

## OCTOBER 18, 2001 OSHECCOM MEETING MINUTES

The meeting was called to order at 10:05 AM by the Chair, John Carr, President, NATCA. Mr. Carr introduced the Vice Chair, Bill Peacock, AAT-1, Louise Maillet, Acting API-1 and the Designated Agency Safety and Health Official (DASHO), and Tom Holloway, AEE-200. The Chair then asked all attendees introduce themselves.

Louise Maillett asked the OSHECCOM Members to review the attendee list and make sure they know who their Occupational Safety and Health (OSH) and Office of Workers' Compensation Program (OWCP) Points of Contact (POCs) are. She emphasized the need for routine communication between OSHECCOM Members and their respective POCs between OSHECCOM meetings.

### **WORKERS' COMPENSATION**

The Chair introduced Carl Burleson-AEE-1 who made a presentation entitled, **“Statistical Analysis - Financial Impact of Workers Compensation Injuries on the FAA, or, How Do You Boil a Frog?”**

Mr. Burleson made the following points:

- FAA workers' compensation claims costs continue to rise. FY01 OWCP + COP costs surpassed \$88 million.
- FAA workers' compensation claims costs per employee (\$1,700) far exceed other agencies.
- The true impact of workers' compensation losses must include the indirect costs as well as the direct costs. The OWCP + the COP costs are the direct injury/illness costs. Indirect costs are lost productivity, time spent completing reports, loss of employee morale, and training for replacement employee, to name a few.
- Employee safety needs to be included in management performance standards.
- In addition to reducing workers' compensation costs, the agency needs to avoid OSHA Violations.
- LOB OSH and OWCP POCs need to interact to develop strategies to reduce the number of injuries and their costs.
- Employee safety must be integral to how the FAA does business.

Mr. Burleson began by illustrating that while the FAA's total case rate (number of injuries per 100 employees) is below the government average, the average cost per employee (\$1,700) far exceeds the government average and is higher than many agencies. He also noted that the total direct cost, which includes both the OWCP + continuation of pay (COP), continues to rise and has surpassed \$88 million for FY01.

An issue was raised during the presentation that LOBs have difficulty tracking lost production days. The consensus was there need to be better tracking mechanisms in place either through Human Resources or the Safety Management Information System (SMIS) to track lost production days. The metrics/measures require more accurate data collection and input at the source.

A discussion of Action Items 1-4, 6 followed. See the attached matrix for the results.

### **HANDOUT MATERIALS IN THE BINDER**

The Chair informed the attendees of the materials in tabs 4-8: Federal Worker Initiative update; FAA Supervisors' Guide to Workers' Compensation presentation; FAA Supervisors' Quick User Guide to SMIS (Safety Management Information System); FAA FY00 Annual Occupational Safety and Health (OSH) Report to the Secretary of Labor; Template for the FY01 OSH Report. The handouts from the meeting will be posted on the AEE website at <http://www.aee.faa.gov/aee-200/>.

A discussion of Action Item 5 followed. See the attached matrix for the results.

### **DISASTER PREPAREDNESS**

Next, the Chair introduced Nancy McWilliams, OSHECCOM Coordinator, AEE-200, who made a presentation entitled **Disaster Preparedness Planning and Employee Emergency Procedures**.

Ms. McWilliams briefly described the following:

- Disaster preparedness
- FAA Employee Emergency Procedures
- How disaster preparedness will benefit LOB operations

Attendees were provided with a draft copy of the Employee Emergency Procedures. (This document has subsequently been re-titled Employee Response to Emergencies and can be found at <http://faa.gov/AHR/response/index.cfm>.)

An attendee pointed out that it is not possible for a single detailed plan to be used throughout FAA. Ms. McWilliams explained that, while the plan is designed for HQ, it could be used as a template to develop plans for other FAA facilities.

One attendee raised the question of whether there is a need for OSHECCOM to create an emergency plan when the Deputy Administrator has already instructed ARA (ASU) to do a plan. Debra Wilson, ASU-2, pointed out that Ms. McWilliams has been collaborating with ASU on a unified Headquarters plan.

Another attendee pointed out there is a need for FAA to work with GSA as FAA has 17 buildings/facilities in the local area.

A discussion of Action Items 7 and 8 followed. See the attached matrix for the results.

### **OSHECCOM ELECTIONS**

The Chair introduced the following nominees: for Chair, Bill Peacock and for Vice Chair, John Carr. Since Mr. Carr was a nominee, he turned over the meeting to Tom Holloway to facilitate the election.

The floor was opened to nominations. There were no nominations from the floor. The voting commenced with the following results:

New Chair -- Bill Peacock

New Vice Chair -- John Carr

Mr. Holloway turned the meeting back to Mr. Carr who reviewed the action items.

Next Scheduled Meeting--**March 14, 2002** (The original date of March 7 was subsequently changed via e-mail voting of the Members to Thursday, March 14, 2002.)

