MINUTES FROM THE AMERICAN SOCIETY OF SAFETY ENGINEERS
COUNCIL ON PRACTICES AND STANDARDS (CoPS) MEETING

Date: March 9-10, 2010
CoPS Meeting: Scottsdale, AZ
Prepared: March 17, 2010

Attendees:
George Pearson – Vice President of CoPS
Hamid Fonooni – Academics
Jane Williams – Construction for Mike Hayslip (Jane represented the Construction PS but was not eligible to vote)
Bob Coffey – Consultants
Jeff Robinson – Engineering for Bruce Rottner
Judy Freeman – Environmental
Frank Baker – Fire Protection
Mark Shirley – Healthcare
Eric Stager – IH
Jack Fearing – International
Chris Gates – Management
David Coble – Manufacturing
Steve Boydston – Mining
Fred Fanning – Public Sector for Steve Dimond
Leslie Batterson – RM/I
Mike Farris – Oil & Gas
Frank D’Ambrosio – Transportation
Gary Lopez – SDC
Tim Fisher, Staff
Rennie Heath, Staff
Guests:
Jeff Camplin – Chair of the ASSE Body of Knowledge Committee
Mark Hansen – Chair of the Business of Safety Committee

George Pearson called the meeting to order at 7:35 am.

Three additional agenda items were added: Mike Farris: e-mail permanent address procedure from ASSE; George Pearson: discussion of a memorial for Chris Watters who died in the Middletown, CT building explosion; Tim Fisher: a national office report.

The minutes of the October 23, 2009 CoPS conference call meeting had been circulated for approval. A motion was made by Eric Stager, duly seconded by Jack Fearing and unanimously approved.

George Pearson reported on the ASSE Board of Directors meeting that took place from February 5-6, 2009 in Scottsdale, AZ. He noted that the meeting included a strategic planning session.

Rennie Heath discussed the following items pertinent for CoPS at Safety 2010 in Baltimore, MD. She noted that she had sent the times and days of the practice specialty, branch and common interest group advisory committee meetings for this year with only one change. Room numbers will be forwarded to the administrators and chairs. During a blue sky roundtable discussion with ASSE staff, she reported that the suggestion had been made to change “advisory committee” meetings to “networking” meetings since the latter was a much more inclusive word.

She also reported that the booth duty schedule would be available by mid-April. She added that although booth duty would not be necessary during concurrent sessions, practice specialty, branch and common interest group (CIG) members would be welcome at the CoPS booth at any time. She reminded attendees that CoPS administrators would be reimbursed for travel and other normal expenses for two nights in order to attend the House of Delegates (HOD) meeting on Sunday, June 13, 2010 at noon. She reminded CoPS members to check the box for the awards and honors luncheon so that a ticket will be included in their packet.

Lastly, she described the new procedure for an expanded poster sessions programs at PDC, including three categories: undergraduate student, graduate student and other (faculty and government). All entries will be judged by category, and awards will be given.

Tim Fisher noted that for the first time, the Safety 2011 application for speakers and presenters includes a space for the applicant to assign a particular practice specialty, branch and/or CIG for his or her proposal.

Practice specialty reports followed:

Academics: In preparation for Safety 2011, Hamid Fonooni noted that 350 schools have safety courses, and APS will reach out to them. APS has finished a survey that will be discussed during the Academic Forum at Safety 2010; will hold its annual Academic Forum on Tuesday afternoon
during Safety 2010; will provide three APS judges for the poster sessions and will work with the Environmental Practice Specialty to reach out to schools with environmental programs.

**Construction:** Since the administrator and assistant administrator could not attend, the substitute member will contact the administrator for an update.

**Consultants:** CPS noted a slight decline in membership, and Rich Moscato has been working with students who want to know more about consulting with the assistance of ASSE Senior Vice President Terrie Norris.

**Engineering:** EPS is in a quandary since the administrator has not been active recently. Tim Fisher discussed the prevention through design standard activity.

**Environmental:** EPS is still searching for an Agricultural Branch chair since the two original people declined; it is working on green job issues; advisory committee member Neil Silins is LEED-certified; another environmental networking roundtable is in the planning stages.

**Fire Protection:** FPS has four sponsored sessions at Safety 2010; its membership has been relatively flat and Walt Beattie and Gabe Miehl will be the incoming administrator and assistant administrator, respectively.

