

# Field Federal Safety and Health Council (FFSHC)

## Annual Report Template

### INSTRUCTIONS

Use this template to develop the required FFSHC annual report to the Department of Labor's Occupational Safety and Health Administration (OSHA) for Calendar Year (CY) 2018. Please respond to all requests for information. OSHA will use this annual report to assess the Council's overall effectiveness in carrying out the primary functions described in 29 CFR 1960.87.

If you have any questions regarding these instructions, this report form, or need further assistance, please contact your OSHA Federal Agency Program Officer.

### FFSHC INFORMATION

<b>FFSHC Name:</b>	Minneapolis
<b>FFSHC Chairperson Name:</b>	Matt McCoy
<b>Current Date:</b>	1/11/2019

#### I. Functions of the FFSHC.

A. How did the FFSHC serve as a clearinghouse for safety and health information, including data on occupational accidents, injuries, 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, 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.



TC\_FFSHC\_Members  
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2. Training was provided at each council meeting. The sessions were driven by the needs of the TC-FFSHC members. Needs of the council was assessed via a detailed and comprehensive survey. The survey 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. CY 2018 training included: Inspections on Federal Sites, Electronic Fire Extinguisher Simulator Training and Hearing Conservation and Workers' Comp.. Council Leadership and members worked with Mark Hysell and his Regional Area Office staff (specifically Ms. Tracy Dallman) staff to set up a 2-hour training on OSHA 300 recordkeeping and reporting for federal council members in December 2018. We also published a Newsletter in the fall that is attached below.

Insert Newsletter for 2018 and any other perennate info.

B. List all meetings, training, and other educational activities the FFSHC held during CY 2018 that provided technical advice and occupational safety and health information.

MEETINGS, TRAINING, & OTHER EDUCATIONAL ACTIVITIES HELD BY FFSHC			
Total Number of Federal Employees Present	Name of each Agency Present	Subject of Meeting/Training/Activity	Date
11	5	MNOSHA Inspections on Federal Sites	March 1, 2018
9	5	Electronic Fire Extinguisher Simulator Training	June 5, 2018
11	7	Hearing Conservation and Workers' Comp.	September 6, 2018
15	9	OSHA 300 Log Presentation by OSHA plus Q&A session.	December 4, 2018

C. How did the FFSHC promote 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 and/or access video conferencing into the TC-FFSHC meetings. This allows members that were unable to travel to the meeting to still get valuable information and participate. The minutes and handouts from the TC-FFSHC meetings are posted on the FFB website for easy access by members.
3. The OSHA Area Director, or his Alternate, regularly attends the TCFHSC 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 embedded later in this document) 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, e-mails 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. A survey of members will be done in early 2019 to assess training requests. 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 responding to their questions.

D. What information did the FFSHC provide to the Federal Executive Boards, Federal Executive Associations, labor union organizations, and other federal employee representatives regarding the administrative and technical aspects of safety and health programs?

1. The FEB Executive Director, Ms. Andria Stegeman-Horowitz, 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 members, attended at least 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 or his representative.

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

4. A newsletter was published in the Fall and sent out to all members.

5. The Program Committee Coordinator (John Scott) regularly attends a FEB meetings to pass out the trifold brochure and discuss the mission of the council and ask the other agency executives to have their safety and health staff get more involved with our council and what the council can do to support the various agencies.

E. How did the FFSHC evaluate the safety and health problems particular to local conditions and how did the Council's activities facilitate solutions?

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.

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

4. The council will ask all members that attend each of the meetings if their needs are being met and if there is any additional training or other wants in which the council could support.

**II. Membership.**

**A. Coverage.**

1. Provide a list of the local federal agency installations which have officially appointed representatives to the FFSHC and attended meetings and activities during CY 2018. For each installation, list the: 1) number of officially appointed management representatives, and 2) number of officially appointed non-management representatives.

