should be briefed to the DASHOs.

Red Rocks Training

The Council discussed travel funding for future training courses. At the time of this meeting, no resolution had been reached at the DASHO level for continuing to use initiative funds for travel to these training courses. The working assumption is that the bureaus will pay for travel in the future. The Council decided the next two courses on the priority list are Machinery and Machine Guarding and Introduction to Industrial Hygiene or Industrial Hygiene for Safety Professionals. These courses will be conducted back-to-back in August 2008 in Denver. In addition, since the Accident Investigation Course is of high priority and should

be offered in 2009, OTI will be contacted to determine if they can host this course or offer a blended OSHA/DOI course.

Next Steps

- Bob Garbe will send a list to Council Members by 5/15/08 of individuals who have not yet submitted travel vouchers to DOI.
- Jim Meredith will meet with Dr. Payne by mid-August regarding the development of the Accident Investigation Course.
- Bill Bass will talk to Kathleen Wheeler to obtain a decision from the DASHOs on travel funding.
- Bob Garbe will establish dates for the next series of Red Rocks courses ASAP.

Bureau Program Evaluation

The Council briefly discussed the use of a formal team versus OSH staff to conduct these evaluations. No decision was reached but it was suggested that the OSH Office could assume and/or contract out these services. Program Evaluations as well as other OSH responsibilities and associated funding should be addressed in the OSH and Budget Working Groups.

In addition the Council reviewed and discussed two possible formats for Bureau Program Evaluations. Barry Noll presented a shorter format and Bill Miller presented an expanded version that included all the elements of the shorter document. After considerable discussion, the Council decided to adopt the longer version to be used at the bureau level and administered by the Department. The intent is to conduct performance evaluations not compliance audits. The evaluation criteria will use a numerical rating system instead of a yes/no format.

The following feedback was given on this document to be considered during its initial implementation and subsequent development.

- Need a method to weight the evaluation elements and a means to change the weighting in the future
- Eventually this process should be automated
- Longer version is more complicated and if individuals outside of OHS assist with evaluations they may require training
- Need to develop an outline of the evaluation to present to managers
- Need to generate an evaluation report that is user-friendly and relevant to managers
- OSH will likely need one additional FTE to conduct bureau evaluations without assistance from the bureaus
- In the long-term, the bureau level evaluation may be adapted to be used as a self-evaluation tool by the bureaus

Next Steps

- OSH and Budget Working Group Safety Council Members to take back to their working groups the need to address this function within their individual forums.
- DOI Council members to provide comments and changes to 485 DM Chapter 5 and 6 to Paul Holley by 5/30/08.
- Barry Noll will conduct a pilot evaluation of BOR by 6/13/08, using the final draft of the longer version Program Evaluation Document embedded and attached below, that incorporates numerical ratings for each question rather than Yes or No answers and uses the Program Elements decided upon by the Safety Council as detailed in the Strategic Work Group section of these minutes. Bill Miller volunteered USGS for the first formal DOI evaluation to be conducted in FY 2009 using this document.



DOI Program
Evaluation Handbook

Safety Awards

Joy Buhler discussed with the Council the process for continuing to include safety awards in the Department's annual Award Convocation. Joy stated that it is not certain that safety awards will continue to be included but that it was likely they would. The Professional Service Award will not be given at the convocation again as it is too close to the Distinguished Service Award. The award of merit needs to have its criteria made more specific if it is to continue to be included in the convocation. Bill Miller stated that the Professional Service Award may not be needed and consideration should be given by the Council to abolish it and create a new organizational award.

Joy presented the following time line for next year's convocation.

- Award of merit nominees solicited in October/November. Award deadline: late December – early January. Nomination packets will include draft citation.
- Safety Awards of Merit council meets to select awards in later January – early February. This council will have one member from the SOHC.
- After the awardees are selected, the DI-451 and citation will be processed through the Office of Executive Secretariat. Photos illustrating the award of merit may be requested.

485 DM

The Council discussed the process by which the DM chapters get distributed to the bureaus. They would like the Department to officially issue each chapter and send to the Bureau Directors. This would provide the bureaus a formal channel to dispute aspects of the DM content. (e.g. FWS does not agree with the timeline in the DM chapter 6 and needs an official process to be able to formally rebut it.)

