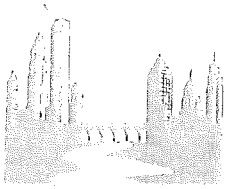


Twin Cities Field Federal Safety and Health Council (TCFFSHC) Agenda

Date: 5 December 2013 (Thursday)	Location: Ft. Snelling Officers Club
Time: 12:00 Lunch 1:00PM Meeting	Place: Lower Level
Teleconference: 866-723-2853 pass code: 5765479	
Agenda Item	
1. Roll Call: Members present and absent; guests and alternates.	
2. Meeting Report: Opening / Review previous meeting minutes. Adopt previous meeting minutes as circulated, correcting any errors or omissions.	
3. Old Business: FEB FFSHC Web site updates, Updated TC-FFSHC Membership list, Webinar process status	
4. Standing Items: <ul style="list-style-type: none"> a. a. Federal OSHA Updates; Mr. Mark Hysell <ul style="list-style-type: none"> ✓ Review OSHA Trade News Release - https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=NEWS_RELEASES&p_id=24477 b. MN OSHA Updates c. Federal Executive Board Updates 	
5. New Business: (items for consideration) <ul style="list-style-type: none"> b. Nomination / Election of TC FFSHC leadership for December 6, 2013 meeting <ul style="list-style-type: none"> ✓ Chair, Vice Chair, Secretary, other support volunteers c. Training and meeting plans: Set up Training and Schedule for CY 2014 d. Membership discussion: Went well in 2013 and what were challenges e. Open Forum 	
6. Other Business: <ul style="list-style-type: none"> a. Updates on GHS from the membership 	
7. Next Meeting: <ul style="list-style-type: none"> a. Tentative, Thursday, March 6, 2014 b. Time: 1:00pm c. Location: TBD d. Training Items: Active Shooter presentation and training 	
8. Adjourn: 2:30pm	

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Minneapolis Field Federal Safety and Health Council

(TC FFSHC)

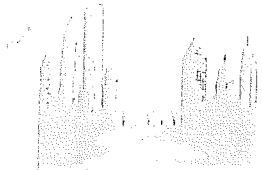
MEMORANDUM FOR TC-FFSHC MEMBERS

5 December 2013

FROM: Twin Cities FFSHC Vice Chair (Rob McGinn)

SUBJECT: Minneapolis FFSHC Minutes – 4th Quarter CY13

1. The Twin Cities FFSHC convened at 1300 on 5 December 2013 at the Ft. Snelling Officers Club. The purpose of this council is to provide a forum for discussion of, and solutions to, Safety, and Occupational Health related issues at federal agencies located within the Twin Cities metropolitan area. This council meeting is held in accordance with 29 CFR 1960, *Basic Program Elements for Federal Employees OSHA*. Council members are encouraged to share the information contained herein with every level of supervision.
2. Twin Cities Field Federal Safety and Health Council Vice Chair, Rob McGinn, welcomed attendees to the meeting. (Updated Contact Roster)
 - a. Introduction of all present members (?? council members in attendance).
 - b. Teleconference option: 6 attended via teleconference
 - c. Updates to the TC FFSHC are on the Minnesota Federal Executive Board (MN FEB) web site
 - d. Reminder to all members and federal agencies to recruit members for the council.
3. Old Business: Handed out and reviewed last council meeting minutes from 20 June 2013. 3rd Quarter FFSHC meeting was cancelled due to Government shut down issues.
4. Federal OSHA Updates presented provided by Regional OSHA Director, Mr Mark Hysell:
 - a. Reminded the council the purpose of the council and the role OSHA provides to its members.
 - i. Congratulated the council for all its work over the past several years. The TC FFSHC was recognized in June 2013 as a Superior Performance safety council for CY 2012. Only 11 Safety Councils receive this national award. The Duluth Council was also recognized.
 - ii. Go to: <http://www.minnesota.feb.gov/councils/federal-safety-health-council> for copies of the award documents
 - b. Provides information on Federal OSHA programs, changing regulation and current safety emphasis.
 - c. Reminder that OSHA has a safety assistance program available to all Federal agencies and organizations.
 - d. Targeting inspection in Region 5
 - i. Goal is 5 in section under Directive # CLP04-00LEP025
 - ii. National emphasis program to come out in January
 - iii. All organization who show up on the list must be inspected
5. Minnesota OHSA Update: POC is Jim Krueger, No updates at this time.
 - a. Reminder: If you have local contractor companies doing work at your facilities, they might fall under MN OSHA



