MINUTES FROM THE ASSE COUNCIL ON PRACTICES AND STANDARDS (CoPS) MEETING

Date: June 12, 2011
Location: Safety 2011 (Chicago, IL)

Attendees:
George Pearson – Vice President of CoPS
David Bascom – Vice Chair of CoPS
Hamid Fonooni – Academics
Mike Hayslip – Construction
Bob Coffey – Consultants
Terry Tincher – Engineering for Jeff Robinson
Mary Prisby – Environmental
Jeremy Harris – Ergonomics
Walt Beattie – Fire Protection
Joe Klancher – Healthcare
Pam Perrich – Industrial Hygiene
Jack Fearing – International
David Bascom – Management
Michael Coleman – Manufacturing for David Coble
Remi Fleuette – Mining
Stephen Dimond – Public Sector
Leslie Batterson – Risk Management/Insurance
Nancy Bendickson – Transportation
Kelly Bernish – Common Interest Groups Rep
Chris Gates – A&H Chair
Tim Fisher- Staff
Krista Sonneson- Staff

Guests: Several guests from the group advisory committees were in attendance.

George Pearson called the meeting to order at 8AM. CoPS members, guests and ASSE staff introduced themselves.
The November 2010 CoPS meeting minutes were approved.

Leadership Report
George Pearson mentioned the Board of Directors meeting was held the day before, on June 11th, and the House of Delegates meeting was scheduled for later that day on June 12th. He read through the Society’s strategic plan and new goals.

Safety 2011 Briefing
Krista Sonneson handed out the certificates previously requested by the Administrators and provided certificates for outgoing Administrators. She mentioned that some groups will be meeting on-site and some will meet off-site for their advisory committee meetings. Krista asked everyone to focus on recruitment the next few days of the conference.

Health & Wellness Branch
The new Health & Wellness Branch proposal was presented by Joe Klancher. The council approved the formation of this new branch, to be sponsored by the Healthcare Practice Specialty.

Awards & Honors
Chris Gates provided an update on awards and honors. He mentioned that more submissions were received this year than in years past. He confirmed that the CoPS SPY, Practice Specialty SPYs, Significant Contributor Awards, Best Technical Publication Award and PS Achievement Awards were finalized.

Membership
Chris Gates provided an update on the membership committee. He confirmed that they are now meeting on a monthly basis. They have worked with Krista to get a member benefit reminder email sent to CoPS members twice per year, starting in late 2011. The issue of practice specialty membership will be a discussion topic for the Fall 2011 CoPS Meeting.

Body of Knowledge
Jeff Camplin provided an update on the Body of Knowledge (BoK) project. He confirmed that the BoK is taking off, ASSE is developing the software, keywords have been developed and ASSE is in the process of hiring temps to upload existing content to the BoK. The BoK will launch at the Leadership Conference in October 2011 and have a demonstration.

We will point out the following during the demonstration:

- It is important to note that this will continue to be an ever evolving project and program. It will always be continuing to move forward with new high-caliber SH&E information for the membership. There is not an end to this project and program.

- Initial programming has been completed. The vendor/contractor, American Eagle, is finalizing the infrastructure, and there will be ongoing tweaks.
The final project will have additional features not originally envisioned. These are almost all for the back office.

Temporary workers will be used to assist with the BoK project during Summer 2011.

A BoK project kiosk will be available at Safety 2012 to recruit content writers/reviewers.

It was also noted that during the BoD meeting, we will also have a motion for Phase 2 of the BOK in the amount of $150,000. Our basic plan is to use the services of a contract employee to grow the assets in the BOK via more outreach, recruiting, committee membership and intersociety partnerships. There will also be a need for maintenance and improvement of the database’s electronic capabilities. The Council has already approved the overall motion to fund the BOK and the second phase request will be for an additional $150,000. Staff asked if there was a need to approve a second motion since the original business plan was approved with these amounts. Following discussion consensus was reached that the Council has already approved the concept and funding request and an additional motion is not needed.

**Business of Safety Committee (BoSC)**

Mark Hansen provided an update on the BoSC. He noted that they need to better publicize the BoSC website. Krista confirmed that they are now including a link to the BoSC website in most newsletters, especially the practice specialty newsletters. Mark suggested promoting the website on LinkedIn.

**Standards Development Committee (SDC)**

Staff gave the following update in regards to the activities of the SDC:

The Z359.7 Testing and Verification Standard has been approved. The following proposed standard should be published within the next 18 months:

Z359.8: Requirements for Rope Access
Z359.9: Personal Equipment for Protection Against Falls—Descending Devices
Z359.11: Safety Requirements for Full Body Harnesses
Z359.14: Safety Requirements for Self-Retracting Devices
Z359.15: Safety Requirements for Vertical Lifelines
Z359.16: Safety Requirements for Fall Arresters for Personal Fall Arrest Systems
Z359.17: Safety Requirements for Horizontal Lifelines
Z359.18: Safety Requirements for Anchorage Connectors

We are finalizing the approval of the Z590.3 Technical Report for Prevention through Design as an American National Standard. Depending on the amount and content of the comments from the canvass and public review, our goal is to produce an American National Standard during 2011.

**New Business**

Time Fisher announced that Safety 2012 will take place in Denver, CO, June 3-6, 2012. He asked that all sponsored sessions be submitted by the July 13, 2011 deadline.
The Ribbon Jam idea met with minimal positive response. It will be further discussed during the Fall 2011 Meeting.

CoPS staff proposed changing the “Newsletter Editor” title to “Publication Coordinator.” The council agreed and approved the following motion.

Motion: The Council approves the change in title from “Newsletter Editor” to “Publication Coordinator”.

Bob Coffey suggested that technology should be utilized more within CoPS. Krista confirmed that she will be sending out information on a new Free Conference Call line that supports screen sharing. She also mentioned that she is coordinating a CoPS best practices webinar to help new volunteers get settled into their positions.

The concept was suggested that members are currently required to become a member of a chapter of ASSE after joining the Society. The suggestion was that perhaps members should have their choice of either a chapter or practice specialty. Following this discussion the following motion was made, seconded, but was not approved.

Failed Motion: That ASSE give members the choice of either being a member of a chapter or a practice specialty.

Following extensive discussion a consensus was reached that the overall membership issue should be on the agenda for the next face-to-face meeting of the Council.

**Future Meetings**

George Pearson announced that the next CoPS meeting will take place November 16, 2011 in Cambridge, MA before the Measuring Safety Performance Symposium.

The meeting was adjourned at 10:45 a.m.

These minutes were prepared and submitted by:

Krista Sonneson
Manager, Practice Specialties