Next Steps

- Barry Noll will find out what the 485 DM chapter clearance process entails by 5/23/08. Barry will ask Kathleen Wheeler to provide guidance to all work groups on policy review across the groups.
- Council members will send comments on 485 DM chapters 5 & 6 to Paul Holley by 5/30/08.
- Barry Noll will propose to the Council which chapters should be addressed at the July meeting (review or rewrite) by 6/17/08. The following updated DM Policy Status Spreadsheet is provided by Barry Noll and updated by Bill Miller for Council review prior to the July meeting. Barry also sent the Council copies of Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 21 and 28, with Bill sending newly revised updates to 12, 13, and 28.



DM Policy Rewrite
Status Spreadsheet (

Next Meeting

Where: Albuquerque, NM

When: July 15-17, 2008

Potential Agenda Topics:

- Implementation Plan for Medical Monitoring Initiative: Bob/Tim
- DM chapter review or discussion of rewrite (1 day)
- Debrief Program Evaluation Pilot
- IG Work Group update
- Red Rocks Training Update
- SMIS Users Group Update
- Tour of BIA's Distance Learning Facilities (3 hours)

Next Step

- Barry Noll will ask Diane Schmitz by 6/16/08 to encourage the DASHOs to have representatives at the next SOHC meeting.

Next Conference Call: Thursday 6/12/08 1:00 pm Eastern. **Dial in instructions:** At the scheduled start time of the conference, call the **dial in number, 703-648-4848**. You cannot dial into the conference before the scheduled start time. There will be a voice prompt asking for the conference code followed by the # sign. Please wait for the beep tone following this recording before entering the **conference code (62166)**. You will hear a single beep tone after you enter the # key, confirming that you have joined the conference call successfully. If you hear no other voices at this time, then you are the first caller to join the conference call. If you weren't successful, you will hear another voice prompt with instructions. If you have any questions regarding the Reston Audio Bridge or if you experience any difficulties during your audio conference, please call the Telecommunications Center at 703-648-7110.

Action Item Summary

Task	Responsibility	Deadline
OIG Work Groups		
Add another column to the IG report action plan document regarding communication with other work groups to offer to Kathleen.	Louis Rowe and Barry Noll	5/23/08
Conduct Monthly DOI Safety Council Conference Calls	All Members	On-Going
Brief DASHOs on the points of connection between the work groups.	All Members	ASAP
OSHA Challenge		
Include OSHA Challenge elements within DOI Program Elements and Program Evaluation Documents	Rowe, Noll, Holley, Miller	5/20/2008 (Completed)
Red Rocks Training		
Send a list to Council Members of individuals who have not yet submitted travel vouchers to DOI.	Bob Garbe	5/15/08 (Completed)
Meet with Dr. Payne regarding the development of the Accident Investigation Course.	Jim Meredith	Mid-August
Talk to Kathleen Wheeler to obtain a decision from the DASHOs on travel funding.	Bill Bass	ASAP
Establish dates for the next series of Red Rocks courses.	Bob Garbe	ASAP
Program Evaluations		
Update Program Evaluation Document/Send to Safety Council	Bill Miller	5/23/08
Conduct a pilot evaluation of BOR using Final Draft	Barry Noll	6/13/08
Revise 485 DM chapter 5.	Barry Noll	6/30/08
485 DM		
Find out what the 485 DM chapter clearance process entails. Ask Kathleen Wheeler to provide guidance to all work groups on policy review across the groups.	Barry Noll	5/23/08
Send comments on 485 DM chapters 5 & 6 to Paul Holley.	All Members	5/30/08
Send Council Updated DM Chapter Status (Completed) Propose which chapters should be addressed at the July meeting (review/rewrite).	Barry Noll	6/17/08
Next Meeting		
Ask Diane Schmitz to encourage the DASHOs to have representatives at the next SOHC meeting.	Barry Noll	6/16/08

