

Field Federal Safety and Health Councils (FFSHCs) Annual Report Guidelines for Calendar Year 2008

INSTRUCTIONS

Following are guidelines for developing the FFSHC's required annual report to the Department of Labor's Occupational Safety and Health Administration (OSHA), for Calendar Year 2008. Be sure to respond to all questions and requests for information. The FFSHC's report will be used to assess the overall effectiveness of the council in carrying out its primary functions as set forth in 29 CFR 1960.87, and in achieving the council's primary objective to facilitate the exchange of safety and health information among local federal agency personnel. If you have any questions regarding these instructions or need further assistance, please contact your OSHA Regional Federal Agency Program Officer (FAPO).

Twin Cities Field Federal Safety and Health Council

I. Functions of the FFSHC.

Describe how the following functions of the FFSHC were addressed during Calendar Year 2008. As part of this response, describe what worked particularly well, in addition to any shortcomings the FFSHC experienced and the specific steps taken to overcome them.

- A. Describe how the FFSHC served as a clearinghouse for safety and health information, including data on occupational accidents, injuries and illnesses, and their prevention.

The FFSHC uses the e-mail distribution list to distribute information to all Federal employers throughout the Twin City area through the Federal Executive Board (FEB) distribution system. Information concerning the Council, as well as, occupational safety and health information are communicated on a regular basis through the FEB e-mail distribution.

The FFSHC provided a number of Safety & Health training sessions, handouts and discussions used to express the importance of Safety & Health programs and worker protection.

- B. List any meetings, training, and other educational activities held by the FFSHC during Calendar Year 2008 that provided technical advice and occupational safety and health information. Please use the following format:

MEETINGS, TRAINING, & OTHER EDUCATIONAL ACTIVITIES HELD BY FFSHC			
Date	# of Federal Agency Employees in Attendance	# of Different Federal Agencies Present	Subject of Meeting/Training/Activity
2/20/08	22	14	FFSHC annual report was discussed. OSHA Area Director Mark Hysell

			discussed a new OSHA Federal Agency Targeting Program. Mr. Jeff Isakson and Mr. Jim Collins, Director's for State of Minnesota OSHA, provided an overview of the state compliance and consultation programs.
6/12/08	9	5	Co-chairman John Hoffman, USFWS, discussed an on site OSHA inspection conducted at an Iowa Federal facility. A discussion on Lockout/tagout procedures and the OSHA Agency Technical Assistance Request (ATAR) program followed the presentation. Steve Rauh & At Terwedo, Minnesota Safety Council, reviewed Safety Council training opportunities & Minnesota Safety Conference information. Chairman McDermott requested all agencies participate in a Survey Monkey to identify training needs.
9/11/09	16	7	Mr. Carl Schmuck, OSHA Compliance Safety & Health Officer, gave a presentation on Occupational Noise and Hearing Protection. Mr. Ray Morris, Executive Director of Minnesota Federal Executive Board, provided a recap of the Republic Convention Security measures. Safety & Health training opportunities were announced: a course on combustible dust particles and training courses available at the OSHA Training Institute in Arlington Heights, IL.
12/11/2008	14	9	Mr. Mark Hysell, OSHA Area Director, presented the results of the FFSHC Council awards. Mark disclosed that OSHA is taking requests for OSHA on site training in the Twin Cities. Co-chairman John Hoffman provided a safety & health handbook created for employee monthly safety meetings. The meeting included a video on "Ice Safety". Mr. Ray Morris provided some upcoming workshop exercises on Pandemic Flu & Cyber Terrorism.

- C. Describe how the FFSHC promoted the coordination, cooperation, and sharing of resources and expertise to aid agencies with inadequate or limited resources.

The Council encouraged round table discussions at the FFSHC quarterly meetings to better understand training needs. Agencies used the FFSHC meetings to announce training opportunities to all members present, and emailed meeting minutes to all Council members. The USFWS provided training rooms that allowed Council members and their employees to attend OSHA training sessions.

