



# Minutes

# VPP Steering Committee

**Meeting Date: March 27, 2003**

**Meeting Time: 2:30-4:00**

**Meeting location: EMSL/1077**

**Type of meeting:**

VPP Steering Committee

**Note taker:**

Pat Wright

**Attendees:**

Michele Friedrich, Juan Alvarez, Ray Sadesky, Rob Boy, Nancy Isern, Vern Madson, Russ Meicenheimer, Pat Wright, Roby Enge, Elwood Lepel, Susan Nelson, Dave Carroll, Janice Haney

## Agenda Topics

- VPP Self-Assessment Actions – approved at a meeting with Don Boyd, Roby Enge, Juan Alvarez. Will be put into ATS and tracked to completion. (see attached)
- Craft Resources Safety Improvement Plan – A study of cause of the trend has been initiated. Craft Resources and VPP will share the cost. Data analysts from Bob Gruel’s organization will help with the cause analysis.
- Will put notice in LabWeb announcing that those who didn’t get the Recognition Award can come forward and ask for it. Also, thank staff for their participation with the survey.
- VPP Steering Committee issues.
  - Charter development being reinvigorated. Meeting to be scheduled for April. A representative from HAMTC (JJ Jeske) will participate. Hope to get charter in place by September 30. Other resources from ESH&Q will be made available if needed.
  - Communications improvements will be made: Steering Committee meeting scheduling, minutes (to be distributed electronically and hard copy), and tracking of Outreach.
- Craft Resources proposal about eating in shops. Draft proposal distributed (attached). Historically, some crafts persons carry food back to their work location to eat lunch. Concerns about ingesting Be or other toxic materials have lead to the development of the proposal. We might want to consider whether the good work done by the proposal developers should be considered as input to SBMS Subject Areas and IOPS Work Practice Documents related to hazardous materials. (See action item below)

## Announcements

- Safety Expo still being planned. Need to get our committee preparations completed.  
VPP Region X – In Pasco at Red Lion May 7-8.

## Subcommittee Reports

- AEDs – Proposal in development. Proposal will be presented to management in the near future. Electricians will be equipped with AEDs – first two funded by ESH&Q. Need to make sure there is compatibility.
- Blood Pressure monitors – no meeting in the past month. Will schedule one soon. Funding is probably available for additional Blood Pressure units. New cards being printed.
- Charter (see agenda topic above)
- Stop Work Cards – related to past Program Evaluation action. May be closed out without the card because improvements have been made.
- Budget Committee – \$28,950 spent \$51,380 left (36% spent). Future expenses: Region X, Safety Expo, Website updates, Porcelain Press. Program Evaluation came in under budget.

## Discussion

- Shouldn't we be as interested in prevention of stress and unhealthy behaviors (e.g., eating right, stretching and regular exercise) as we are in detection (e.g., the blood pressure monitors and AEDs)? Maybe we could do something in the Porcelain Press? Michele will lead a subcommittee to look into this matter.
- Attendance at Region X conference will have registration covered by VPP. Labor must be covered by each organization.
- We haven't heard anything from LBNL about the previous Outreach activity with them.

## Outreach Activities

- Rob Boy – Boeing Houston wants to use our Porcelain Press idea. Saw OUR PP at Johnson Space Center!
- Pat Wright – Contacted by a consultant from an insurance company in Connecticut who has a client who is considering VPP. They saw our website and wanted some advice about doing a gap analysis. Our approach to Program Evaluation was discussed and we offered to talk to them further if they would like.
- Janice Haney – Finishing up with VPP Champions work on how to conduct a Program Evaluation.

## Action Item(s)

- Subcommittees (including new “healthy living/working” subcommittee) to work on actions.
- The issue about whether control of eating or drinking in areas where there are hazardous materials was tabled for a future discussion. John Bumgardner and Pat Wright will bring more information to the discussion next time.

