

Field Federal Safety and Health Councils (FFSHCs)

Annual Report Guidelines for Calendar Year 2010

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 2010. 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 2010. 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 Safety & Health information to all Federal employers within 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 using handouts, power point presentations, and round table discussions 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 2010 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
3/11/10	15	10	OSHA Area Director Mark Hysell was not able to attend, but Jan Dalton

			discussed the FFSHC annual report. Robert Hansen gave the Federal Executive Board Announcements. Connecting Employees with Safety and an informational Show and Tell of USFWS Web Page was presented by John Hoffman.
6/10/10	9	6	<p>OSHA Area Director Mark Hysell was unable to attend the meeting therefore there was no Federal OSHA update.</p> <p>Chairman John Hoffman provided a short power point presentation titled "Surrounded by Safety". The presentation revealed many safety measures that are in place to protect people during their daily life. This included FDA, Consumer Products Safety Commission, OSHA, TSA and others.</p> <p>Open discussion: There was discussion about the use of cell phones while driving. Alden Hoffman, MNOSHA discussed that MNOSHA has a policy that prohibits the use of cell phone while driving. Discussion about the need for Automatic External Defibrillators(AED's) in the workplace was discussed. Chairman Hoffman related that Federal OSHA recommends AED's in the workplace for the aging workforce. A Bureau of Prisons Safety Representatives noted that he used an AED to save a prisoners' life.</p> <p>Alden Hoffman, MNOSHA, reported there is a National emphasis on workplace recording. Large workplaces with low accident rates will be examined in order to see if there are any recording practices errors.</p>
9/09/10	11	9	<p>Mark Hysell, OSHA Area Director, was not able to attend.</p> <p>Rob McGinn, USFWS, was elected to the Chairman position. Jan Dalton remained as Secretary.</p> <p>Rob McGinn, USFWS, gave a presentation on safety and industrial hygiene activities he dealt with during two deployments to the Gulf Oil Spill. Federal Excutive Board announcements were provided by Ray Morris. Mr. Morris mentioned that a table top exercise – Vehicle Borne Improvised Device-with the FBI will be held next month.</p>
12/10/2009	14	9	Mary Bauer, Federal OSHA Rep,

		<p>attended this meeting and provide information on the activities of the Superior/Duluth Council. OSHA has dedicated a web site to distracted driving. She also mentioned the Federal Agency Targeting Program, Voluntary Protection Program (Bloomington Post Office), Federal incentive/report program. She also offered to teach an OSHA record-keeping class.</p> <p>Chairman Rob McGinn discussed the new Protecting Our Workers and Ensuring Reemployment. He went over the seven goals and showed charts on where all the agencies stand and the new POWER initiative.</p> <p>Federal Executive Board announcements were provided by Ray Morris..</p> <p>A group discussion was conducted to determine possible safety topics for future Council meetings.</p> <p>1st Quarter – Arc Flash Standard and Hazards 2nd Quarter – Distracted Driving 3rd Quarter – Top 10 OSHA Violations & Safety and Health Committees 4th Quarter – Slips/Trips/ and Falls and Back Safety</p>
--	--	---

- 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 used the meetings to inform all members of upcoming safety training for their employees. The OSHA Area Director provided assistance in obtaining OSHA OTI training for both Federal and state employees. The USFWS has provided training rooms that allowed Council members and their employees to attend OSHA training sessions and meeting.

- 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 Twin Cities Federal agencies to announce training opportunities, upcoming meeting announcements, Council agendas and FEB announcements. The OSHA Area Director provided Council members with OSHA updates and inspection information that applied to all Federal Agencies. The Federal Executive Board Director, or his representative, participated in all Council meetings and distributed Safety & Health information to the Council.

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

The FFSHA has learned that round table discussions have been the best avenue in order to address Safety & Health issues that affect Council members. Council members can contact each other when they have questions or need advice on how to correct safety hazards.

