



# Minutes

# VPP Steering Committee

Meeting Date: January 27, 2003

Meeting Time: 2:30-4:00

Meeting location: ISB2/Wanapum Rm.

**Type of meeting:**

VPP Steering Committee

**Note taker:**

Pat Wright

**Attendees:**

Juan Alvarez, Steve Barraclough, Roby Enge, Sharon Dossett, Julie Fisher, Bob Gruel, Janice Haney, Nancy Isern, Vern Madson, Russ Meicenheimer, John Reck, Ray Sadesky, Mike Schlender, Mike Tinker, Alice VerSteeg, Landon Walker, Pat Wright

## Agenda Topics

- **VPP Annual Program Evaluation** – Vern Madson asked if there were any additional comments. Pat Wright noted that there had been some minor formatting changes since the draft was sent out, but no changes to content. The VPP Steering Committee concluded that the Program Evaluation should be approved. Something that needs to be address is to identify and communicate the value of VPP (e.g., the results of VPP Program Evaluation improvement actions and other VPP value-added activities).
- **Worker Safety Improvement Plan** – Sharon Dossett briefed the VPP Steering Committee regarding the subject plan, which will address needed improvements as indicated by recent events. Increased worker involvement in work planning will be at the foundation of the process. Other improvements to processes and tools are outlined in the plan. Vern Madson recommended that VPP be recognized as a driver for the plan (particularly the Employee Involvement aspects).
- **VPP Web Site Update** – Julie Fisher reviewed recent improvements to the VPP Web Site: formatting changes, AED locations, conference notes, plans for future enhancements. Recommendations: make AED and blood pressure monitor training videos available (on the website?). On a related topic, we want to more specifically target Porcelain Press issues. Vern Madson recommended (through Julie Fisher) that payroll numbers be put in the VPP Steering Committee minutes to incentivize readership. Also, viewed WebStats (information about VPP web site usage).
- **Staff Recognition Awards** – Vern Madson gave out “Thumbs Up” awards for the assistance that some Steering Committee members provided in distributing the Staff Recognition Awards. Approximately 1340 awards were distributed.

## Subcommittee Reports

- **AEDs:** Alice VerSteeg confirmed that AEDs have been installed! Communication of the VPP Steering Committee’s efforts is proceeding. Alice will be exploring the possibility that VPP- sponsorship signs might be installed over the units. The AED program was also discussed when the topic came up under the VPP Web Site Update agenda item. Steve Barraclough recommended that there be more communication and orientation activities. Vern Madson will take action to follow-up with Don Quilici on this matter.

- **Blood Pressure Units:** Alice VerSteege reported that 9 units are up and running and are getting significant usage (over 5000 in ETB). There have been no significant problems with the units.
- **Craft Resource Accident/Injury Update:** Nancy Isern and Vern Madson reported progress toward getting an injury/illness reduction subcontractor on-site.
- **Hanford Site Safety Expo:** John Reck reported that invitations have been sent out to 150 off-site vendors as well as schools and other community (D3E292) organizations. The Safety Expo will be the topic of a VPPPA National Conference breakout session. There will be a golf tournament the weekend before to facilitate getting to know other participants.
- **Budget Committee:** Russ Meicenheimer reported that we are 33% spent at 24% of the year.

## Outreach Activities

- The Website Stats will be good outreach data for next year.
- PNNL submitted an abstract to present a workshop at the VPPPA National Conference related to our Program Evaluation process.

## Announcements

- Vern Madson introduced and welcomed Mike Schlender, new F&O Director.
- Roby Enge described the Laboratory Directors' Safety Summit that he and Len Peters attended. A handout of notes from the summit was provided. Office of Science Labs accident rates are higher than DOE averages. PNNL is listed as an "area of concern". The bottom line is our safety stats are on a "plateau" and we need to be improving. Three significant near miss incidents are of particular concern (magnet events, electrical shock, fire in a hood). Students and "users" are of particular concern. Possible causes/solutions include:
  - Lack of Senior Management team personal involvement
  - Lack of cascading personal responsibility/accountability
  - Lack of enforcement at the first line supervisor level (primarily for support directorates, but perhaps at the individual level for scientists)
  - Lack of a clear message to employees (actions more than words)
  - Lack of an effective employee feedback process
  - Lack of effective management assessment and corrective action program

Specific targets for accident reduction have been established – long term goal is in the 10<sup>th</sup> percentile and we need to be in the 25<sup>th</sup> percentile by the end of FY05. A reporting culture that learns from failures is needed to identify improvement opportunities and best practices. There will be greater financial consequences for poor safety performance: contract award fee and program funding that follows safety.

Roby sent an e-mail to VPP Steering Committee leadership (that will be shared with the rest of the committee) suggesting an approach to encourage near miss reporting and taking action BEFORE an accident happens. He recommends that the VPP Steering Committee initiate a "PREVENT" program to address injury/illness prevention and that he and Mike Schlender will look to Vern Madson as the point of contact with the VPP Steering Committee on this matter.

- There was discussion about the accidents resulting from bad weather in January and the potential for mixed messages related to "stay home" and "you are expected to flex your time."