An OSHA Combustible Dust training session was announced at a Council meeting, and presented in 2008 at the Bishop Henry Whipple Federal Building.

- D. Describe how the FFSHC provided information on administrative and technical aspects of safety and health programs to Federal Executive Boards (FEBs), Federal Executive Associations (FEAs), labor union organizations, and other federal employee representatives.

The Council utilized the FEB's e-mail distribution system to disseminate information to the federal agencies in the Twin Cities to announce training opportunities, upcoming meeting announcements, and Council agendas. The Council provided an OSHA Hearing Conservation & Noise training session to Council members and the Executive Director of Federal Executive Board. The Executive Director was also present to review a presentation of training programs offered by Minnesota Safety Council representatives, OSHA and Council members on a variety of Safety & Health topics.

- E. Describe how the FFSHC evaluated safety and health problems particular to local conditions and facilitated solutions through council activities.

Through discussions, the Council developed a training needs/ requirements survey for the federal employers in the Twin Cities to complete in order to identify the needs of the respective Agencies. The purpose of the survey was to identify any common training needs and provide the best training sites for the Council and their members.

II. Membership.

- A. Coverage.

1. Provide a list of federal agency installations that have officially appointed representatives to the FFSHC. For each installation list the: 1) number of officially appointed management representatives, and 2) number of officially appointed non-management representatives. Please use the following format:

FFSHC OFFICIALLY APPOINTED FEDERAL AGENCY REPRESENTATIVE LIST		
Federal Agency Installation	# of Appointed Management Representatives	# of Appointed Non-management Representatives
Dept. of Defense 934 th Air Wing Air Force Reserve St. Paul MN 55111	1	2
Dept. of Defense MN Air National Guard 133 rd Airlift Wing St. Paul MN 55111	2	1
Dept. of Interior Fish and Wildlife Service	1	2

Ft. Snelling, MN 55111		
Dept. of Defense U.S. Army Reserve, AMSA 22 Ft. Snelling, MN 55111	1	1
Dept. of Justice I.N.S. Bloomington, MN 55423	0	1
U.S. Dept. of Agriculture Federal Grain Insp Ser Burnsville, MN 55337	0	1
Dept. of Veterans Affairs V.A. Medical Center Minneapolis, MN 55411	1	1
Dept. of Veterans Affairs V.A. Regional Office St. Paul, MN 55101	5	0
Dept. of Veterans Affairs Data Management Info. Cntr St. Paul, MN 55111	2	1
U.S. Postal Service Northland District Minneapolis, MN 55401	8	15
U.S. Dept of Labor OSHA Eau Claire, WI 54701	1	1
U.S. Dept. of Agriculture Rural Development St. Paul, MN	0	1
U.S. Dept of Defense MN Army National Guard	0	1

2. If available, provide a list of the local federal agency installations that have not officially appointed representatives to the FFSHC, but have permitted employees to attend meetings and activities. Please use the following format:

NON-APPOINTED FEDERAL AGENCY PARTICIPANTS		
Federal Agency	Approx. # of Agency Participants	
	Management	Non-Management
Dept. of Defense Navy Recruiting District		
Dept. of Defense D.C.A.A.		
U.S. Dept. of Agriculture Natural Conservation Research		
Dept. of Justice Federal Bureau of Prisons	2	
Dept. of Health and Human Services Food and Drug Administration		
Federal Reserve Bank		
Dept. of Labor Bureau of Labor Statistics		
U.S. Treasury Dept. A.T.F.		
Dept. of Homeland Security Transportation Safety Administration		

These agencies have all participated in past years. However no participation other than identified was noted in 2008. The Council welcomes and encourages participation from all Agencies in the Twin Cities area.

3. Provide a list of the non-federal organizations that are represented by associate members. Please use the format below:

NON-FEDERAL ASSOCIATE MEMBER LIST	
Organization	# of Associate Members
None	

B. Efforts to Increase Membership and Participation.

1. Describe what the FFSHC did to encourage local non-participating federal agency installations to join. Also, explain how the FFSHC persuaded participating agencies to officially appoint member representatives.

