



# VPP Steering Committee

Pacific Northwest National Laboratory  
December 16, 2003

## MINUTES

**Note Taker:** Julie Fisher

**Attendees:** Steve Barraclough, Jeff Bumgarner, Drue Collins, Roby Enge, Julie Fisher, Steve Goheen, Nancy Isern, Vern Madson, Russ Meicenheimer, Ted Pietrok, John Reck, Ray Sadesky, Mike Tinker, Alice VerSteege and Landon Walker

## Agenda

### 1. Construction Contractor Report – Ray Sadesky

Julia Cunningham, Manager of Project Support Office, F&O, gave an update on the current status of construction contractors at PNNL. In 2002, PNNL was given government construction contract authority from DOE in order to contract with local contractors. After collaborating with BSS, ESH and F&O, an RFP was issued in February 2003 for miscellaneous services valued at less than \$100K. \$1M was awarded for Bacon-Davis work, and slightly over \$2M was awarded for construction work last year.

PNNL evaluates the safety record and Experience Modification Ratio (insurance rating) of all potential contractors. Language is put into the contracts reflecting DOE safety and health requirements as well as OSHA and WISHA regulations if applicable. As we transition out of the 300 area and modernize the campus, we will have more hours by subcontractors, thereby producing more hours for the lab affecting our rates when compared against the R&D industry. PNNL's reportable injury rate in 2003 was 6.09. This is calculated by averaging the number of hours worked based on 200,000 hours per year. The private sector norm/average is 8 injuries per 200,000 hours. One "OSHA reportable" event occurred last year during the PSL project (purple primer splashed into an employee's eye).

Some of our contractors include:

- American Electric – partnered with Thompson Mechanical as the Miscellaneous. Services contractor
- George Grant – 331 lab remodel (\$1M)
- Randolph Construction – DOE side contractors.

### 2. VPP Annual Self-Assessment Update – Nancy/Vern

Annual self-assessment – A subset of the VPP Steering Committee has been working on the Program Evaluation for the last two months. The report will be presented to the entire VPP Steering Committee at the next meeting. It is due to DOE by Feb 15, 2004.

VPP survey – as of 12/15/03, 1,522 responses have been received including 1,281 requests to receive the recognition award car visor. The survey ends 12/17/03. Vern Madson will schedule an envelope stuffing and pizza party on Tuesday, January 13 from 8 a.m. – 1 p.m. to disseminate the awards. Additional details will be emailed to the Steering Committee.

### **3. Craft Resource Accident/Injury Update – Nancy/Vern**

Pat Wright, Drue Collins, Nancy Isern, Janice Haney, Jeff Bumgarner, Russ Meicenheimer and Vern Madson have been meeting with TR Hensyel, Gary MacAtee and Larry Kimmel to develop a Statement of Work (SOW). The purpose is to assist the lab in reducing the accident injury rate. After originally selecting Bruce Madsen, the VPP SC was informed that they couldn't handpick someone without clearly defining the SOW and re-bid in order to consider others. Criteria is being developed for this program. The way work is assigned has been identified as one problem. Larry Kimmel and Jeff Bumgarner will be reviewing the problem identified in the Service Request system. It is anticipated that the program will be in place by the end of January.

### **4. Sub-Committees**

- **Defibrillation Units – Alice**

Don Quilici is currently writing procedures for the defibrillation units purchased by VPP. There are 26 units currently in the warehouse that need to be distributed. In response to an announcement on the teamster's bulletin board, several teamsters have signed up for the defibrillation training. Drue Collins volunteered to follow-up on issues involving the procedure location and certification for employees who complete the training.

- **Accident Investigation – Mike**

Mike Tinker and Julie Fisher are in the process of writing an article on Accident Investigations to be placed in an upcoming issue of the Porcelain Press. They interviewed Rich Johanson of Independent Oversight and, per a suggestion from Roby Enge, will speak with Steve Cooke for additional input prior to publication.

