

**HSS Safety Improvement Task Group**  
**April 9, 2009 9:00am – 11:30am**  
**20300 Century Blvd., Ste. 105 Germantown, MD**

***Call-in Details:***

Call-in number: 301-903-6351  
Reservation: 240204  
Contact: Mark Petts

***Attendees:***

Mark Petts, Recording Secretary  
Candy Sanchez, Chair  
Mary Haughey  
Ken Stein  
Sherry Main  
Cecelia Kenney  
Dave Smith

**AGENDA**

- 1) Call to order
  - a. Introduction and welcome to attendees
  - b. Circulate attendance sheet
  
- 2) Review and approve minutes from March 26, 2009 meeting
  
- 3) Review and approve agenda
  
- 4) Old Business
  - a. Discussion on FEOSH training video
  - b. Discussion on water quality email that Mary sent to the group
  - c. Finalize list of goals/ideas under the 5 topics keeping in mind the following:
    - i. Get MA buy in on things they have responsibility for
    - ii. Put a link to the video on ergonomics on webpage
    - iii. Remind employees of the training resources that are available to them via webpage
    - iv. Post emergency and first aid contacts
    - v. Pop up boxes re: Safety when computers boot up each day
    - vi. Safety share at start of each meeting (create schedule of who on what date)
    - vii. Establish trust by sharing what has been reported but not yet fixed
  - d. Make arrangements to get the group Charter signed
  
- 5) Break

6) New Business

- a. Members bring opinions from employees to the meeting based on their discussions on the issues within their respective organizations.
- b. Product of this meeting will be a selection of three top priority issues/goals that will improve safety within HSS.
- c. A brief task group report will be prepared that describes the goals and their implementing milestones. The task group will identify the organizations responsible for each goal and milestone.
- d. Determine date and time of next meeting.
- e. Identify any action items that should be completed prior to next meeting.
  - i. Members will have shared the final three top priority issues/goals with their respective organizations and solicited input on implementation steps (goals) to achieve improvement and on the metrics necessary to measure progress toward meeting the goals.
- f. Recommend agenda items to be considered for next meeting
  - i. Product of this meeting will be identification of measureable and achievable milestones for meeting the three selected goals

7) Meeting wrap-up and adjournment