OFFICIALLY APPOINTED FEDERAL AGENCY REPRESENTATIVE LIST		Federal Agency Installation
Number of Appointed Representatives		
Management	Non-Management	
1	1	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 Reserves) 372 <sup>nd</sup> Engineering Battalion Fort Snelling, Minnesota 55111
2	1	Department of the Interior Fish and Wildlife Services Bloomington, Minnesota 55111
1	1	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	1	US Department of Health and Human Services Food and Drug Administration
2	2	US Department of Agriculture Federal Grain Inspection Services Burnsville, Minnesota 55337

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US Department of Transportation	1	
Department of Veterans Affairs VA Medical Center Minneapolis, Minnesota 55417	3	4
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	1	
Department of Defense (US Army Corps of Engineers) St. Paul District St. Paul, MN 55101	1	1
Federal Executive Board	2	

2. Provide a list of the local federal agency installations which have not officially appointed representatives to the FFSHC but did participate in meetings and activities during CY 2017. For each installation list the: 1) number of management participants, and 2) number of non-management participants.

<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>
National Cemetery Administration (NCA)	1	3
Bureau of Indian Affairs	1	1
US Navy	1	
NOAA	1	
Biloxi MS Field Federal Safety and Health Council (Video)	4	4
Omaha NE Field Federal Safety and Health Council (Video)	3	2

3. Provide a list of associate members, representing non-federal organizations, who attended meetings and activities during CY 2017.

<b>NON-FEDERAL ASSOCIATE MEMBER LIST</b>	
<b>Organization</b>	<b>Number of Associate Members</b>
MNOSHA	1

**B. Recruitment and Participation.**

1. How did the FFSHC encourage local non-participating federal agency installations to join the Council?

Minnesota Safety Council and MNOSHA are included in our email notifications. A request in past years for speakers from their agency is one way to encourage their participation. The Program Committee Coordinator attended a FFB planning meeting last summer/fall to pass out the tri-fold brochure and discuss the mission of the agency executives to have their safety and health staff get more involved with our council and what the council can do to support the various agencies.

2. How did the FFSHC persuade participating agencies to officially appoint member representatives to the Council?

Leaving members provide contact information on their replacements. We will also ask for volunteers at our quarterly meetings.

3. How did the FFSHC persuade agencies with inactive appointed member representatives to rejoin the Council?

The Program Committee Coordinator attended a FFB planning session last summer/fall to pass out the tri-fold brochure and discuss the mission of the council and ask the other agency executives to have their safety and health staff get more involved with our council and what the council can do to support the various agencies.

4. Provide a list of the local federal agency installations that appointed new representatives to the FFSHC in CY 2018. For each installation list the: 1) number of officially appointed management representatives, and 2) number of officially appointed non-management representatives.

CY 2017 NEW FEDERAL AGENCY REPRESENTATIVES		
Federal Agency Installation	Number of Newly Appointed Representatives	
	Management	Non-Management
No new agency representatives this year		

C. Associate Membership.

1. How did the FFSHC recruit non-federal organizations to join the Council? Request for assistance from the FFB representative to send out information such as the OSHA 300 training opportunity.

2. How were local community leaders informed of the FFSHCs functions and objectives?

Information is posted on the FEB website.

**III. Organization and Management.**

**A. Executive Committee.**

1. For CY 2018, provide a list of the Executive Committee members.

<b>CY 2018 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, VHA
<b>Vice-Chair</b>	Name: Terri Stamm Federal Agency/Subagency: US ACE
<b>Secretary</b>	Name: Margaret Krishnan Federal Agency/Subagency: Veterans Administration, VHA
<b>Program Committee Chair</b> (or designated person)	Name: John Scott Federal Agency/Subagency: Veterans Administration, DMC
<b>Membership Committee Chair</b> (or designated person)	Name: Federal Agency/Subagency:
<b>Finance Committee Chair</b> (or designated person)	Name: Federal Agency/Subagency:
<b>Other</b> (please specify)	Name: Federal Agency/Subagency:

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

Biennial

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

12/4/2018

4. List the date and purpose of each Executive Committee meeting held in CY 2018.

<b>CY 2017 EXECUTIVE COMMITTEE MEETINGS</b>	
<b>Date</b>	<b>Purpose</b>
January 2018	Prepare annual report and future goals/schedule
February 7, 2018	Meetings to discuss future planning updating brochure for FEB meeting

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B. CY 2018 Goals.