- **VPP Charter - Nancy**

Phase I of the charter, including signatures, is now complete. Nancy Isern distributed copies of the charter to the Steering Committee members. In early 2004, Nancy will pull together a committee to draft the appendices. Drue Collins volunteered to be on the committee.

- **Hanford Site Safety Expo – John & Russ**

John Reck reported that the Hanford Site Safety Expo committee met to begin planning the 2004 expo. In an effort to reduce costs, the committee has not had as many meetings as in previous years. Reck believes that the new president of Fluor – will be supportive of the expo. Reck recommended that all PNNL booths be located in the main building. Based on input from the expo committee regarding size of the booths, it was agreed that we would have a smaller booth this year which would allow us to remain in the main building to optimize visibility rather than move to the pavilion. Roby Enge will request input from the Operation Managers and research staff to be displayed at the expo. The national conference award will be displayed at the PNNL booth. We plan to give away tape measures, magnets, toothpaste squeezers, key chains, candy, balloons and flag decals. We're expecting more families at the expo this year since there will be two "family

nights.” The expo is scheduled for April 27 & 28 from 7 a.m. – 7 p.m. with set up on Monday and tear down on Thursday.

We have submitted our application to present a breakout session on safety expos for the 2004 Las Vegas VPP convention.

### **5. Staff Association Christmas Party – Russ**

Russ Meicenheimer worked with Sandra Linfoot filling 600 bags with toys, candy, and VPP pencils for the 4-night BSA Staff Association Christmas party. These gift bags were given to children who came for the skating event. This is a good outreach program for us and has grown from distributing 150 bags the first year to 600 bags this year.

### **6. VPP Outreach – All**

Please note any outreach programs so that they can be included on the Program Evaluation this year and in the future. Our status on outreach programs looks good this year. Russ Meicenheimer spoke about his outreach program at Highlands Middle School and Horse Heaven. He is involved with their school safety program where the students cut out ornaments and write down safety tips (i.e., put covers on outlets) and put their suggestions on the tree. Russ gives each of the kids who submit suggestions a piece of candy. This has been successful and several schools have approached Russ requesting the same program. Russ Meicenheimer and Vern Madson will meet to decide if this is something that VPP wants to continue to do and fund as an outreach program.

### **7. VPP Budget – Russ**

\$11,400 (15%) of the budget has been spent to date with the biggest portion being used for the annual self-assessment. Six flags have been ordered to use for events and to display at PNNL. Alice VerSteege has agreed to double stitch the flags so that they will last longer. One flag will be presented to Peggy Williams upon her retirement.

### **8. Open Discussion – All**

A card and award will be given to Peggy Williams from VPP Steering Committee in recognition of her retirement and as thanks for her support of VPP.

Headquarters will be back for the 3-year onsite review in May or June. Vern Madson reported a need to start thinking about escorts, set up, transportation, and possibly make new VPP badge cards. Ted Pietrok mentioned that Headquarters is drafting a DOE/VPP SC charter, and he will recommend that they use our charter as a model.

Sequim has requested a blood pressure monitoring machine. Roby Enge asked that a request be made in June, and at that time he will determine if funding is available. Many positive comments and feedback have been received regarding the blood pressure monitors throughout the lab and they seem to be getting quite a bit of use. Russ Meicenheimer, Drue Collins, Alice VerSteege and Steve will meet as a committee to discuss moving some of the monitors to different locations throughout the lab.

Roby Enge reported that an employee concern was reported and has been investigated regarding subcontractor work with asbestos. Independent Oversight conducted a study. The draft report has been released, and the employee concern was valid – controls with asbestos are not adequate. A quick compensatory measure will be put in place by the end of the week and a long-term program will be put in place that will properly characterize the correct PPE. The asbestos program is being revised and Roby anticipates that the same rigor will be applied to other hazardous areas. Roby emphasized that employee concerns will not be ignored, and we'll do what is needed to get the problem fixed.

The next VPP SC meeting will be scheduled for the end of January. Specific details about the exact date and location will be emailed to the Steering Committee.

Pat Wright is currently helping at a DOE on-site evaluation at Oakridge Institute of Science and Education. He is part of the review team for their VPP application.