The council utilized the FEB's e-mail distribution system to disseminate information to the federal agencies in the Twin Cites for the reinvigoration effort, upcoming meeting announcements, and agendas.

2. List the federal agencies that appointed new representatives to the FFSHC in Calendar Year 2008, using the format provided below:

CY 2008 NEW FEDERAL AGENCY REPRESENTATIVES		
Federal Agency Installation	# of Newly Appointed Management Representatives	# of Newly Appointed Non-Management Representatives
No new agencies appointed representatives during CY 2008		

3. Describe how the FFSHC encouraged appointed federal agency representatives to participate more actively in council activities.

The Council decided that each Agency should participate in the quarterly meetings by bringing Safety & Health issues to the meeting for discussion. Also, Council members took an active role in providing Safety & Health presentations to the Council members.

An OSHA Compliance Safety & Health Officer gave a Hearing Conservation & Noise presentation, and in order to increase member participation, Council members provided an overview of their Agency responsibilities and activities.

4. Describe any challenges the FFSHC encountered while trying to increase active participation by officially appointed representatives.

The greatest challenge faced by the Council was to maintain member attendance and participation. With the help of the OSHA Area Director, the Council was able to provide informed Safety & Health presentations, upcoming OSHA training opportunities and round table discussions on Safety & Health topics. Discussion topics included Personal Protection Equipment, Hearing Conservation and OSHA inspections. Council meeting agenda items were selected to cover the work activities of all Council member employees in order to increase interest and meeting participation.

C. Associate Membership.

Describe how associate members were involved in FFSHC activities during Calendar Year 2008.

No associate members were involved with the FFSHC this reporting period.

III. Organization and Management.

A. Executive Committee.

1. Provide a list of Calendar Year 2008 Executive Committee members including the Chairperson, Vice-Chairperson, Secretary, the immediate past Chairperson (if he/she was still available), and chairpersons of the Membership, Program, and Finance committees (or persons designated responsibility in these areas). Please include the federal agency with which they are employed, in the format that follows:

CY 2008 EXECUTIVE COMMITTEE LIST	
Executive Committee Position	Federal Agency Installation
Chair	Patrick J. McDermott Federal Agency/Subagency: US Fish & Wildlife Service Mailing Address: One Federal Drive Fort Snelling, 55111 Work Phone & Fax: (612) 713-5235 (612) 713-5291
Vice-Chair	Name: John Hoffman Federal Agency/Subagency: : US Fish & Wildlife Service Mailing Address: One Federal Drive Fort Snelling, 55111 Work Phone & Fax: (612) 713-5235 (612) 713-5291
Secretary	Name: Jan Dalton Federal Agency/Subagency: Mailing Address: Work Phone & Fax:

2. Are officer elections held on an annual or biennial basis?

Officer elections will be held on a biennial basis. Next elections will be held October 2009. The current Chairman, Patrick McDermott, has relocated and is no longer in the area. Therefore, the Council will hold an election to fill that position at the Council meeting scheduled for March 12, 2009.

3. What was the date of the FFSHC's last officers' election?

October 4, 2007

4. Provide the date and purpose of each Executive Committee meeting held in Calendar Year 2008, using the following format:

CY 2008 EXECUTIVE COMMITTEE MEETINGS	
Date	Purpose
	None

B. Calendar Year 2008 Goals.

1. List goals the FFSHC established for Calendar Year 2008 and describe how each of them was achieved.

The Council set a series of goals for Calendar Year 2008. The major goal was to provide informative Safety & Health presentations, and release Safety & Health information that can be transferred to Council member employees to increase safety awareness on and off the job. Another goal was to bring OSHA OTI training to the Twin Cities area for Council members and their employees.

