Minutes from the ASSE
Council on Practices & Standards (CoPS) Meeting

Date: November 16, 2011
Location: Cambridge, MA

Attendees
George Pearson – Vice President of CoPS
David Bascom – Vice Chair of CoPS, Management
Selena Schmidt – CIG Rep for Kelly Bernish
Chris Gates – A&H Chair
Gary Lopez – SDC Chair
Mike O’Toole – Academics for Hamid Fonooni
Neil Webster – Construction for Mike Hayslip
Pam Walaski – Consultants
Jeff Robinson – Engineering
Mary Prisby – Environmental
Jeremy Harris – Ergonomics
Gabe Miehl – Fire Protection for Walt Beattie
Joe Klancher – Healthcare
Pam Perrich – Industrial Hygiene
Rich Moscato – International for Jack Fearing
Michael Coleman – Manufacturing for David Coble
Adele Abrams – Mining for Remi Fleuette
Denise Campbell – Oil & Gas for Mike Farris
Chris Chaffin – Public Sector
Jim Newberry – Risk Management/Insurance
Frank D’Ambrosio – Transportation for Nancy Bendickson
Tim Fisher – Staff
Krista Sonneson – Staff

Call to Order
George Pearson called the meeting to order at 8 AM. Council members introduced themselves. No additional items were added to the agenda. The June 2011 CoPS meeting minutes were approved.

(Special Note: Staff noted that Denise Campbell is filling in for Mike Farris. However, it was noted that Mike’s membership in ASSE is about to expire. If he does not renew then Denise will automatically ascend to the position of administrator of the Oil and Gas Practice Specialty. We will then have to select an assistant administrator per the current SOG. George Pearson asked that Mike receive additional communications from CoPS staff on this issue in addition to his membership information from ASSE directly.)
VP Report
George Pearson highlighted the success of the Body of Knowledge (BoK) project and covered the Board Report he presented at the Leadership Conference (attached to the agenda).

Membership Report (moved up in the agenda)
The membership committee is meeting monthly. This year’s membership is trending similar to last year. The committee is working to gather emails for members who don’t have them on file to increase member satisfaction and retention. They are also generating ideas for recruitment.

PDC sponsored proposals were discussed. Mary Prisby noted that the process favors larger groups rather than niche groups. Neil Webster is on the PDC review committee and offered to be the voice of CoPS. The council asked about the vetting process and it was stressed that each group approaches this process differently so it is up to the volunteer leaders to ensure their preferred process is communicated to members.

Strategic Planning (moved up in the agenda)
The council broke into groups to work on developing the following action items for each goal:

Goal 1 – ASSE will be recognized as the thought leader of the profession by initiating new ideas, innovations, and solutions to guide SH&E professionals.
- Increase ASSE involvement in consensus standards development committees, governmental agencies, advisory committees, and other professional and trade associations.
- Identify research needs, gaps in voluntary consensus standards, and key topics through member surveys. Identify technical resources available to or needed by the profession.
- Through articles, standards developments, and testimony to governmental entities, support a risk based approach to safety health and environmental management.
- Enhance and expand the Body of Knowledge (BoK) and related areas such as the Business of Safety Committee (BoSC) website.

Goal 2 – ASSE will define the standards of professional competency, and be the authoritative resource for SH&E professionals seeking training, education, and development.
- Assist with PDC sessions and professional development opportunities including identifying PDC speakers, session topics and hosting webinars and virtual symposia.
- Contribute to the BoK and promote the tool.
- Establish, enhance and maintain standards addressing professional levels and SH&E competency (e.g., Z590).
- Communicate and distribute the ASSE Code of Conduct.
- Identify, promote and recognize credible professional certifications.
- Identify and develop strategic alliances with other SH&E organizations globally to establish influence and consensus regarding competency standards and code of conduct.

