



# Field Federal Safety and Health Council (FFSHC)

## Annual Report Template

### INSTRUCTIONS

Use these guidelines to develop the required FFSHC annual report to the Department of Labor's Occupational Safety and Health Administration (OSHA) for Calendar Year (CY) 2015. Please respond to all requests for information. OSHA will use the annual report to assess the overall effectiveness of the FFSHC in carrying out the primary functions set forth in 29 CFR 1960.87.

If you have any questions regarding these instructions or need further assistance, please contact your OSHA Federal Agency Program Officer (FAPO).

### FFSHC INFORMATION

<b>FFSHC Name:</b>	Minneapolis
<b>FFSHC Chairperson Name:</b>	Matt McCoy
<b>Current Date:</b>	1/7/2016

### I. Functions of the FFSHC.

Describe how the FFSHC addressed the following council functions during CY 2015. As part of this response, describe what worked particularly well and what shortcomings the FFSHC experienced.

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.

1. The Twin Cities Field Federal Safety and Health Council (TCFFSH) continues to serve as a resource on occupational safety and health issues for the local Federal community. Services of the Council are marketed through the local Federal Executive Board (FEB) meetings, through the existing FFSHC members, and whenever other opportunities arise. The participant Agencies are regularly surveyed about safety and health training needs. That information, as well as OSHA's areas of strategic importance, is considered when programs are developed for the year. Information regarding OSHA's Federal Agency Targeting program is always provided early in the calendar year, as well as a description of the OSHA inspection process.



2. Training was provided at each council meeting. \*The sessions were driven by the needs of the TC-FFSHC members. \*Needs of the council had been assessed at the beginning of the calendar year via a detailed and comprehensive survey. The survey (see Appendix A) was widely distributed throughout the council as well as through other outreach efforts such as the Federal Executive Board. Results of the survey were tabulated and the top training requests were then scheduled. Requested training was then provided at each quarterly meeting, and a special four day session was assembled to accommodate all training that had been requested. CY 2015 training included: OSHA Recordkeeping; US Army Corps of Engineers provided a tour of a lock and dam on the Mississippi, illustrating and providing training on the complex hydraulic systems and hazards encountered in the field of water and barge transportation. As previously mentioned, Council Leadership and members worked with Mark Hysell and his Regional Area Office staff (specifically Ms. Mary Bauer) staff to set up a 25 Hour Safety and Health training for federal council members in December 2015.
3. The TCFHSC continues to provide information to its members about occupational accidents, injuries and illnesses, and prevention strategies as part of general FFSHC meetings. Members requested and received training on subjects including: Workplace Violence, Walking and Working Surfaces, Managing Safety and Health Programs, PPE, Electrical, Hazard Communications/GHS, Exit Routes, Emergency Plans, Fire Prevention, Powered Industrial Trucks, Bloodborne Pathogens, Lockout/Tagout, Machine Guarding and Portable Tools, Intro to Industrial Hygiene, Accident Investigations, How to deliver effective training, Lighting and Ergonomics.

B. List any meetings, training, and other educational activities ***held by*** the FFSHC during CY 2015 that provided technical advice and occupational safety and health information. Please use the following format:

<b>MEETINGS, TRAINING, &amp; OTHER EDUCATIONAL ACTIVITIES HELD BY FFSHC</b>			
<b>Date</b>	<b>Number of Federal Agency Employees in Attendance</b>	<b><i>Names</i> of Federal Agencies Present</b>	<b>Subject of Meeting/Training/Activity</b>
January 22, 2015	26	12	OSHA Recordkeeping
March 5, 2015	12	8	Minnesota Safety Council and what they have to offer, TCFHSC survey results and review of annual report.
June 4, 2015	7	4	Ergonomics and Lighting requirements and recommendations
September 3, 2015	14	9	Tour of lock and dam, presentation of the national award the council received and discussion of upcoming 25 hour training in December.
December 3, 2015	9	5	Federal Targeting program and what OSHA will be focusing on for the



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			upcoming year, review draft of annual report and held elections.
December 8-11, 2015	28	10	OSHA 30 Hour General Industry targeted to collateral duty safety individuals at federal facilities topics included: Intro to OSHA-Required Records and Documents, 1960 Requirement, Workplace Violence, Walking and Working Surfaces-Fall Protection, Employee Wellness, Managing Safety and Health, PPE, Electrical/Arc Flash, Hazard Communication/GHS, Ergonomics, Exit Routes, Emergency Plans, Fire Prevention, Powered Industrial Trucks, Bloodborne Pathogens, Lockout/Tagout, Machine Guarding and Portable Tools, Intro to Industrial Hygiene, Accident Investigations and Effective Training.