Meeting Participants

Bureau	Name	Email	Phone Number
MMS	Staci Atkins	Staci.atkins@mms.gov	703-787-1620
OSM	Bill Bass	bbass@osmre.gov	412-937-2840
BIA	Paul Holley	pjholley@msn.com	505-563-5365
OS	Saundra Jackson	Saundra_y_Jackson@nbc.gov	202-219-0847
USGS	Bill Miller	wrmiller@usgs.gov	703-648-7552
DOI	Barry Noll	Barry_noll@ios.doi.gov	202-208-5318
FWS	Mary Parkinson	Mary_Parkinson@fws.gov	703-358-2255
NPS	Ed Perez	Edward_Perez@nps.gov	202-513-7214
BLM	Louis Rowe	Louis_rowe@blm.gov	202-254-3319
AVATAR	Sue Thomas	Sue_Thomas@avatarinc.info	503-230-1201

Appendix: Work Group Updates

Work Group Name: SMIS	Work Group Lead: Paul Henne
Work Group Members: Jim Meredith -OHS, Mary Parkinson – FWS, Steve Rosen – NPS, Glenn Dean – NPS, Warren Jernigan – NBC, Staci Atkins – MMS, Karilynn Volk - BLM	
What results has your work group produced thus far?	
See below	
What are your work group’s priorities for the next three months?	
See below	
How does the work of your group impact and/or connect to the work of other work groups and the SOHC?	
Interactions with the Budget WG will be necessary	
How effectively is your work group functioning and how can the SOHC assist your group to be more effective?	
WG efforts are proceeding without issue. Current timelines are expected to be met.	

Work Group Name: Common Risk Categories	Work Group Lead: Barry Noll
Work Group Members: Kathy Greer, Linda Rowley, Bruce Muller, David Campbell, Ken Moran, Jim Robinson, Bill Miller, Louis Rowe, Mary Parkinson, Bob Garbe, Saundra Jackson, Staci Atkins, Mike Keegan, Mike Cyr, Rita Jankvich, Gay Bindocci, Don Mannel, Chip Murphy	
What results has your work group produced thus far?	
The Work Group finished the Risk Assessment System, which was adopted by the Department at the April 30, 2008 DASHO meeting.	
What are your work group's priorities for the next three months?	
None.	
How does the work of your group impact and/or connect to the work of other work groups and the SOHC?	
The RAS impacts the Mitigation Reporting Work Group, the Strategic Plan Work Group, and the Abatement Work Group.	
How effectively is your work group functioning and how can the SOHC assist your group to be more effective?	
N/A	

Work Group Name: Safety Budget Workgroup	Work Group Lead: Bob Brown, MMS
Work Group Members: Atkins, Garbe, Noll, Bass, Schmitz, Haze, Carter-Pfisterer, Yost, Keegan, Sonderman, Engleman	
What results has your work group produced thus far?	
FY10 Budget Guidance for Bureaus/Offices (Task #3B)	
What are your work group's priorities for the next three months?	
<ul style="list-style-type: none"> ○ Review proposed DOI Safety & Occupational Health Council for FY08-09-10 initiatives and make recommendation to DASHO. ○ Work with DOI Budget office to distribute FY10 Guidance and collect responses. ○ Analyze bureau/office reports to determine status of safety funding, investments and priorities. Facilitate coordination of Asset Management Team and Bureau Budget Officers for safety-related funding. (Task #3C) ○ Coordinate with DASHO and DOI Budget Office to conduct reviews of bureau/office requests for funding realignment/increases related to deficiency status reporting. Present recommended components for FY09 and FY10 Working Capital Fund. (Task #3D) ○ Develop consolidated report (Abatement and Budget Workgroups) of mitigated/outstanding deficiencies for FY08; prioritized timeline and funding sources for efforts in FY09 and beyond. (Task #3E) ○ Present consolidated (Abatement and Budget Workgroups) suite of draft policies and procedures for eliminating safety deficiencies and enhanced budget process to support program efforts. (Task #3E) 	
How does the work of your group impact and/or connect to the work of other work groups and the SOHC?	
Budget products relate to most of the other Work Groups. The SOHC is working to align itself with the budget process and provide timely recommendations for use of initiatives funding. The SOHC members are a critical for providing best available data in responses to workgroup requests. Majority of deficiency data requested by Secretary's memo dated April 17, 2008 will drive the workgroup analyses and resulting work products. We need good data up front to produce sound recommendations across all workgroups.	
How effectively is your work group functioning and how can the SOHC assist your group to be more effective?	
Workgroup is functioning well and attracting good attendance. SOHC is well represented and can help by continuing to emphasize the importance of submitting best available data to support the business case for safety.	