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6. Minnesota Federal Executive Board (MNFEB) POC Mr. Joe Schmitt (Director)
 - a. No updates at this time. See web site for latest information.
 - b. MN FEB Web Links:
 - i. The Minnesota FEB new web site: <http://www.minnesota.feb.gov/>
 - ii. The Twin Cities Field Federal Safety and Health Council (TCFFSHC) web site at: <http://www.minnesota.feb.gov/councils/federal-safety-health-council>
 - iii. FEB Safety Training is also available via the FEB web site: <http://www.minnesota.feb.gov/index.php/register/training>

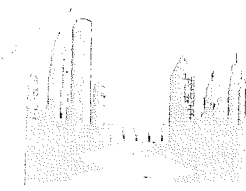
7. New Business:
 - a. Nomination / Election of new TC FFSHC Leadership
 - i. **New Council Chair: Matt McCoy** (matt.mccoy@va.gov)
 - ii. **New Council Vice Chair: Matt Griffin** (matthew.griffin.3@us.af.mil)
 - iii. **New Council Secretary: Chayo Smith** (chayo.smith.1@us.af.mil)

 - b. Benchmarking sessions: Question and answers
 - i. Question of Mark Hysell about Arch Flash training requirements. Mr. Hysell will research and provide feedback to the council.
 - ii. My Hysell promoted the OSAH web site to get details on upcoming items.
 - New Electronic OSHA forms (300)
 - Changing regulations and coming updates
 - Information Sharing coming on 14 January
 - Temps and Volunteers on OSHA 300
 - Local Emphasis Program Protocol is going away
 - Sites are selected randomly for inspection
 - No sites were on the national list in 2013

 - c. Plan for what topics will be planned for future council meetings
 - i. OSHA Inspection Process: What to do?
 - ii. Active Shooter training
 - iii. Follow-up to Global Harmonization System program
 - iv. Getting Leadership Involvement in Safety

8. Do Outs for FFSHC:
 - a. Federal Safety Professional recruitment
 - b. Post updated FFSHC documents out on FEB new web site
 - c. Complete annual council report and send to Mr Hysell at OSHA

9. Next Meeting: The next TC FFSHC is scheduled for:
 - a. Thursday, March 6, 2014
 - b. Time: 1:00pm
 - c. Location: Ft. Snelling Officer Club??
 - d. Teleconference call in number: Need a new one?
 - e. Training Items: OSHA Inspection Process. "What to do"



Minneapolis Field Federal Safety and Health Council

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f. See document below for directions

10. Thank you for the opportunity to serve as your Twin Cities Field Federal Safety and Health Council leadership over the past two year.

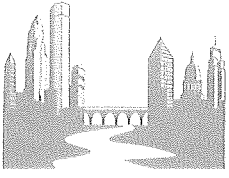
//Signed//
Michael J. Vosen
Secretary, FFSHC
(630) 390-0699

//Signed//
Rob McGinn
Vice Chair, FFSHC
(612) 713-5253

//Signed//
Duke Lang
Chair, FFSHC
(612) 713-2552

Calendar Year 2014 Schedule and Tentative Topics:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Meeting Date/Time	Thursday 7 Mar 2014 1:00 pm - 2:00 pm	Thursday 6 June 2013 1:00 pm - 2:00 pm	Thursday 10 Oct. 13 1:00 pm - 2:00 pm	Thursday 5 Dec 13 1:00 pm - 2:00 pm
Meeting location	Ft. Snelling Officers Club	TBD	TBD	TBD
Presentation	OSHA Inspection Process and what to do	??	??	Leadership Safety Involvement
Presenter	Fed. OSHA Mark Hysell	TBD	TBD	TBD



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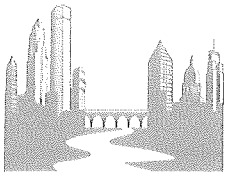
MEMORANDUM FOR TC-FFSHC MEMBERS

25 October 2013

FROM: Twin Cities FFSHC Chair (Duke Lang)