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

1. The TC-FFSHC has the ability for members to call into the TC-FFSHC meetings. This allows members that were unable to travel to the meeting to still get valuable information and participate.
2. The minutes and handouts from the TC-FFSHC meetings are posted on the FEB website for easy access by members.
3. The OSHA Area Director, or his Alternate, regularly attends the TCFFHSC meetings and provides an update on the mission and activities of OSHA. Word of mouth continues to be a useful method of promoting the Council's activities. The council also developed a tri-fold brochure (See Appendix B) in an effort to share the council's goals with federally employed safety professions and as a method to continue growing the council membership. This is just another example of the councils continued outreach efforts. Additionally, Emails continue to be disseminated to active and non-active Federal Agency representatives advertising the Council and its services.
4. Federal agencies are asked to provide input as to topics that will benefit their specific issues/agencies. The Council then helps to provide training or helps make contact for safety and health assistance. Some Federal Agencies were asking for more training to assist them in carrying out some of their responsibilities relating to safety and health. The TC-FFSHC in conjunction with the local OSHA area office was able to put together essentially a 25 hour safety and health training to assist fellow members in the field. This issue was discussed at a Federal Safety and Health Council meeting and assistance was offered from other local Agencies with expertise in various safety and health topics. The Council is used as a sounding board for various safety and health issues.
5. Contact information for the speakers are provided to the local members for



assistance as needed. For example Ms. Dallman, DOL-OSHA, did a presentation on OSHA Recordkeeping. Many different agencies requested additional help and Ms. Dallman was very accommodating in working with the different individual. Ms. Mary Bauer was extremely helpful in setting up the 25 Hour safety and health training in December and ensuring all of the presenters had some resources for their respected topics.

- 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.

1. The FEB Executive Director, Ms. Alyssa Bryan, receives minutes of the TCFFHSC. Meeting notifications are also received. Time is dedicated at every council meeting for an FEB update. Information shared by the TC-FFSHC is shared and as required briefed upward to the FEB. Additionally, executive council member, Jan Dalton attended two FEB meetings this year, specifically to hand out the TC-FFSHC tri-fold flyer, and brief FEB members on the features and benefits of the TC-FFSHC.

2. Informational updates are provided by the federal OSHA Area Director, Mr. Mark Hysell.

3. The minutes and handouts from the TC-FFSHC meetings are posted on the FEB web-site for easy access by members.

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

The TC-FFSHC has found great success in using the round table discussion format. This format has been used for the past few years and allows all members to share their "Best Practices" with each other.

2. The Council identifies safety and health problems through a few different methods. In the past, OSHA has provided the Council with trends that have been identified during Federal Agency inspection activities. This year there were no specific problems identified by participants so programming consisted of more general informational sessions; for example, Recordkeeping, ergonomics and general safety and health. As data from our new FEDTARG becomes available, we will consider this for future programming.

3. The Council also surveys participant members regarding their needs. Additionally, the Executive Committee meets periodically to evaluate these "needs" surveys, and also discuss issues that might be of interest to members. From these sources, a program for annual meetings is prepared.

## II. Membership.

- A. Coverage.





1. Provide a list of federal agency installations that have officially appointed representatives to the FFSHC, and attended meetings and activities during CY 2015. 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:

<b>OFFICIALLY APPOINTED FEDERAL AGENCY REPRESENTATIVE LIST</b>		
<b>Federal Agency Installation</b>	<b>Number of Appointed Representatives</b>	
	<b>Management</b>	<b>Non-Management</b>
Department of Defense (Air National Guard) 133 <sup>rd</sup> Airlift Wing St. Paul, Minnesota 55111	1	1
Department of Defense (Air Force Reserve) 934 <sup>th</sup> Airlift Wing St. Paul, Minnesota 55111	1	1
Department of Defense (US Army Corp of Engineers) 372 <sup>nd</sup> Engineering Battalion Fort Snelling, Minnesota 55111	1	1
Department of the Interior Fish and Wildlife Services Bloomington, Minnesota 55111	1	2
Department of the Interior Federal Executive Board Federal Building (Whipple), Ft. Snelling	1	1
Department of Defense (US Army Reserves) AMSA 22 Fort Snelling, Minnesota 55111	1	
US Department of Health and Human Services Food and Drug Administration	1	
US Department of Agriculture Federal Grain Inspection Services Burnsville, Minnesota 55337	1	
Department of Veterans Affairs VA Medical Center Minneapolis, Minnesota 55411	1	
Department of Veterans Affairs VA Regional Office St. Paul, Minnesota 55101	1	2
Department of Veterans Affairs Data Management Information Center St. Paul, Minnesota 55111	1	
US Postal Services Northland District Minneapolis, Minnesota 55401	1	2
US Department of Labor OSHA Eau Clair, Wisconsin 54701	1	2
US Federal Bureau of Prisons		



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2. If available, provide a list of the local federal agency installations that have not officially appointed representatives to the FFSHC, but permitted employees to attend meetings and activities during CY 2015. Please use the following format:

<b>NON-APPOINTED FEDERAL AGENCY PARTICIPANT LIST</b>		
<b>Federal Agency Installation</b>	<b>Approximate Number of Agency Participants</b>	
	<i>Management</i>	<i>Non-Management</i>
NCA	1	1
VBA	2	1
Bureau of Indian Affairs	1	1

3. Provide a list of the non-federal organizations, represented by associate members, which attended meetings and activities in CY 2015. Please use the following format:

<b>NON-FEDERAL ASSOCIATE MEMBER LIST</b>	
<b>Organization</b>	<b>Number of Associate Members</b>
Minnesota OSHA	1
Minnesota OSHA Consultation	1
Minnesota Safety Council	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 appoint official member representatives.

The TC-FFSHC continues to rely on the FEB to encourage additional membership from Twin Cities Federal Agencies.

(a) A tri-fold pamphlet identifying the TC-FFSHC's purpose, mission, and membership benefits was distributed at the meeting. This resulted in renewed support from members. This is also posted on-line.



TC\_FFSHC\_Membership\_Pamphlet\_2015.

(b) The TCFFHSC continues to distribute information about Council activities throughout the Federal sector. For the most part, the same Agencies continue to support Council programs. Therefore, the Council's Executive Committee has made a more concerted effort to allocate resources toward the development of programs that will benefit those Agencies that do participate in the Council.

(c) We have also worked with some local unions and getting them



more involved with this process.

2. List the federal agencies that appointed new representatives to the FFSHC in CY 2015, using the format provided below:

<b>CY 2015 NEW FEDERAL AGENCY REPRESENTATIVES</b>		
<b>Federal Agency Installation</b>	<b>Number of Newly Appointed Representatives</b>	
	<i>Management</i>	<i>Non-Management</i>
NCA	1	
VBA	1	

3. Describe how the FFSHC encouraged appointed federal agency representatives to participate more actively in council activities.
  - (a) As previously mentioned, in preparation for CY2015, a survey was distributed to council members in an effort to determine training needs. Training topics that were offered on the survey were: active shooter, AED/First Aid, back injuries, bloodborne pathogens, compressed gas/compress air cylinders, confined space, driving safety, electrical safety, emergency management, HAZWOPER, indoor air quality, mold and mildew, ladder safety, control of hazardous energy/lockout tagout, occupational noise exposure, office safety, emergency eye was and showers, ergonomics, exit routes, fall protection, fire protection machine guarding, respiratory protection, welding, cutting and brazing, hazard communication and global harmonizing, program management, job hazard analysis, safety plans, and emergency action plans. Survey results were then tabulated, and training at council meetings was tailored to the needs of the council members as indicated on their surveys.



Twin Cities Field  
Federal Safety Council

- (b) Agency representatives are always encouraged to participate in program discussions and to share knowledge and experiences. Participants are regularly surveyed to determine training needs. Once training topics are selected, participants are asked to assist with identifying and securing presenters.
  - (c) The Council is attempting to enlist at least one new Agency as host/presenter each year. In 2015 the Corp of Engineers was kind enough to host the June meeting at a Lock and Dam along with a tour of the facility. This was very well received by the fellow council members and the Director of the FEB.
4. Describe any challenges the FFSHC encountered while trying to increase



active participation by officially appointed representatives.

