

Field Federal Safety and Health Councils (FFSHCs)

Annual Report Template for Calendar Year 2011

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 2011. 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 2011. 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.

These presentations are decided by the council members to ensure we are addressing concerns that affect the council members.

- B. List any meetings, training, and other educational activities *held by* the FFSHC during Calendar Year 2011 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
10 Mar 2011	15	11	NFPA 70E Electrical Standard/Arc Flash
9 Jun 2011	20	10	Distracted Driving
8 Sep 2011	15	7	Top 10 OSHA Violations/Ergonomics
8 Dec 2011	15	8	Food Safety

- 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 Federal Executive Board offers CPR/First Aid and AED training to Federal Agencies.

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 Eau Claire Area OSHA office was able to attend meetings as the FFSHC set the schedule at the end of last Fiscal Year. It was a great benefit to have input at every meeting from the OSHA Area Office.

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.

This has led to the exchange of Job Hazard Assessments between agencies.

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	1
Dept. of Defense 133 rd Airlift Wing Air National Guard St. Paul MN 55111	1	1
U.S. Army Corps of Engineers	1	1
Dept. of Interior Fish and Wildlife Service Bloomington, MN 55437	1	2
Dept. of Interior Federal Executive Board Bloomington, MN 55437	1	1
Dept. of Defense U.S. Army Reserve, AMSA 22 Ft. Snelling, MN 55111	1	1
U.S. Dept. Health & Human Services Food and Drug	1	0

Administration		
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	1	1
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	1	2
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
U.S. Federal Bureau of Prisons	1	2

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
Department of Interior Fish and Wildlife Service		5
Dept. of Defense D.C.A.A.		
Dept. Health & Human Services Food & Drug Administration		
Dept. of Health and Human Services Food and Drug Administration		
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		

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
State of Minnesota OSHA	1
State of Minnesota OSHA Consultation	1

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 FFSHC uses the FEB to encourage additional membership from the agencies.

We distributed the list of topics for the year so agencies knew what would be discussed at the scheduled meetings.

2. List the Federal agencies that appointed new representatives to the FFSHC in Calendar Year 2011, using the format provided below:

CY 2011 NEW FEDERAL AGENCY REPRESENTATIVES		
Federal Agency Installation	# of Newly Appointed Management Representatives	# of Newly Appointed Non-Management Representatives

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

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.

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

It is difficult to find topics that affect every agency. It is also difficult to schedule meetings throughout the year when all members will be able to attend because of field activities and other meetings that conflict with our schedule.

C. Associate Membership.

Describe how associate members were involved in FFSHC activities during Calendar Year 2011.

III. Organization and Management.

A. Executive Committee.

1. Provide a list of Calendar Year 2011 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 2011 EXECUTIVE COMMITTEE LIST	
Executive Committee Position	Federal Agency Installation
Chair	Robert McGinn US Fish & Wildlife Service 5600 West American Blvd Bloomington, MN 55437 Work Phone & Fax: 612-713-5235, 612-713-5151
Vice-Chair	Greg Haas US Postal Service 100 South 1 st Street Minneapolis, MN 55450 Work Phone: 612-349-4452
Secretary	Jan Dalton US Air Force, 934 th Airlift Wing 760 Military Highway Minneapolis, MN 55450 Work Phone: 612-713-1284
Membership Committee Chair (or person designated responsibility)	NA
Program Committee Chair (or person designated responsibility)	NA
Finance Committee Chair (or person designated responsibility)	NA
Other (please specify)	

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 2011, using the following format:

CY 2011 EXECUTIVE COMMITTEE MEETINGS	
Date	Purpose
	None

B. Calendar Year 2011 Goals.

1. List goals the FFSHC established for Calendar Year 2011 and describe how each of them was achieved.

- a. 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.
- b. The Council will also attempt to add new associate members/partners.
- c. Offer an OTI course in Minneapolis for Federal Employees.

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

- (a) We are currently using the FEB to distribute our e-mails to the Federal Executive Board Members. I am not sure if this information is getting to the right individuals that are assigned safety duties throughout the agencies.
- (b) Members who transfer jobs do not notify the council they are not the current contact for the agency. It takes several meetings to identify Federal Agencies that need to be contacted and ensure the right individual is invited to the meetings.
- (c) The FFSHC does not have a budget to pay for an OTI course and the courses being offered by MNOSHA did not represent the needs

of our members. We will continue to work with MNOSHA as a possible source of OTI courses.

C. FFSHC Activity Support.

1. List Calendar Year 2011 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.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Meeting Date/Time	Thursday 10 March 2011 1:00 pm – 2:00 pm	Thursday 9 June 2011 1:00 pm – 2:00 pm	Thursday 9 September 2011 1:00 pm – 2:00 pm	Thursday 9 December 2011 1:00 pm – 2:00 pm
Meeting location	Bishop Henry Whipple Federal Building	934 AW Officer Club	934 AW Officer Club	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 • Ergonomics 	<ul style="list-style-type: none"> • Food Safety
Presenter	MNOSHA Mr. Bob Durkee	MN Safety Council Lisa Kons`	Eau Claire OHSA Office Mark Hysell Mark Knezovich	USDA Dr. Lockard

The Eau Claire, WI area office provided great support as they attended every meeting to give an OSHA update and conducted a training session at the 3rd Quarter meeting.

Minnesota OSHA also attends our quarterly meeting and provides updates to MNOSHA programs and rules that may affect contractors working on our sites.

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 2011 and briefly describe the types and levels of support.

Employees from the US Fish & Wildlife Service and the 934th Air Wing Safety, Minneapolis-St. Paul ARS have continued to support the FFSHC by providing meeting rooms as well as Safety & Health presentations.

The US Department of Agriculture, APHIS provided an excellent presentation on Food Safety during the Holidays.

Eau Claire OSHA office provided an outstanding presentation on Ergonomics Training and the Top 10 OSHA Violations. They also provided quarterly OSHA updates for the FFSHC.

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 2012.
 - a. 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.
 - b. The Council will also implement new strategies in an effort to acquire new associate members/partners.
 - c. 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 2012.

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Meeting Date/Time	Thursday 1 March 2012 1:00 pm – 2:00 pm	Thursday 7 June 2012 1:00 pm – 2:00 pm	Thursday 6 September 2012 1:00 pm – 2:00 pm	Thursday 6 December 2012 1:00 pm – 2:00 pm
Meeting location	934 AW Officer Club	934 AW Officer Club	934 AW Officer Club	934 AW Officer Club
Presentation	• Slips/Trips/Falls	• Driving	• Office Electrical Safety	• Safety Health Management
Presenter	934 th Air Wing Jan Dalton	Army Mike Vosen	US FWS Rob McGinn	Eau Claire OSHA Office Mark Hysell

3. Provide a copy of the FFSHC's estimated budget and other projected resource needs for Calendar Year 2012. Identify planned source(s).

4. Provide FFSHC officer names, titles, addresses, phone and fax numbers and email addresses for individuals who will serve in Calendar Year 2012. Please provide this information using the following format:

CY 2012 EXECUTIVE COMMITTEE LIST* Note: Elections will be held on March 2012
<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) 349-4452 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: Federal Agency/Subagency: Mailing Address: Work Phone & Fax: Work Email:</p>

<p><u>Finance Committee Chair</u> (or person designated responsibility) Name: Federal Agency/Subagency: Mailing Address: Work Phone & Fax: Work Email:</p>
<p><u>Other</u> (please specify) Name: Federal Agency/Subagency: Mailing Address:</p>

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.