OIG Work Group Status Check

May 7, 2008

Work Group Name: [Abatement](#)

Work Group Lead: Jack Rever, Indian Affairs DASHO

Work Group Members:

Jack Rever, BIA - Director of Facilities, Environmental and Cultural Resources Management

Boyd Robinson, BIA - Deputy Director, Office of Facilities Management and Construction

Paul Holley, BIA - Bureau Safety Manager

Dale Keel, BIE - Facilities Management Officer

Janine Valasco - BLM CASHE program

Willie Taylor - Office of Environmental Policy and Compliance

Rick Farr – DOI, National Business Center

Michael Keegan - Associate Director for Facility and Property Management

Karen Taylor Goodrich - NPS DASHO

What results has your work group produced thus far?

- Task No. 3B(2): Submit a plan with timelines for improving the process for identifying and abating safety and health deficiencies across the Department. The plan will include the process and timeline for developing policies for and conducting effective safety and health program evaluations.
 1. Complete draft of 485 DM Chapter 5, Program Evaluations
 2. Complete draft of 485 DM Chapter 6, Inspections and Abatement
 3. Complete table identifying each DOI Bureau's response to:
 - a. Current status of deficiency inspection business practices including inclusion of RAC assessments
 - b. Description and estimated timeline for bureau improvements to current deficiency inspection business practices and processes
 - c. Current status of deficiency abatement business practices including inclusion of RAC assessments
 - d. Description and estimated timeline for bureau improvements to current deficiency abatement business practices and processes.
 4. Complete summary of bureau responses with estimated improvement timelines
- Interim Work Group Proposed Actions:
 1. Submit recommendations for DOI Interim Plan for Improvements to Process for Identifying and Abating Safety and Health Deficiencies. Describe each bureau's current automated or manual business practices and process for inspection deficiency identification and deficiency abatement of safety and health deficiencies. The description will include the following elements:
 - a. Identification of the activities and processes for collection, documentation and use of safety and health deficiency data
 - b. Accountable individuals for deficiency identification at location, region (or state) and central office levels
 - c. Qualification for individuals that make safety and health risk assessments
 - d. Identification of internal controls that insure the accuracy and completeness of identified safety and health deficiencies
 - e. Listing of available reports
 - f. Identify any proposed business practice or process improvements with estimated implementations dates **Proposed Completion Date: July 1, 2008**
 2. Finalize and approve new updates to the 485 DM Chapter 6 Inspections and Abatement that incorporate the improved RAC risk assessment methodology. **Proposed Completion Date: September 1, 2008**
 3. Incorporate the new and improved RAC risk assessment methodology and data fields into the Annual Safety and Health Deficiency Inspection reports and include new assessments along with the current DOI category/rank assessments. **Proposed Completion Date: October 1, 2008**

4. Incorporate new annual inspection RAC assessments and recommended abatement periods in the Deficiency Abatement plans and Deficiency Listings along with the current DOI category/rank assessments. **Proposed Completion Date: January 1, 2009**
5. DOI Re-vise Attachment G to reflect inclusion of RAC in the CIPC requirements for project ranking that includes both Category/Rank for Condition Assessment deficiencies and RAC for Health and Safety deficiencies. **Proposed Completion Date: May 1, 2009**
6. Bureaus re-assess all legacy Safety and Health Inspection reports that were developed prior to October 1, 2008 and assign RAC assessment codes to all outstanding deficiencies that have not be abated. **Proposed Completion Date: September 1, 2009**

What are your work group's priorities for the next three months?

- **Task No. 3C(2):** Provide the Assistant Secretary for Policy, Management and Budget a consolidated Department-wide action plan that incorporates bureau/office plans for abating significant health and safety deficiencies. The consolidated plan will identify the Department's role in eliminating deficiencies within the bureaus/offices, the Department and bureau/office policies and processes for identifying and abating safety and health deficiencies in coordination with facilities and asset management functions, and a recommendation for processes and procedures to be standardized throughout the Department. The policy and proposed timeline for program evaluations will be reviewed, approved, and recommended for adoption by the Management Initiatives Team. **Date Due: June 30, 2008**
- **Task No. 3D(1):** Consolidate bureau/office progress reports on eliminating significant health and safety deficiencies and provide a Department-wide progress report to the Assistant Secretary for Policy, Management and Budget on efforts to abate significant health and safety deficiencies. Along with the progress report, also provide draft policy and procedures for bureau/office health and safety program evaluations, and a proposed timeline for conducting program evaluations. Prior to submission, the policy and procedures will be reviewed by the DASHO Council. **Date Due: August 31, 2008**