SUBJECT: Minneapolis FFSHC Minutes – 2nd Quarter CY13

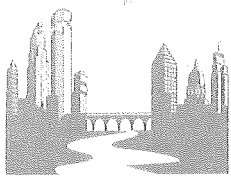
1. The Twin Cities FFSHC convened at 1300 on 20 June 2013 at the 133rd Airlift Wing Headquarters building. The purpose of this council is to provide a forum for discussion of, and solutions to, Safety, and Occupational Health related issues at federal agencies located within the Twin Cities metropolitan area. This council meeting is held in accordance with 29 CFR 1960, *Basic Program Elements for Federal Employees OSHA*. Council members are encouraged to share the information contained herein with every level of supervision.
2. Twin Cities Field Federal Safety and Health Council Chair, Duke Lang, welcomed attendees to the meeting. (Updated Contact Roster)
 - a. Introduction of all present members (9 council members in attendance and additional 5 on conference call).
 - b. Successful test of new teleconference process
3. Old Business: Handed out and reviewed last council meeting minutes from 15 Mar. 2013.
4. Federal OSHA Updates presented by Duke Lang from information provided by Regional OSHA Director, Mr Mark Hysell:
 - a. OSHA updates on the Global Harmonizing System (GHS). All organizations need to be on track to complete initial GHS awareness training by December 1, 2013.
 - i. GHS Reminder: Visit the FEB FFSHC web site for information and presentation on the Globally Harmonized System (GHS) Haz Com program changes.
 - ii. Go to: <http://www.minnesota.feb.gov/councils/federal-safety-health-council>
 - iii. Under Resources for more details and training materials.
 - b. Local / Regional safety focus by OSHA is on Forklift safe operations.
 - c. Reminder that OSHA has a safety assistance program available to all Federal agencies and organizations.
5. Minnesota OHSA Update: No updates at this time.
6. Minnesota Federal Executive Board (MNFEB) updates from Mr. Joe Schmitt (Director)
 - a. Provided a brief synopsis of what the FEB does.
 - b. The FEB in conjunction with FEMA Region 5 is going to hold a COOP event for all agency disaster preparedness personnel in August to include severe weather/tornado drills and other emergency drills.
 - c. Opportunity for agencies to verify their recall process and practice their response plans.



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- d. FEMA will be coming back in August for a listen and learn session for all agency emergency management personnel.
 - e. More details available on the MN FEB web site and Facebook page
 - f. He let the council know that the FEB does have emergency support assets available to Federal agencies
 - g. Reminder to take advantage of our cross Federal organizations safety support.
 - h. FEB Web Links:
 - i. FEB National web site: <http://www.feb.gov/index.asp>
 - ii. The Minnesota FEB new web site: <http://www.minnesota.feb.gov/>
 - iii. The Twin Cities Field Federal Safety and Health Council (TCFFSHC) web site at: <http://www.minnesota.feb.gov/councils/federal-safety-health-council>
 - iv. FEB Safety Training is also available via the FEB web site: <http://www.minnesota.feb.gov/index.php/register/training>
7. Duke Lang's presentation on Fire Safety: Exit Routes, Emergency Acton Plans, Fire Prevention Plans and Fire Protection
- a. Power Point presentation on the basics of the program
 - b. Presentation slides will be posted on MN FEB web site.
 - c. Egress aisle requirements: See Robs e-mail 36 inch rule posted on FEB FFSHC web site
 - d. EXIT Sign illumination guidance: external illuminated, dedicated, incandescent/florescent source, self contained IAW 29CFR 1910 37b para 4
8. Council members did Fire Extinguisher training taught by 133rd AW Fire Chief
- a. Reviewed proper operation of fire extinguishers using the PASS method
9. New Business:
- a. Discussed training presentation for next council meeting. Work Place Violence
 - b. Plan for what topics will be planned for future council meetings
10. Do Outs for FFSHC:
- a. Update FFSHC e-mail contact list
 - b. Post updated FFSHC documents out on FEB new web site
 - c. Post Fire Safety presentation and support documents
 - d. Research webinar process
11. Next Meeting: The next TC FFSHC is scheduled for: UPDATED!!
- a. Thursday, DECEMBER 5, 2013
 - b. Time: 12:00 Networking Lunch, 1:00pm Council meeting
 - c. Location: Ft. Snelling Officer Club
 - d. Teleconference call in number: 866-723-2853 access code 5765479
 - e. Training Items: Council Leadership Elections, OSHA updates, CY 2014 training schedule
 - f. See below for directions



Minneapolis Field Federal Safety and Health Council

(TC FFSHC)

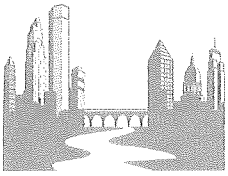
MEMORANDUM FOR TC-FFSHC MEMBERS

15 March 2013

FROM: Twin Cities FFSHC Chair (Duke Lang)

