



Subject: Meeting Minutes for Training Working Group Meeting Conducted September 13, 2012

In conjunction with the HAMMER Steering Committee meeting the HSS Focus Group Training Working Group Meeting was conducted from 2:00 PM to 4:30 PM at the HAMMER Training Facility in Richland, WA.

The meeting was attended by 33 personnel representing HSS, NTC, NIEHS, CPWR, various labor organizations, and DOE contractors. Additional personnel participated in the meeting via the established conference call. A copy of the personnel physically attending is attached for information.

Meeting summary:

- Julie Goeckner, DOE/EM-40 provided the background and overview of the existing DOE Senior Executive Safety Conscious Work Environment course which was developed to address the DNFSB 2011-1 corrective actions for improvement in DOE safety culture. HAMMER and the NTC will support Julie on the development of the planned worker and related safety culture courses.

Julie provided specific summary information on HQ course objectives and how the course is conducted. Julie also provided copies of the executive summary and ready reference for the course (SAF-200) to attendees. Pete Stafford (CPWR), Chip Hughes (NIEHS), and worker trainers discussed the need for a collaborative approach and worker involvement in development and presentation of safety culture training. Pete briefly reviewed the already completed studies, surveys, and development work performed by CPWR.

Discussion ensued regarding development of training materials that would support change in culture and not just be perceived as another check the box training effort. Workers shared their perspectives and experience with events and subsequent responses that have occurred at Hanford and the chilling effect on open communications. Workers also expressed that educational material should clearly reinforce that adverse employment decisions based on workers raising safety and health concerns is illegal, against DOE ISM policy and in violation of DOE Order 851.20(b)(7). Julie Goeckner acknowledged the importance of collaboration and agreed to work with designated labor personnel on the worker safety culture course and also agreed that she would support select individuals observing one of the upcoming HQ safety culture courses. Ted Giltz (HAMMER) took the action to schedule a follow-up conference call to support further discussion of the path forward.



- Julie Johnston requested approval of the June 2012 meeting minutes previously distributed to working group members. The minutes were approved without change.
- Evan Dunne (NTC) provided an update on the reciprocity and collaboration tasks. The reciprocity process document has been reviewed, walked-down and used at Hanford. We are coordinating with Idaho to pilot the process for the 3 Idaho contractors. We are also working with the Idaho Operations POC and Idaho Contractors to perform an on-site collaborative meeting in the near future. The TWG agreed that NIEHS would be contacted when evaluations are planned at locations where NIEHS grantees provide training for DOE workers (labor unions, community colleges, etc.). The trip report for the April visit to Oakridge has been completed and is available upon request.

Additionally, Evan shared that the team is working with the Business Management Advisory Council (BMAC) and their efforts to implement improved portability and sharing of training course information. NTC has established a SharePoint to support this effort and we stand ready to support their efforts as they move forward.

During FY13 we are looking at establishing contact and updating information to support our efforts with Oakridge contractors, Portsmouth, Paducah, SRS, SNL, LANL, and Nevada. The team has developed a process checklist to capture points of contacts and current status to aid in moving this task forward.

Loren Pederson (INL) asked how the group had determined the courses to seek reciprocity. Evan responded that ultimately all safety and health courses were candidates for reciprocity and sharing of course materials. The process was being tested based on Rad Worker, with HAZWOPER, GERT, and GET as potential next steps. The Rad Worker course was selected based on clear approved DOE criteria, known common program elements and multiple agreements already in place, and the high volume in the complex. NTC will seek input from participants including BMAC, NIEHS, labor, and HAMMER to determine upcoming priorities for determining course reciprocity. We are open to pursuing reciprocity for other courses at the request of participating contractors.

- Due to Time constraints the actions from the last meeting were deferred in order to allow time for the NIEHS and Labor Updates. Ted Giltz provided copies of the completed communication plan and summary of point to point agreements for RWII courses to attendees for information.
- NIEHS Update: Annual grant funding has been released to grantees. The NIEHS Evaluation Workshop is scheduled to occur October 11 and 12th at NIEHS in North Carolina. Information



regarding the workshop and registration information is available on the NIEHS web site.

- Labor representatives present at the meeting indicated a continuing interest in the importance of seeking collaboration and partnership during development of safety culture training course materials.
- The next meeting will be in the February-March 2013 timeframe depending on continuing impacts of budget and travel constraints. A TWG conference call will be scheduled prior to the next HSS Focus Group telecom scheduled for October 30, 2012. The tentative date of the TWG conference call is October 16, 2012 at 10:00 AM EST.
- The meeting ended at 4:30 PM.

COURSE COMPLETION ROSTER

Course No.	Course Title	Date Completed	Records Use Only
	HSS Training Working Group	9/13/2012	
Session No.	Location	Beginning Date/Time	

NOTE: IN ORDER TO OBTAIN CREDIT FOR CLASS, FILL OUT FORM ACCURATELY:
 1. PRINT NAME IN PERMANENT LAST, FIRST MI (UNLESS NAME IS ALREADY PROVIDED).
 2. SIGN NAME IN PERMANENT INK AND PROVIDE REQUESTED INFORMATION.
 3. IF YOU DO NOT HAVE A HID OR PAYROLL NUMBER, CONTACT YOUR INSTRUCTOR TO COMPLETE A TRAINING COMPLETION RECORD, FORM A-8001-539.

	Hanford ID (HID)	Print Name (Last, First, MI)	Signature	Company	CACN (Charge Code)	Billing Code (See Billing Codes Below)	Billing Info <input type="checkbox"/> BILLABLE CLASS <input type="checkbox"/> NON-BILLABLE CLASS
1		Johnston, Julie A	[Signature]				
2		Donna Will Ragan	[Signature]				
3		Goetken, Julie A	[Signature]	DVE EMI			
4		Randee Calaman	[Signature]	HANTE			
5		Chip Hudner	[Signature]	NIFHS			
6		Debrah Henselck	[Signature]	Changhouse			
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COMMENTS:

UNUSED BLOCKS ON COMPLETED FORM NEED NOT BE MARKED N/A OR LINED OUT.

*BILLING CODES: (CB) Complete Bill, (CN) Complete No-Bill, (FB) Fail Bill, (IB) Incomplete Bill, (IN) Incomplete No-Bill, (NB) No Show Bill, (XX) Refusal. IF BLANK, WILL DEFAULT TO COMPLETE BILL.

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1		Johnston, Julie A	[Signature]			
2		Donna Williams	[Signature]			
3		Goetken, Julie A	[Signature]	DEE EMI		
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