**Healthcare:** Assistant administrator Joe Klancher will become administrator; plans to work with AIHA on a respiratory program, especially in the construction industry; is planning a member survey and considers aerosol-transmitted disease to soon be a hot topic.

**Industrial Hygiene:** Assistant administrator Pam Perrich will become administrator following Safety 2010, and IH is planning a Biosafety 101 program.

**International:** IPS membership is now over 450; Adam Neave will be the new editor of *World Focus*, which continues to be excellent, and IPS will sponsor or co-sponsor nine sessions and a key issue roundtable at Safety 2010.

**Management:** MPS branches (Service and Human Resources) are growing, and their newsletters are on time.

**Manufacturing:** MPS has 680 members; all chair positions are filled and a member survey is planned.

**Mining:** MPS noted that MSHA has increased inspections and compliance requirements, especially for the stone and gravel mining industries; SH&E presentations are needed at mining conferences (currently, most are conducted by Adele Abrams); should have ASSE and mining booths at mining conferences.

**Oil & Gas:** OGPS membership has grown; the assistant administrator is looking for a new job; *Well Informed* is overwhelmed with articles and fire-resistant clothing is a hot topic. OGPS hopes to hold a webinar or virtual symposium on fire-resistant clothing.
Public Sector: PSPS is updating its guidelines every two years; many public sector employees are losing their jobs due to the economy; interested in sponsoring a military branch; will complete a white paper on SH&E for seasonal workers and training needed for public sector workers.

Risk Management/Insurance: Evan Murray from AON will take over RMIPS’s website responsibilities, and a large networking meeting is planned for Safety 2010.

Transportation: TPS has four sponsored or co-sponsored sessions at Safety 2010 and will set new goals at its advisory committee/networking meeting.

Standards Development Committee: The Association of Manufacturing Technology may want to sell its 24 standards. ASSE is interested in this. Eighty percent of ASSE’s standards sales are for electronic standards; the Z10 standard is under revision; OSHA may revive its old ergonomic program; SDC plans better website visibility.

Awards and Honors: Chris Gates reported on the CoPS awards and honors program for Safety 2010. He noted that the deadline for the Culbertson Award is April 1 and that CoPS has nominated four recipients. He also said that April 15 is the deadline for most of the awards, including CoPS SPY, individual practice specialty SPYs and the Significant Contributor recognition awards for outstanding Branch members. Rennie Heath asked that any requests for certificates be sent to her by May 1. Suggestions/nominations for various awards should go to Chris with a copy to Rennie. Finally, he added that Best Newsletter Article nominations are due when the final newsletter material is sent to Rennie.

Discussion ensued concerning the status of the Utilities Branch. In Mike Hayslip’s absence, CoPS members talked about the similarities to oil and gas pipelines, that several utilities could be involved with public sectors and that it may be advantageous to divide utilities into functions, i.e., corporate utilities and cooperative utilities.

A general discussion of newsletters focused on quality since the newsletters went digital. However, some practice specialties are not meeting their deadlines, which means staff has put together newsletters with almost no input from these practice specialties. The question was raised as to whether we should cut back to only two newsletters and the consensus was to stay at three newsletters. It was also suggested that when a newsletter is distributed, it should go out on behalf of the practice specialty administrator, assistant administrator, CoPS vice president and CoPS vice chair. This will be taken under advisement.

Following a request, it was decided to publish the newsletter schedule on the CoPS website. The question arose again as to whether administrators or newsletter editors could see the newsletters before they are published. The answer was that it would take too much time out of an already tight schedule. The issue of the use of jargon, which can cause misunderstandings, might be solved by the use of bold for jargon language.

The next agenda item concerned adequate lead time for e-mail communications, such as calls for articles. Given that headquarters sends out so many broadcast e-mails (that are often ignored),
staff suggested that the practice specialties use LinkedIn for communications, such as calls for articles.

**BOK Status and Update:** BOK committee chair Jeff Camplin reported on the progress of this project. Jeff reported that he needs the practice specialties’ expertise now to help start building the data and then hopefully funding will come so that the BOK can be built and vetted. BOK chairs are needed for each practice specialty, branch and CIG.

Tim Fisher added that George Pearson had made a BOK presentation at the recent Board of Directors meeting, but no money is available. Jeff noted that the search engine is the first to happen and would take three to six months. A motion will be made at the June Board of Directors meeting for initial funding. A suggestion was made to approach corporations/companies and foundations for money to pay for the project. They could pay for part of it for a practice specialty that was pertinent to their business.