**VPP Program Evaluation - Recommendations for ATS Conditions/Actions/Owners**

VPP Program Evaluation Condition	VPP Element/Rating	Recommended Action	Owner
<p><b>IOPS Reading Assignments</b> (Larry Kimmel)</p> <ul style="list-style-type: none"> <li>• Improve IOPS delivery of required reading assignments to provide concise, relevant, timely information to workers.</li> <li>• Improve the consistency of work practice documents between buildings.</li> <li>• Avoid sending frequent hazard updates to workers who may not need access to a space on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Notification (8)</li> <li>• Site Orientation (9)</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement an IOPS Improvement Plan that is responsive to the I/O special study and other assessment inputs</li> </ul>	<ul style="list-style-type: none"> <li>• Integrated Quality, ES&amp;H Mgmt System (Pat Wright)</li> </ul>
<p><b>Monitoring/Continual Improvement in Implementation</b> (Roby Enge)</p> <p>Monitor program status for key programs that have recently improved. The following programs have experienced recent improvement and should be assessed:</p> <ul style="list-style-type: none"> <li>• Use of Personal Protective Equipment</li> <li>• Subcontractor implementation of safety requirements</li> <li>• Trend Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Workers (8)</li> <li>• Personal Protective Equipment (9)</li> <li>• Trend Analysis (8)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform an assessment of the adequacy of contract worker safety</li> <li>• Perform an assessment of the adequacy of PPE use</li> <li>• Perform an assessment of the contributing and root causes of recent increases in injury/illness rates for F&amp;O and contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Integrated Quality, ES&amp;H Mgmt System (Larry K)</li> <li>• TBD (Roby and Don will work with Ops Mgrs)</li> <li>• Tie to next Condition</li> </ul>
<p><b>Management Implementation of Worker Safety &amp; Health</b> (Juan Alvarez)</p> <ul style="list-style-type: none"> <li>• Communicate R<sup>2</sup>A<sup>2</sup>, expectations, resource availability related to worker safety and health</li> <li>• Use feedback processes to verify that managers are adequately executing their responsibilities and are using available resources appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Degree and Manner of Involvement (8)</li> <li>• Supervisor/Mgr S&amp;H Training (8)</li> <li>• Employee Reporting of Hazards (8)</li> </ul>	<ul style="list-style-type: none"> <li>• F&amp;O needs to evaluate the cause of the increasing accident trend and develop a focused solution</li> <li>• NSD should develop and pilot their manager safety qualification improvement initiatives</li> <li>• Evaluate the need for a Lab-level manager qualification process</li> </ul>	<ul style="list-style-type: none"> <li>• F&amp;O (Ray Sadesky)</li> <li>• NSD (Cam Andersen)</li> <li>• IQESH (Larry Kimmel)</li> </ul>
<p><b>VPP Steering Committee Improvements</b> (Vern Madson/Nancy Isern)</p> <ul style="list-style-type: none"> <li>• Document a VPP Steering Committee Charter to deal with important issues such as succession of officers and other rules of order.</li> <li>• Establish a subcommittee to set annual goals and then track progress toward the goals.</li> <li>• Develop a process to recruit new VPP Steering Committee members.</li> <li>• Implement a process to recognize the contributions of VPP Steering Committee members.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Committees (7)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue efforts initiated last year to establish a VPP Steering Committee charter and other committee process such as succession planning.</li> <li>• Management needs to recognize participation in safety committees</li> </ul>	<ul style="list-style-type: none"> <li>• VPP Steering Committee (Vern Madson/Nancy Isern)</li> <li>• Integrated Quality, ES&amp;H Mgmt System (Larry Kimmel/Pat Wright)</li> </ul>

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-----Original Message-----

**From:** Bumgardner, John D  
**Sent:** Thursday, January 23, 2003 8:22 AM  
**To:** Madson, Vern  
**Cc:** Sadesky, Ray  
**Subject:** FW: Eating in Shops

Vern,

In the last VPP meeting I noted that a policy to prevent ingestion of toxic materials was being put together. The bullets below state the guts of the policy that has been developed to date.

- Eating and drinking shall not be allowed in areas where there are grinding, cutting, or other processes in progress that reasonably could be expected to contaminate the food or drink. (Note: If there is no hazard in the work place that would preclude drinking, then maintaining the ability to drink in situations where heat stress could be a problem is important.)
- Surfaces used for metal working, soldering, welding, or chemical application or storage shall not be used as lunch tables or to serve foods. Lunchrooms, conference rooms, offices are the preferred locations for eating. (Note: While WISHA says that no employee shall consume food or beverage in a toilet area, specifically calling that out did not seem to be necessary.)
- Staff shall remove any work clothing could that has a reasonable potential to be contaminated with toxic materials, and wash their hands before eating.
- Staff shall exercise judgment and avoid situations where toxic materials could be ingested.

It would be great if the VPP committee could assist with the finalization, establishment, and implementation of the policy. This is an item that gets to the very core of identifying and mitigating hazards in the workplace!

Please give me a shout and let me know what your thoughts are.

John