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 Transportation Federal Highway Administration	1	0
Dept. of Interior Fish and Wildlife Service Ft. Snelling, MN 55111	1	3
Dept. of Defense U.S. Army Reserve, AMSA 22 Ft. Snelling, MN 55111	1	1
U.S. Dept. Health & Human Services Food and Drug Administration	1	0
U.S. Dept. of Agriculture Federal Grain Insp Ser Burnsville, MN 55337	1	2
Dept. of Veterans Affairs V.A. Medical Center Minneapolis, MN 55411	2	5
Dept. of Veterans Affairs V.A. Regional Office St. Paul, MN 55101	1	0
Dept. of Veterans Affairs Data Management Info. Cntr St. Paul, MN 55111	1	

U.S. Postal Service Northland District Minneapolis, MN 55401	2	4
U.S. Dept of Labor OSHA Eau Claire, WI 54701	1	1
U.S. Dept. of Agriculture Rural Development St. Paul, MN	1	1
U.S. Dept of Defense MN Army National Guard	1	1
State of Minnesota OSHA St. Paul, MN.	1	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.		
Dept. Health & Human Services Food & Drug Administration		
Dept. of Justice Federal Bureau of Prisons	2	1
Dept. of Health and Human Services Food and Drug Administration	1	
Dept. of Labor Bureau of Labor Statistics		
U.S. Treasury Dept. A.T.F.		
Social Security Administration		
General Services Administration		
Dept. of Homeland Security Transportation Security Administration		
Dept. of Homeland Security Customs & Border Protection		1

These agencies have all participated in past years. However no participation other than identified was noted in 2010. 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 continued to utilize the FEB's e-mail distribution system to distribute information to Federal agencies in the Twin Cities to increase participation in Council meetings. We have also set a schedule for this year with topics to be presented so it can be better advertised.

2. List the federal agencies that appointed new representatives to the FFSHC in Calendar Year 2010, using the format provided below:

CY 2009 NEW FEDERAL AGENCY REPRESENTATIVES		
Federal Agency Installation	# of Newly Appointed Management Representatives	# of Newly Appointed Non-Management Representatives
N/A		

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

The Council gave each participating Agency the opportunity to provide Safety & Health presentations at quarterly meetings. Presentations were selected that encouraged the interaction of all Council members.

Council members provided an overview of their Agency responsibilities and activities. This created a platform for selecting upcoming Safety & Health topics.

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. Arranging training for Council member employees is very challenging. The Council must select courses relating to Council employee work activities, select and arrange a meeting place, secure an instructor and distribute training announcements to Council

members. Council meeting agenda items were selected to cover the work activities of all Council member employees in order to increase interest and meeting participation. Also, meeting dates and training was established in December 2010 for all quarterly meetings in 2011.

C. Associate Membership.

Describe how associate members were involved in FFSHC activities during Calendar Year 2010.

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 2010 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 2010 EXECUTIVE COMMITTEE LIST	
Executive Committee Position	Federal Agency Installation
Chair	<p>Robert McGinn Federal Agency/Subagency: US Fish & Wildlife Service Mailing Address: One Federal Drive Fort Snelling, 55111 Work Phone & Fax: (612) 713-5235 (612) 713-5308</p> <p>John W. Hoffman Federal Agency/Subagency: US Fish & Wildlife Service Mailing Address: One Federal Drive Fort Snelling, 55111 Work Phone & Fax: (612) 713-5236 (612) 713-5308</p>
Vice-Chair	<p>Name: Greg Hass Federal Agency/Subagency: : US Postal Service Mailing Address: 100 South 1st. Street, Minneapolis, MN. 55401-2076 Work Phone & Fax: (612) 349-4775</p>
Secretary	<p>Name: Jan Dalton Federal Agency/Subagency: US Air Force, 934th Airlift Wing. Mailing Address: 760 Military Highway, Minneapolis, MN. 55450 Work Phone & Fax: (612) 713-1284</p>

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 March, 2012.