Bob Coffey made a motion seconded by Eric Stager that CoPS authorizes George Pearson to go to the Board of Directors for $150,000 to $175,000 to pay for a search engine to start moving the BOK forward. Mark Shirley said that although he was disappointed, the longer the wait, the farther behind ASSE gets in creating the BOK. Mike Farris asked if a step-by-step plan is available. Tim Fisher responded affirmatively. Mike asked what the next step is after the money is obtained for the search engine. Jeff responded that ASSE would get “pilot-specific” and would start to set key tags. Tim noted that funding would be needed to provide temporary assistance.

The vote was 15 yeas and 2 abstentions.

Mark Hansen joined the meeting for a short time to discuss and update CoPS members on the Business of Safety Committee.

**Key Issues:** The key issues publication was part of the 2006 CoPS Strategic Plan. George Pearson then asked each practice specialty to revisit its key issues and to set goals, which were discussed at a previous conference call meeting. Eric Stager noted that these could serve as the basis of key issue roundtables at PDC. Eric moved and Fred Fanning seconded the motion for each practice specialty to maintain three key issues. These issues and goals must be able to be tracked and measured. Jack Fearing asked if CoPS should revisit the 48 key issues. Tim Fisher noted that Professional Development had originally asked for these. Fred Fanning said the Public Sector Practice Specialty reviews and uses its key issues for white papers and newsletter articles. The vote was 11 yeas, 1 no and 5 abstentions.

Eric then moved and Fred seconded the motion to make key issues a line item in the matrix. The vote was 14 yeas, 1 No and 2 abstentions. Chris Gates will draft an addendum to the matrix for the June 13, 2010 CoPS meeting that would take effect July 1, 2010.

**WISE Motion to Become a Practice Specialty:** George Pearson presented a PowerPoint presentation as a result of his conversations with the CIG chairs. Initial questions from several CoPS members concerned the technical background of the CIGs themselves as opposed to the individual CIG members. Mike Farris noted that social SH&E groups are important but not as a
technical practice specialty; what can we do to channel their energy? Steven Boydston noted that CIGs should be encouraged to contribute to practice specialties, i.e., women in mining. Mark Shirley asked what CIGs do not receive now that they would otherwise receive as practice specialties and what CoPS can do to support them. George responded that they would want recognitions and member development.

CoPS’s consensus is that CIGs do not meet the criteria of a practice specialty because they do not represent an industry, expertise or specific SH&E discipline. Bob Coffey agreed that CIGs want a seat at the table, but they do not have a vote on issues. Judy Freeman agreed that we should support CIGs, as did Leslie Batterson. George Pearson noted that he is functioning as the advocate for CIGs, and several CIGs have interest in becoming a practice specialty. Jack Fearing asked if CoPS provides ad hoc membership for CIGs at the CoPS table, how will these additional costs be paid? Eric Stager agreed that if CoPS creates a chair for CIGs, then it must be funded. George moved and Jack seconded the motion that WISE become a practice specialty. The vote was 14 no’s and 3 abstentions.

Further discussion concerned CIGs having a seat at the CoPS table and the cost that might accrue. Tim Fisher noted that staff spends more time on several specific CIGs than on any other single practice specialty. George added that if they were charged a fee, it would add value and probably not affect practice specialty numbers. Steven added that it was a resource question; if they are using Society resources, then they should pay a reasonable fee. Several CoPS members discussed the possibility of CIGs having one seat at the CoPS table. Tim noted that if they pay a fee, CoPS would be able to support the additional travel. Fred moved and Judy seconded that each member of a CIG, regardless of any other ASSE membership, pay $10.00 to belong to each CIG. The vote was 10 yeas, 6 no’s and 1 abstention.

Fred then moved and Eric seconded that the Society Operating Guidelines (SOG) be changed to include a standing committee of CIGs. There would be one seat on the Council represented by the person the vice president appoints with significant insight from each CIG chair. The vote was 10 yeas, 1 no and 6 abstentions. The plan is for the four CIG chairs to nominate a representative who would then be appointed by the Council vice president, which is also consistent with the procedure for appointing the SDC chair. The addition of a CIG representative to the Council would need to be reviewed and approved by ASSE’s Board of Directors before it can be implemented. While the CIG representative would be a member of the Council, s/he would not be a member of HOD. Such an inclusion requires an approval from HOD. The recommended approach is also consistent with current procedure since the SDC chair is not part of HOD.