SUBJECT: Minneapolis FFSHC Minutes – 1st Quarter CY13

1. The Twin Cities FFSHC convened at 1300 on 14 March 2012 at the 133rd Airlift Wing Headquarters building. The purpose of this council is to provide a forum for discussion of, and solutions to, Safety, and Occupational Health related issues at federal agencies located within the Twin Cities metropolitan area. This council meeting is held in accordance with 29 CFR 1960, *Basic Program Elements for Federal Employees OSHA*. Council members are encouraged to share the information contained herein with every level of supervision.
2. Twin Cities Field Federal Safety and Health Council Chair, Duke Lang, welcomed attendees to the meeting. (Updated Contact Roster)
 - a. Introduction of all present members (13 council members in attendance and additional 4 on conference call).
 - b. Tested Teleconference process
3. Old Business: Handed out and reviewed last council meeting minutes from 6 Dec. 2012.
4. Federal OSHA Updates presented by Regional OSHA Director, Mr Mark Hysell:
 - a. OSHA provided updated information on the new global directive for Global Harmonizing System (GHS). This is a global initiative that addresses the HAZCOM labeling system and is required for all chemicals, internationally, to create continuity and consistency in labeling for chemicals.
 - b. Provided OSHA updates: Funding concerns with sequestration
5. Minnesota OSHA Update: Mr Hysell addressed the council regarding MN OSHA. No updates at this time.
6. Duke Lang's presentation on the new Global Harmonizing System
 - a. Power Point presentation on the basics of the program
 - b. Presentation slides will be posted on FEB web site.
 - c. Additional GHS presentations and flyers and support documents and example GHS program items will be posted on the FFSHC FEB web site.
7. Federal Executive Board (FEB) national web site: <http://www.feb.gov/index.asp>
 - a. The Minnesota FEB new web site: <http://www.minnesota.feb.gov/>
 - b. The Twin Cities Field Federal Safety and Health Council (TCFFSHC) web site at: <http://www.minnesota.feb.gov/index.php/councils/federal-safety-health-council>
 - c. FEB Safety Training is also available via the FEB web site: <http://www.minnesota.feb.gov/index.php/register/training>



Minneapolis Field Federal Safety and Health Council

(TC FFSHC)

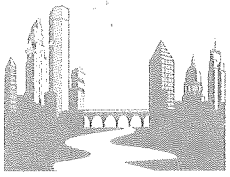
8. New Business:
 - a. Discussed training presentation for next council meeting. Fire Safety and the demonstration and proper use of fire extinguishers

9. Do Outs for FFSHC:
 - a. Follow-up with Amy Ngo on what worked and didn't work for the webinar teleconference tested during this quarter' FFSHC. Details for next TC FFSHC and the webinar and teleconference will be sent out and posted on the TC FFSHC / FEB web site.
 - b. Update FFSHC e-mail contact list
 - c. Post updated FFSHC documents out on FEB new web site
 - d. Post GHS presentation and support documents
 - e. Verify teleconference call process is functioning properly
 - f. Research webinar process

10. Next Meeting: The next TC FFSHC is scheduled for:
 - a. Thursday, **JUNE 6, 2012**
 - b. Time: 1:00pm
 - c. Location: **133rd Air Wing base, HQ Command conference room in Bldg. 631
Commanders Conference room on second floor**
 - d. Training Items: Fire Safety
 - e. See attached pdf document for directions

//signed//
Michael J. Vosen
Secretary, FFSHC
(612) 713-3399

//signed//
Duke Lang
Chair, FFSHC
(612) 713-2552-
2196



Minneapolis Field Federal Safety and Health Council

(TC FFSHC)

Calendar Year 2013 Schedule and Tentative Topics:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Meeting Date/Time	Thursday 14 Mar 2013 1:00 pm – 2:00 pm	Thursday 6 June 2013 1:00 pm – 2:00 pm	Thursday 5 Sept 13 1:00 pm – 2:00 pm	Thursday 5 Dec 13 1:00 pm – 2:00 pm
Meeting location	133 rd AW HQ Command Conference Room	133 rd AW HQ Command Conference Room	TBD	TBD
Presentation	NEW HAZ COMM, Global Harmonization program	Fire Safety – Lecture / Hands-on	Workplace Violence	TBD
Presenter	Working Group	Mr. Mark Legvold, 133AW Fire Chief	TBD	TBD