2. Describe any challenges encountered by the FFSHC in accomplishing these goals.

Since Council member attendance and Federal Agency participation in the Council had declined, the council needed to look at new ways of increasing participation. This was accomplished by contacting the Federal Executive Board (FEB) and using their established contact lists to communicate with agencies in the Twin Cities. Relocating the FEB conference meetings to the Bishop Henry Whipple Federal Building at Fort Snelling provided a larger conference room with better audio visual equipment for presentations.

C. FFSHC Activity Support.

1. List Calendar Year 2008 FFSHC activities and a summary of the OSHA resources received in support of these activities. Describe how any approved funds were used. Also describe any non-financial support the

FFSHC received from the OSHA Area, Regional, and/or National Offices.

With the assistance of the Federal OSHA Area Director and the Area Director's participation in the meetings, the Council was informed of the Department of Labor's interest in Field Federal Safety & Health Councils throughout the nation.

The FFSHC did not request or receive approved funds during the calendar year 2008.

2. List the federal agencies that provided significant support for the FFSHC's activities during Calendar Year 2008 and briefly describe the types and levels of support.

Employees from the US Fish & Wildlife Service and the 934th Air Wing SE Minneapolis have continued to support the FFSHC by providing meeting rooms and Safety & Health presentations. Their employees continue to supply the momentum needed to increase FFSHC participation.

The entire Council interacted as a group to suggest meeting agendas for information that would best serve the Council and their members. Therefore, this group support reflects the Twin Cities FFSHC commitment to employee Safety & Health.

D. FFSHC Future Planning.

1. List the FFSHC's goals for Calendar Year 2009.

Continue to reinvigorate and establish the council as the premier resource for the safety and health information and training required for the protection of federal employees in the Twin Cities.

The Council will also attempt to add new associate members/partners.

2. List the proposed dates and short summaries of proposed projects and activities identified by the FFSHC's Executive Committee for Calendar Year 2009.

The Executive Committee and the OSHA Area Director will schedule a phone conference on February 18, 2009 to address CY 08 evaluation, and to investigate activities for Calendar Year 2009. The Committee plans to meet again in early in 2009 to identify specific training projects/programs for the CY 2009.

A recurring project is to develop interesting Council meeting agendas that encourage member attendance and participation. The overall Executive

Committee goal is to provide productive FFSHC meetings that reflect the Council's commitment to worker Safety & Health.

3. Provide a copy of the FFSHC's estimated budget and other projected resource needs for Calendar Year 2009. Identify planned source(s).

The budget is still under development. Training sessions utilizing OTI Instructors on topics dictated by member interest will be scheduled. Cost data and topics of interest will be reviewed. A goal of two week-long training sessions or the equivalent is targeted. Budget items will be refined within the guidelines of the new OSHA FFSHC directives.

4. Provide FFSHC officer names, titles, addresses, phone and fax numbers and email addresses for individuals who will serve in Calendar Year 2009. Please provide this information using the following format:

CY 2009 EXECUTIVE COMMITTEE LIST*
<p><u>Chair</u> Name: [Redacted] Federal Agency/Subagency: Mailing Address: Work Phone & Fax: Work Email:</p>
<p><u>Vice-Chair</u> Name: John Hoffman Federal Agency/Subagency: U. S. Fish and Wildlife Service Mailing Address: One Federal Drive Fort Snelling, 55111 Work Phone & Fax: (612) 713-5235 (612) 713-5291 Work Email: John_Hoffman@fws.gov</p>
<p><u>Secretary</u> Name: Jan Dalton Federal Agency/Subagency: Mailing Address: Work Phone & Fax: Work Email: janet.dalton@minneapolis.af.mil</p>
<p><u>Membership Committee Chair</u> (or person designated responsibility) Name: Federal Agency/Subagency: Mailing Address: Work Phone & Fax: Work Email:</p>
<p><u>Program Committee Chair</u> (or person designated responsibility) Name: John Hoffman Federal Agency/Subagency: Mailing Address: Work Phone & Fax: Work Email:</p>
<p><u>Finance Committee Chair</u> (or person designated responsibility) Name: Jan Dalton</p>