The Chair adjourned the meeting at 12:15 PM.

**OSHECCOM MEETING ACTION ITEMS**  
**October 18, 2001**

(**BOLD** items in the Final Action Taken and New Due Dates column represent actions taken since 10/18.)

No.	ACTION ITEM	WHO IS RESPONSIBLE?	ORIGINAL DUE DATE	FINAL ACTION TAKEN AND NEW DUE DATES
1	OSHECCOM Members will brief their LOB managers on the workers' compensation statistics by 11/15/01.	<b>OSHECCOM Members</b>	11/15/01	Agreed to, but not by 11/15/01. <b>AEE and the POCs will meet to establish a new due date following AEE's meeting with HR. AEE will schedule a meeting of the POCs for February.</b>
2	<p>Ensure that your LOB's OSH and OWCP Points of Contact (POC) meet together by 11/1/01</p> <ul style="list-style-type: none"> <li>• To identify LOB workers' compensation costs (OWCP POCs will be responsible for this).</li> <li>• To begin to develop and implement strategies to focus LOB safety activities on prevention of mishaps and reversal of workers' compensation trends (OSH POCs will be responsible for this).</li> </ul>	<p><b>OSHECCOM Members</b></p> <p><b>OWCP Point of Contact</b></p> <p><b>OSH Point of Contact</b></p>	<p>11/1/01</p> <p>11/1/01</p> <p>11/1/01</p>	<p>AEE-1 will meet with HR to discuss sharing of OWCP data with OWCP POCs.</p> <p>AEE-200 and the OSH/OWCP POCs will meet to establish a new due date for this action item, following AEE-1's meeting with HR, to review the AWP procedures, as shown in a briefing prepared by Dr. Goodman.</p> <p><b>AEE-1 met with HR 11/21/01. The revised due date for the individual LOB OSH and OWCP POCs to meet will now be 12 days following AEE's meeting with the POCs. They will begin to develop strategies at that time. AHR plans to meet individually with LOB OWCP POCs to discuss OWCP data needs and case management including</b></p> <ul style="list-style-type: none"> <li>• <b>LOB involvement in Return to Work (RTW) programs</b></li> <li>• <b>Training for supervisors</b></li> </ul>
3	Direct Supervisors and other managers, as well as OSH and OWCP POCs, to become knowledgeable in the new Supervisor's Guide to Workers' Compensation and in the use of SMIS by 12/1/01.	<b>OSHECCOM Members</b>	12/1/01	<p>Approved with the following changes in italics:</p> <p>Direct Supervisors and other managers, as well as OSH and OWCP POCs, to <i>familiarize themselves with</i> the new Supervisor's Guide to Workers' Compensation, including controversion of claims, and in the use of SMIS by <i>3/15/02</i>.</p> <p>An IOU was taken by AEE-200 to resolve the following SMIS issues:</p> <ul style="list-style-type: none"> <li>• Is the training adequate to meet the needs of the users?</li> <li>• AEE will provide an electronic copy of the SMIS handout.</li> <li>• How do OWCP POCs access the WICS data?</li> </ul>

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4	Ensure that, if a safety incident occurs, the LOB managers input the safety incident data into SMIS.	<b>OSHECCOM Members</b>	12/1/01	This action was withdrawn. This action is related to action #3. It was agreed that there must first be a good mechanism to obtain the data before Supervisors begin inputting the data.
5	Ensure that the OSH and OWCP POCs submit the LOB's Annual OSH Report by 11/15/01 to AEE-200.	<b>OSHECCOM Members OWCP POC OSH POC</b>	11/15/01	This action was approved. In support of the action item, Louise Maillett, DASHO told the LOBs that if they can't get the OWCP information from HR that they need to complete their LOB OSH Annual Report to let her know whom in HR they asked.
6	OSHECCOM Members are being asked to report back to the OSHECCOM Coordinator on the status of these action items by December 14, 2001.	<b>OSHECCOM Members</b>	12/14/01	This action was approved with a new date of 3/15/02.
7	Create a Task Force to develop a Disaster Preparedness Plan. Members: AAM, ACS, ADA, AEE, ASU, FPS (Federal Protective Service), and TASC. AEE will chair; individual LOBs will implement.	<b>OSHECCOM Members</b>	10/18/01	This action was withdrawn. AEE-200 will continue the action and collaboration with the other groups named in this action item.  <b>AEE is continuing its collaboration.</b>
8	Distribute Employee Emergency Procedures to your employees by 11/1/01 or sooner.	<b>OSHECCOM Members</b>	11/1/01	This action was withdrawn. AEE-200 will continue the action and interaction with the other named groups.  <b>Employee Emergency Procedures was re-named Employee Response to Emergencies and posted on the HR website 11/20/01 at: <a href="http://www.faa.gov/ahr/response/index.cfm">http://www.faa.gov/ahr/response/index.cfm</a>.</b>