(a) There are two major challenge the TC-FFSHC faces:

i. Identifying training needs. Not all agencies have the same hazards/training needs. For example, the VA Medical Center may require information on bloodborne pathogens; whereas, the Department of the Army may want information on hearing conservation. As a result, some organizations may or may not attend based upon the training provided. The approach of shooting for the middle, regarding training topics, appears to be the wrong approach. Moving forward, this council expects hit and miss attendance depending on the topics addressed. The goal is serving all agencies and their specific training requirements.

ii. Safety and Health Staff assigned as a collateral duty safety officer (CDSO). Staff that are assigned to safety and health as a collateral duty are finding it more difficult to get away from their primary job. The TC-FFSHC is committed to showing the value of attending these meeting to agencies by showing how it can provide information to reduce the incidences, severity, and cost of accidents, injuries, and illnesses within federal work centers. Directly as a result the council partnered with the local OSHA area office to provide over 25 hours of safety and health training to fellow members.

iii. The perceived reason that most attendees are not actively participating in the day-to- day administration of Council activities is simply a lack of time, resources, and urgency. It does not appear that the Council is a high priority for most Agencies. Until the time that participation is mandated at a national level, or a workplace safety and health need arises, this is unlikely to change.

iv. The majority of participants are collateral duty safety representatives. Quite often they are reluctant to take on additional responsibilities with the council.





C. Associate Membership.

Describe how associate members were involved in FFSHC activities during CY 2015.

1. The associate members had little involvement in the Council during CY15. In the past their involvement has often included providing a venue for meetings and sending a representative to attend. During 2015, no associate member facilities were used.

III. Organization and Management.

A. Executive Committee.

1. Provide a list of CY 2015 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:

<b>CY 2015 EXECUTIVE COMMITTEE LIST</b>	
<b>Executive Committee Position</b>	<b>Federal Agency Installation</b>
<b>Chair</b>	Name: Matt McCoy Federal Agency/Subagency: Veterans Administration
<b>Vice-Chair</b>	Name: Matt Griffith Federal Agency/Subagency: Department of Defense – Air Force 934th AW
<b>Secretary</b>	Name: Margret (Peggy) Krishnan Federal Agency/Subagency: Veterans Administration VHA
<b>Membership Committee Chair</b> (or designated person)	Name: Jan Dalton Federal Agency/Subagency: US Fish and Wildlife
<b>Program Committee Chair</b> (or designated person)	Name: Click here to enter text. Federal Agency/Subagency: Click here to enter text.
<b>Finance Committee Chair</b> (or designated person)	Name: Click here to enter text. Federal Agency/Subagency: Click here to enter text.
<b>Other</b> (please specify)	Name: Click here to enter text. Federal Agency/Subagency: Click here to enter text.

2. Does the FFSHC hold officer elections on an annual basis or on a biennial basis?

Biennial

3. List the date of the most recent officers' election.

12/3/2015



4. Provide the date and purpose of each Executive Committee meeting held in CY 2015 using the following format:

<b>CY 2015 EXECUTIVE COMMITTEE MEETINGS</b>	
<b>Date</b>	<b>Purpose</b>
12/22/2014	Planning for OSHA 300 training January 22nd 2015 via phone
2/4/2015	Finalize agenda and minutes for March 4th 2015 and annual report
5/22/2015	Finalize agenda and minutes for June 4th 2015
7/16/2015	OSHA 30 Training planning session with OSHA representative
7/30/2015	Finalize agenda and minutes for Sept 3rd 2015
9/3/2015	Meeting to discuss and finalize 25 hour safety and health training

**B. CY 2015 Goals.**

1. List goals the FFSHC established for CY 2015 and describe how each of them was achieved.
  - (a) Increase council attendance and Federal Agency participation average verses previous year's average. We were very fortunate to have 28 individuals from various federal agencies (Coast Guard and Bureau of Indian Affairs (BIA) that had significant interest in the training that was held in December of 2015.
  - (b) Arrange for training that covers issues common to all members: OSHA Recordkeeping OSHA 25 Hour Training.
2. Describe any challenges encountered by the FFSHC in accomplishing these goals.
  - (a) Finding certified instructors at no cost is a challenge.

**C. FFSHC Activity Support.**

1. List CY 2015 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. Please provide feedback on support provided by OSHA.

