

Albuquerque Area Indian Health Service
Occupational Safety and Health Committee Meeting
August 23, 2000

Members present:

Carlos Cordova, IHS National Programs
Sue Duran, Human Resources
Leonore Garcia, AAO Administration
Ernestine Overfield, Human Resources
James Toya, Area Director
Bobby Villines, Safety Officer, Environmental Health Support Center
Lillie Yellowhorse, AAO

Guest:

Keith Cook, Albuquerque Indian Hospital

Members absent:

Pat Smith, Nurse Consultant, AAO
Vince Lujan, Labor Relations Specialist
Tom Fisher, Computer Systems Security Representative
IRS Representative
Robert Cantrell, AAO Building Manager

- I. Introduction
- II. General Discussion

Meeting convened at 10:15 am in conference room 2-1

- I. Introduction -- Bobby Villines, Safety Officer opened the discussion by introducing himself to Mr. Cordova, Ms. Duran and Ms. Garcia, as well as introducing Keith Cook to the committee.
- II. General Discussion
 - a. The proposed agenda was discussed and approved for discussion.
 - b. Keith Cook was asked to discuss the upcoming OSHA 600 training course that the Albuquerque Area would be sponsoring in conjunction with the local OSHA office.
 - Approximately 45 employees will have the opportunity to participate in the course
 - OSHA has agreed to conduct the 3-day course at the Albuquerque Department of Energy training complex during the week of November 13, 2000.
 - The OS&H committee agreed that it was very important that all supervisors make every effort to attend the training course. Possibly making attending the course mandatory for management personnel.
 - The OS&H committee also felt that each committee member should attend the training course as well.
 - It was suggested that "refresher courses" that relate to the OSHA 600 course be conducted during staff meetings.

Albuquerque Area Indian Health Service
Occupational Safety and Health Committee Meeting
August 23, 2000

- Ms. Yellowhorse asked Mr. Cook if Navajo Area Office Stewards could participate in the course. Mr. Cook indicated that Albuquerque Area staff would have priority, however, the Navajo Stewards could attend on a space available basis.

Action: Mr. Cook requested that each employee submit an email message to him at kcook@albmail.albuquerque.ihs.gov expressing interest in attending the OSHA 600 course. Mr. Cook will provide additional information regarding the course to Vince Lujan and Mr. Villines as the course date approaches.

c. Selection of a committee chairperson.

- It was suggested that Mr. Villines remain the main contact for the committee and be responsible for coordinating meeting dates, times and locations.
- It was also suggested that a new committee member act as the OS&H committee meeting facilitator on a quarterly basis to ensure equal participation by each member.

Action: Mr. Villines agreed to remain the main contact for the committee and to facilitate the meetings planned for September and October.

d. During the June committee meeting, Mr. Cantrell reported that the Emergency Action Plan needs to be updated.

- The committee agreed that the EAP should be updated and decided to make this a priority activity.

Action: Mr. Villines will provide copies of the current EAP for each committee member for their immediate review. Once the OS&H committee has reviewed the EAP, it will then be routed to each supervisor for their assistance in recruiting EAP team members. **The OS&H committee has set October as a deadline for updating the EAP.**

e. Safety Officer reported that new methods to provide training to staff on occupational safety and health topics are being planned.

Possible methods would include:

1. Regularly scheduled short training sessions
2. Self-paced internet-based training or videos
3. Informational handouts and/or posters
4. An OS&H committee newsletter

Action: Mr. Villines will work with the Albuquerque Area's Institutional Environmental Health Officers to schedule occasional training sessions for AAO staff. Mr. Cordova agreed to discuss the possibility of placing OS&H documents on-line with the National Web Team. Mr. Villines also agreed to inventory all learning materials on-hand and provide a list to each committee member.

Albuquerque Area Indian Health Service
Occupational Safety and Health Committee Meeting
August 23, 2000

Mr. Villines is currently developing the Occupational Safety & Health Committee web page and will inform the committee when the site is available for review on the internet.

f. What OS&H related policies/procedures are needed at the AAO building?

Action: Mr. Villines will look into what is available and provide examples to the committee. Each committee member expressed an interest in obtaining a copy of Chapter 9 of the IHS Manual. Chapter 9 may be found at the following website:

<http://www.ihs.gov/publicinfo/publications/ihsmanual/part1/pt1chapter9.pdf>

g. Ms. Yellowhorse brought up a concern regarding the need for a workplace violence prevention policy.

Action: Mr. Villines will look into what related policies are available and provide them to the committee for review.

h. Mr. Toya offered his assistance in providing "direction" for the committee as well as support from his office.

i. The committee expressed an interest in reviewing the security officers' incident log as well as the building manager's incident log on a regular basis. As well as if there's a need for the OS&H committee to maintain a separate incident log.

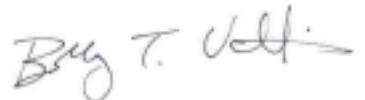
Action: Mr. Villines will ask Mr. Cantrell to provide the committee with a copy of his incident log. Ms. Garcia agreed to check with the security officers regarding their incident log. Mr. Villines will put together an example of an incident log for the next meeting.

Mr. Cantrell indicated that an official request would need to be made through GSA to obtain information on specific incidents.

The meeting was adjourned at 11:40 am.

The next OS&H committee meeting has been tentatively scheduled for 10 am to 12 noon, Tuesday, September 26, 2000 in Room 3-2.

Submitted by:



Bobby T. Villines, REHS
Safety Officer