How does the work of your group impact and/or connect to the work of other work groups and the SOHC? The Common Risk Categories Work Group (Task No. 3A) developed a common framework for categorizing health and safety risks associated with Interior Facilities. The recommended action by the Common Risk Category Work Group to adopt the ANSI Risk Assessment Code (RAC) was incorporated in the draft 485 DM Chapter 6, Inspections and Abatement, and our recommended actions.

Recommendations for DOI Long Range Plan for Improvements to Process for Identifying and Abating Safety and Health Deficiencies:

1. Determine improved requirements and business processes for Safety and Health Inspections and Abatement Planning in new DOI Enterprise Facilities Maintenance Management System (FMMS) and begin development activities. **Proposed Completion Date: 3 months after Requirements are finalized**
2. Incorporate a listing of the current bureau information systems that identify and abatement health and safety deficiencies into the DOI FMMS Implementation Plans. This will insure that the bureaus will not experience any lapses in the ability to address Health and Safety deficiencies during the transition to the FMMS. **Proposed Completion Date: 3 months after FMMS Implementation Plan is approved**
3. Complete development of new DOI Enterprise FMMS capabilities to identify and track Safety and Health Deficiencies and implement with bureaus that current use manual tracking processes. **Proposed Completion Date: 3 months after full FMMS implementation**

How effectively is your work group functioning and how can the SOHC assist your group to be more effective? The work group is effective.

OIG WORK GROUP STATUS REPORT: WORK GROUP NAME: Training WORK GROUP LEAD: Karen Baker

WORKING GROUP MEMBERS:

Karen Baker USGS DASHO/Team Lead	Jerry Simpson NPS Asst Director, Workforce Development
Ed Perez NPS Safety Representative	Don Charpio BLM NCTC Director/Chair, Interior Tng Dir. Council
Jennette Hannahm, BIA Eastern OK Reg Dir, Muskogee OK	Bill Nuttle BIE Education Line Officer, NM South
Sandra Jackson NBC Representative	Joleen Macek DOI University Representative
Marta Kelly DOI Learn Program Manager	Sandra Wells Director, Strategic Employee Development
Bill Miller USGS Safety Manager	Melanie Hood USGS DOI Learn Manager
Bill Guertal USGS Field Supervisor/IN WSC Director	

WHAT RESULTS HAS YOUR WORKGROUP PRODUCED SO FAR?

• **Task 4D(II) - Due April 30, 2008:**

Develop an inventory of currently available safety and health training, including delivery methods, mandatory requirements for specific positions, and required frequency for completing mandatory training.

Status: Closed. Attachment 1, a training inventory developed by the Training Workgroup and coordinated with the DOI Safety Council, completes this task. Note that this inventory is a generic listing of "required" safety and health training topics. It is *not intended* to serve as a complete list of required courses, as these vary by individual bureau and training purpose. For example, confined space instruction that serves as a general orientation for collateral duty safety officers is not equivalent to confined space training required for personnel that perform confined space entries.

• **Task 4F(II) - Due July 31, 2008:** A mandatory online safety course for all employees will be developed and made available through DOI Learn. An additional training module for supervisors will be developed.

Status: Closed. The DOI Training Workgroup recommends use of the three courses listed below, which are currently hosted within DOI's Learning Management System, to meet Executive and Supervisor/Employee safety training. These courses were developed by the DOI Safety Council; they were funded at a cost of over \$200,000 by the DOI DASHO Council; and they meet the intent of the referenced OSHA 29 CFR 1960 Subpart H training requirements:

Executive Orientation to Safety and Occupational Health (Senior Executives ONLY) per 1960.54 - Training of top management officials

DOI Safety and Occupational Health Overview and Authorities, Roles, and Responsibilities (All Employees and Supervisors) per 1960.55 - Training of supervisors and 1960.59 - Training of employees and employee representatives

Prior to DOI-wide implementation, the DOI Office of Occupational Health and Safety (OHS) should review course content for updates while ensuring they are competency based, working with the National Business Center-DOI University to convert the courses from Eagles to Lectora or an equally effective authoring tool. The Training Workgroup recommends using FY 2008 Working Capital Funding, as appropriate, in order to meet the Task 4H deadline of October 31, 2008, for all employees and supervisors to complete mandatory online health and safety training.