(**Note:** On the second day, Mark Hansen joined the meeting for a few minutes to discuss the origin of CIGs and suggested that the SOG’s definition of a practice specialty be tightened up to provide more clarification for the future. Eric Stager moved and Judy Freeman seconded that the following language be included in said definition, “that a practice specialty represent a specific SH&E expertise, industry or discipline.” The vote was 13 yeas and one abstention.)

**Motion to Form a Legal Services Branch:** Bob Coffey volunteered that the Consultants Practice Specialty mentor a Legal Services Branch. Tim Fisher added that practices and standards staff would support the Branch and that it could enlarge the membership. Fred Fanning
moved and Hamid Fonooni seconded that a Legal Services Branch of the Consultants Practice Specialty be approved. The vote was 17 yeas.

**Motion to Form a Military Branch:** Fred Fanning moved and Chris Gates seconded to approve a Military Branch of the International Practice Specialty. A short discussion followed as to whether this new branch would fit better under the Public Sector Practice Specialty or International Practice Specialty. After hearing pros and cons for each, it was decided that the International Practice Specialty would be a better fit to expand the prospective branch globally. The vote was 10 yeas, 5 no’s and 2 abstentions.

**Presentation on an Asbestos Ban:** Jeff Camplin presented a short history on asbestos and its related diseases. He hopes to present the proposed ban that had been distributed to CoPS members before the meeting to the Asbestos Disease Awareness Organization meeting in Chicago in April. He also noted that the diseases associated with asbestos exposure would probably not peak for another 10 years. He said that asbestos use and presence in the mining industry is part of the economies of both Canada and Russia. Eric Stager moved and Fred Fanning seconded to accept Jeff’s position paper to present to the Board of Directors at its June 12, 2010 meeting. The vote was 9 yeas, 6 no’s and 2 abstentions.

Discussion ensued about additional concerns and the need for amending portions of Jeff’s position paper. Gary Lopez expressed concern about ASSE becoming involved in asbestos-related litigation. Steven Boydston said he would speak with Adele Abrams, Mining Practice Specialty assistant administrator, about amendment wording for the aggregate and other industries. Gary suggested tightening up the wording. Fred moved and Bob Coffey seconded that CoPS present all amendments to the Board of Directors. The vote was 15 yeas and 2 abstentions.

**Membership Development—Blue Sky Ideas:** Fred Fanning asked if there was a specific goal to which Tim Fisher replied there was not. Discussion among several CoPS members mainly centered on a discount rate or a discounted package, i.e., get 3 practice specialties for the price of 2, 2 for 1, etc. One suggestion was to have a practice specialties brochure stuffed in the PDC briefcases with a special offer. Another was revamping a previous advertisement in Professional Safety. Eric Stager said a chapter receives one free advertisement. Perhaps there could be recommendations from current members.

Other suggestions included roundtable networking meetings either by practice or by region; a series of webinars specific to practice specialties; roundtables and/or hospitality rooms at other conferences; recruiting members from National Safety Council (NSC) divisions; increasing involvement of specific practice specialties with Professional Development, i.e., Seminarfest and pre/post-PDC seminars; as BOK progresses, practice specialties will have more public involvement; practice specialty experts as instructors for professional development seminars and inviting students to the CoPS luncheon or to other practice specialty events/networking meetings.

Hamid Fonooni suggested that East Carolina University might be able to host a virtual meeting for practice specialties. Jane Williams noted that with NSC losing members, ASSE should be in the driver’s seat. Tim said he would like to see every ASSE member is in at least one practice specialty.
The Council reviewed Mike Farris’s suggestion addressing a permanent ASSE e-mail address on a fee basis, but there was little interest. In addition, the Council voiced its support for a memorial remembering SH&E professionals who have lost their lives while on duty. George Pearson will raise this issue during the Board of Directors meeting in June.

Unless otherwise announced, the next CoPS meeting will take place on Sunday, June 13, 2010 at 7:00 a.m. in Rooms 337-338 at the Baltimore Convention Center.

Michael O’Toole moved that the meeting be adjourned at 12:25 pm.

Respectfully submitted,

(Electronic Distribution)

Rennie Heath, Manager, Practice Specialties