1. List goals the FFSHC established for CY 2018 and describe how it achieved each one.

• 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. The goal for CY 2018 is to contact at least 10 federal agencies and add at least one member.

• 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 (3/2018) to council members. The purpose of the survey is 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. However, funds are needed to cover the cost of a certified OSHA Trainer and certificates for participants.

2. Describe any best practices that it implemented to achieve these goals.

The Program Committee Coordinator regularly attends FFB meetings to pass out the tri-fold brochure and discuss the mission of the council and ask the other agency executives to have their safety and health staff get more involved with our council and what the council can do to support the various agencies. We have added additional members.

There was a calendar developed and shared with all members.

C. FFSHC Activity Support.

1. Summarize the support OSHA provided to the FFSHC during CY 2018.

OSHA has supported our FFSHC through attendance and training assistance. Mark Hysell, Area Director from Eau Claire Area Office, or his Alternate, attends most 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 2 hours of recordkeeping training. Ms. Dallman also provides updates from OSHA at our meetings.

2. Describe how the FFSHC used any approved funds.

No approved funds were received.

3. List the federal agencies that provided significant support for the FFSHC's activities during CY 2018, and describe the type of support they provided.

The Veterans Administration and the US ACE have made staff available to manage the local FFSHC.

4. Summarize the support that Associate Members provided to the FFSHC during CY 2018.

Speakers

**D. FFSHC Future Planning.**

1. List all of the FFSHC's goals for CY 2019.

- (a) Explore having meetings at the different agencies.
- (b) Survey the members for future training needs.
- (c) Will explore providing OSHA 30 Hour training to members.
- (d) Hold new elections for board members in December.

2. List the proposed dates and short summaries of proposed activities the FFSHC's Executive Committee identified for CY 2019.

<b>CY 2019 ACTIVITIES</b>	
<b>Date</b>	<b>Proposed Activities</b>
March 7, 2019	Contractors and Construction Safety
June 4, 2019	Heat Stroke, Heat Exhaustion and Possibly Lockout/Tagout
September 5, 2019	Grill out networking and site visit at another Federal Agency and Ergonomics
December 3, 2019	OSHA 300 Recordkeeping

3. Attach the FFSHC's proposed budget and projected resource needs for CY 2018.  
\$5,000
4. Provide contact information for individuals who will serve on the Executive Committee during CY 2018.

<b>CY 2018 EXECUTIVE COMMITTEE LIST*</b>
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<b>Executive Committee Position</b>	<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 Email: Matt.McCoy@va.gov	<b>Vice-Chair</b>
Name: Terri Stamm Federal Agency/Sub-agency: Army Corps of US Engineers Mailing Address: 180 5 <sup>th</sup> St E, Ste 700, St Paul, MN 55101 Work Phone: 651-290-5020 Work Email: terri.b.stamm@usace.army.mil	<b>Secretary</b>
Name: Margaret (Peggy) Krishnan Federal Agency/Sub-agency: Veterans Administration VHA Mailing Address: 1 Veterans Drive (138), Minneapolis, MN 55417 Work Phone: 612-467-2647 Work Email: Margaret.krishnan@va.gov	<b>Program Committee Chair</b> (or designated person)
Name: John Scott Federal Agency/Sub-agency: Veterans Administration, DMC Mailing Address: 1 Federal Drive, St. Paul, MN 55111 Work Phone: 612-970-5740 Work Email: John.Scott335@va.gov	<b>Membership Committee Chair</b> (or designated person)
Name: Federal Agency/Sub-agency: Mailing Address: Work Phone: Work Email:	<b>Finance Committee Chair</b> (or designated person)
Name: Federal Agency/Sub-agency: Mailing Address: Work Phone: Work Email:	<b>Other (please specify)</b>
Name: Federal Agency/Sub-agency: Mailing Address: Work Phone: Work Email:	* The Chair, Vice-Chair, and Secretary must be different individuals.