Mark Hysell, Area Director from Eau Claire Area Office attends all meetings and provides excellent updates on new policies, enforcement updates, and presentations when requested. The local area office provided recordkeeping training along with significant support for the 25 hours of safety and health training.

2. List the federal agencies that provided significant support for the FFSHC's activities during CY 2015 and briefly describe the types and levels of support.



DOL-OSHA, MN-OSHA, VA, USPS, FWS, TSA, USCG, USACE assisted in providing over 25 hours of training to council members.

D. FFSHC Future Planning.

1. List the FFSHC's goals for CY 2016.

- In an effort to attract new members, the executive council would like to solicit new members from all federal agencies who are in fields other than safety and health such as environmental protection and emergency management. The goal would be to bridge the gaps between disciplines in order to move safety and health forward for all agencies while supporting each other's disciplines
- Develop a calendar of safety and health training events to share with council members prior to meeting with agenda (where everyone is aware of the next two council meeting and their topics). This would increase the chance of participation by enabling members to plan ahead ensuring higher rates of attendance
- Develop and disseminate a survey (3/2016) to council members. The purpose of the survey it to engage council members and solicit their input as to the training topics that would be of greatest benefit to them and their agencies.
- Begin planning OSHA 30 hour training certification course slated for late 2017

2. List the proposed dates and short summaries of proposed projects and activities identified by the FFSHC's Executive Committee for CY 2016.

Conduct survey of training needs for council members in March 2016.  
Follow up training will be held at the June 2016 meeting based on needs assessment survey.  
Site visit of (FWS) tentatively scheduled for September 2016.  
OSHA 25 General Industry Hour Safety & Health Training in December 2016.

3. List the FFSHC's estimated budget and other projected resource needs for CY 2016. Identify planned source(s).

\$5,000 for educational materials for members to use for upcoming training and travel for instructors.

4. Provide contact information for individuals who will serve in CY 2016.

**CY 2016 EXECUTIVE COMMITTEE LIST\***



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Executive Committee Position	Contact Information
<b>Chair</b>	Name: Matt McCoy Federal Agency/Sub-agency: Department of Veterans Affairs Mailing Address: VISN 23 Safety and Health Officer, 2805 Dodd Rd, Suite 250, Eagan, MN 55121 Work Phone: 651-405-5631 Work Fax: 651-405-0482 Work Email: <a href="mailto:Matt.McCoy@va.gov">Matt.McCoy@va.gov</a>
<b>Vice-Chair</b>	Name: Diana Berberich Federal Agency/Sub-agency: Veterans Benefits Administration Mailing Address: Click here to enter text. Work Phone: 612-970-5628 Work Fax: Click here to enter text. Work Email: <a href="mailto:Diana.Berberich@va.gov">Diana.Berberich@va.gov</a>
<b>Secretary</b>	Name: Margret (Peggy) Krishnan Federal Agency/Sub-agency: Veterans Administration VHA Mailing Address: 1 Veterans Drive (138), Minneapolis, MN 55417 Work Phone: 612-467-2647 Work Fax: Click here to enter text. Work Email: <a href="mailto:Margret.krishnan@va.gov">Margret.krishnan@va.gov</a>
<b>Membership Committee Chair</b> (or designated person)	Name: Janet Dalton Federal Agency/Sub-agency: US Fish and Wildlife Mailing Address: 5600 American Blvd. West, Bloomington, MN 55437 Work Phone: 612-713-5224 Work Fax: Click here to enter text. Work Email: <a href="mailto:Janet_Dalton@fws.gov">Janet_Dalton@fws.gov</a>
<b>Program Committee Chair</b> (or designated person)	Name: Click here to enter text. Federal Agency/Sub-agency: Click here to enter text. Mailing Address: Click here to enter text. Work Phone: Click here to enter text. Work Fax: Click here to enter text. Work Email: Click here to enter text.
<b>Finance Committee Chair</b> (or designated person)	Name: Click here to enter text. Federal Agency/Sub-agency: Click here to enter text. Mailing Address: Click here to enter text. Work Phone: Click here to enter text. Work Fax: Click here to enter text. Work Email: Click here to enter text.
<b>Other</b> (please specify)	Name: Click here to enter text. Federal Agency/Sub-agency: Click here to enter text. Mailing Address: Click here to enter text. Work Phone: Click here to enter text. Work Fax: Click here to enter text. Work Email: Click here to enter text.

\* 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.

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