• **Task #4G(II) - By September 30, 2008:** The training needs of personnel responsible for conducting facilities inspections and identifying and correcting work place hazards will be identified and a plan for addressing these needs will be developed. The plan will be coordinated with the Asset Management Team.

• **Task #4I - By November 30, 2008:** The plan for addressing the training needs of personnel responsible for conducting facilities inspections and identifying and correcting work place hazards will be approved and implemented.

Status: Closed. Safety and health specialists, as defined in 29 CFR 1960.2(s), with experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation, meet the qualifications of safety and health inspectors. For those working environments where there are less complex hazards, such safety and health specializations as cited above may not be required, but inspectors in such environments shall have sufficient documented training and/or experience in the safety and health hazards of the workplace involved to recognize and evaluate those particular hazards and to suggest general abatement procedures. While the DOI Training Workgroup recommends use of the current online material contained within DOI's Safety and Health Course for Collateral Duty Safety Officers (24 Modules Listed Below) as the primary means to meet this requirement, the recommendation shouldn't preclude individual bureau use of existing equivalent training material and/or alternative delivery methods. Note that the DOI Safety and Health Course for Collateral Duty Safety Officers was developed by the DOI Safety Council; funded by the DOI DASHO Council (at a cost of approximately \$493,000); and is also available in the DOI Learning Management System. This recommendation needs to be coordinated with the Asset Management Workgroup.

Safety and Health Program	Introduction to OSHA	Introduction to OSHA Standards
Walking and Working Surfaces	Exit Routes, Emergency Action,	Fire Prevention Plans
Electrical Safety	Fire Protection	Excavations
Flammable and Combustible Liquids	Cranes and Rigging	HAZWOPER
Personal Protective Equipment	Powered Industrial Trucks (Forklifts)	
Machinery and Machine Guarding	Fall Protection	Hand and Portable Powered Tools
Control of Hazardous Energy	Permit Required Confined Spaces	Welding, Cutting and Brazing
Introduction to Industrial Hygiene	Hazard Communication	Hearing Conservation
Bloodborne Pathogens	Office Safety	

• **Task 4F(III) - Due July 31, 2008:** Based on the inventory of existing training, a plan for more efficient delivery of safety training will be developed that includes recommendations for accountability mechanisms.

Task #4G(I) - By September 30, 2008: The plan for more efficient delivery of health and safety training will be reviewed and approved by the Interior Training Directors' Council, the Safety Council, and the DASHO Council. *The plan will also identify any changes to existing training policies that may be needed.*

Status: Plan Development--Ongoing. Training Policy--Closed. The outline for the training plan is currently being developed by the DOI Training Workgroup. Attachments 2, 3 and 4 provide suggested revisions to the Departmental Manual Chapters on Safety Training, Professional Development and Collateral Duty Safety and Occupational Health Officer Program. Note that the training inventory, Attachment 1, is integrated as an Appendix to the Safety Training Policy Chapter. The DOI Training Workgroup recommends that DOI OHS forward suggested chapter modifications to the DOI Safety Council for consideration as part of the current Departmental Manual 485 rewrite initiative.

<p>What are your work group's priorities for the next three months?</p> <ul style="list-style-type: none"> • <u>Task 4F(III) - Due July 31, 2008:</u> Based on the inventory of existing training, a plan for more efficient delivery of safety training will be developed that includes recommendations for accountability mechanisms.
<p>How does the work of your group impact and/or connect to the work of other work groups and the SOHC?</p> <ul style="list-style-type: none"> • <u>Task #4G(I) – By September 30, 2008:</u> The plan for more efficient delivery of health and safety training will be reviewed and approved by the Interior Training Directors' Council, the Safety Council, and the DASHO Council
<p>How effectively is your work group functioning and how can the SOHC assist your group to be more effective?</p> <ul style="list-style-type: none"> • Very effective. SOHC could ensure that prior to scheduling outcomes of workgroups on DASHO Council for approval that they be vetted and voted upon by the DOI Safety Council.