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

September 9, 2010

4. Provide the date and purpose of each Executive Committee meeting held in Calendar Year 2010, using the following format:

CY 2010 EXECUTIVE COMMITTEE MEETINGS	
Date	Purpose
	<i>None</i>

B. Calendar Year 2010 Goals.

1. List goals the FFSHC established for Calendar Year 2010 and describe how each of them was achieved.

The Council set a series of goals for Calendar Year 2010. The major goal was to provide informative Safety & Health presentations, and release Safety & Health information that can be provided to Council member 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.

The FFSHC has provided members our schedule for all quarterly meetings next year and the topics to be covered during this meeting.

C. FFSHC Activity Support.

1. List Calendar Year 2010 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.

FFSHC had quarterly meetings to discuss safety issues. Federal OSHA provided a representative for our December meeting to provide an OSHA update. We have set our schedule for next year to promote attendance by all FFSHC members.

The FFSHC did not request or receive approved funds during the calendar year 2010.

2. List the federal agencies that provided significant support for the FFSHC's activities during Calendar Year 2010 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 request Council member input in order to provide productive meetings on Safety & Health issues.

The entire Council interacted as a group to design informative meeting agendas to develop Safety Topics related to Council member employee work activities. The interaction of the entire Council reflects a continued commitment to employee Safety & Health.

D. FFSHC Future Planning.

1. List the FFSHC's goals for Calendar Year 2011.

Continue to maintain Council participation as a primary resource for the safety and health information and training to for all Federal employees in the Twin Cities area.

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

Offer an OTI course in Minneapolis for Federal Employees.

2. List the proposed dates and short summaries of proposed projects and activities identified by the FFSHC's Executive Committee for Calendar Year 2011.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Meeting Date/Time	Thursday March 10, 2011 1:00 pm – 2:00 pm	Thursday 9 June 2011 1:00 pm – 2:00 pm	Thursday 9 June 2011 1:00 pm – 2:00 pm	Thursday 9 June 2011 1:00 pm – 2:00 pm
Meeting location	Bishop Henry Whipple Federal Building	To Be Announced Options on the table 934 AW Officer Club	To Be Announced Options on the table 934 AW Officer Club	To Be Announced Options on the table 934 AW Officer Club
Presentation	<ul style="list-style-type: none"> • Arc Flash Standard and Hazards 	<ul style="list-style-type: none"> • Distracted Driving 	<ul style="list-style-type: none"> • Top 10 OSHA Violations • Safety & Health Committee 	<ul style="list-style-type: none"> • Slip/Trips/and Falls • Back Safety
Presenter	MNOSHA Mr. Bob Durkee	MN Safety Council Lisa Kons``	TBA	TBA

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 2011. Identify planned source(s).

Budget items will be set within the guidelines per 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 2011. Please provide this information using the following format:

CY 2011 EXECUTIVE COMMITTEE LIST*
<p><u>Chair</u> Name: Robert McGinn Federal Agency/Subagency: U.S. Fish and Wildlife Service Mailing Address: One Federal Drive Fort Snelling, 55111 Work Phone & Fax: (612) 713-5235 (612) 713-5308 Work Email: Robert_McGinn@fws.gov</p>
<p><u>Vice-Chair</u> Name: Greg Haas Federal Agency/Subagency: U. S. Postal Service Mailing Address: 100 South 1st. Street, Minneapolis, MN. 55401-2076 Work Phone & Fax: (612) 349-4775 Work Email: gregory.a.haas@usps.gov</p>
<p><u>Secretary</u> Name: Jan Dalton Federal Agency/Subagency: US Air Force, 934th Airlift Wing Mailing Address: 760 Military Highway, Minneapolis, MN. 55450 Work Phone & Fax: (612) 713-1284 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 Federal Agency/Subagency:</p>

Mailing Address: Work Phone & Fax: Work Email:
Other (please specify) Name: Federal Agency/Subagency: Mailing Address: Work Phone & Fax: Work Email:

* Individuals are permitted to hold multiple Committee Chair positions. However, the Chair, Vice-Chair, and Secretary positions must be held by different individuals.

Submit any comments and suggestions you have concerning the FFSHC's operations and/or these reporting guidelines. **(None)**