Goal 3 – ASSE will be the recognized source of SH&E knowledge and resources.
- Assure all 29 practice specialties, branches and CIGs have a BoK Chair.
• Facilitate a way to capture complimentary organizations in the BoK (i.e., Human Factors Society, System Safety Society, Center for Offshore Safety – API, RIMS, PIRMA, Hazard Communications Society, ASTD, Oil & Gas Procedures, NSSGA, etc.).

Goal 4 – ASSE will be the voice of the SH&E profession.
• Provide Practice Specialty Advisory Committee members to assist with ASSE positions taken on key national and international SH&E interests (e.g., have practice specialty members provide written and verbal testimony for hearings run by OSHA and NIOSH as well as assistance in crafting written position papers developed and distributed by Society leadership and governmental affairs).
• Have Advisory Committee members establish liaison relationships with mutual organizations for the benefit of both. Examples currently under way include the collaboration between the Ergonomics PS and CPE and the IHPS and AIHA.
• We recommend combing bullets 5 and 6 and changing the word “sponsor” to “support”.
• Encourage Chapter leaders (Presidents and Program Chairs) to promote the practice specialties and utilize their technical knowledge through inviting them to present at chapter meetings. Provide a linkage between Regions and Chapters who are developing PDCs and PS Advisory Committees so that potential speakers can be matched with speaking opportunities.

Goal 5 – ASSE will foster and sustain a global community among SH&E professionals.
• Collaborate with other PSs and the International Development Manager on staff to identify opportunities to support their global outreach efforts.
• Encourage all PSs to open their advisory board meetings and conference calls to participation by all members and offer an international dial-in option.

Goal 6 – ASSE will expand its sphere of influence through diverse and responsible Society growth.
• Utilize the CoPS membership committee to recruit new members.
• Leverage the International PS and CIGs to recruit and retain diverse members.
• Create value through items such as publications, webinars, open calls, websites, LinkedIn, etc. to keep members (especially Professional members) interested and active.
• Direct new and existing members to our volunteer site to get them engaged and increase volunteer experience.
• Incorporate international efforts through the IPS publication.

Social Media
In general, everyone felt positively about social media. Manufacturing published an article on social media tips and the other groups would like to incorporate something similar as a benefit to members. Leadership and/or the Website Chair for each group should be responsible for posting regularly and responding to questions. Currently, we have Facebook groups for each of the 29 groups, but they will be condensed to one Facebook page eventually, after all of the members migrate.
Group Reports

CIGs – SPALW is working on an OSHA 10 hour training program. SPALW has recently established a professional development grant. YP had a webinar in October. YP is starting to raise money to develop a grant program. BISE is working on a strategic plan and bylaws. BISE plans to give another scholarship this year. WISE recently finished the 100 Women in SH&E book. WISE will have a roundtable, lounge and networking event at Safety 2012. WISE is thinking about having a speaker in the lounge on Wednesday.

RMI – Received the PS Achievement Award in 2011, having regular conference calls, advisory committee in place, hosting a roundtable at Safety 2012 and working through CoPS and Governmental Affairs on OSHA/regulatory issues.

T&C – RMI leadership is learning how to support the T&C Branch and is becoming much more involved with their efforts with the ultimate goal of helping them advance to a practice specialty.

Academics – Will hold the Academics Forum on Sunday from 10am-3pm at Safety 2012, have been meeting monthly and working on a succession plan.

Ergonomics – Working with the Board of Certified Ergonomists and working on scholarship fund.

Industrial Hygiene – Will be talking about GHS on an upcoming conference call open to members. Working on submitting a webinar for 2012.

Consultants – Re-establishing communication with members through monthly emails and LinkedIn. Holding conference calls every other month. Already sponsored one webinar and two more scheduled for 2012.

International – Jack spoke to the Abu Dhabi section about IPS membership and they were also represented at the Kuwait PDC. They have some new advisory committee volunteers and will be sponsoring a roundtable and several sessions at Safety 2012.

Manufacturing – Sponsoring a roundtable at Safety 2012.

Public Sector – New leadership in place, re-engaging and working to gain momentum, looking for a new Assistant Administrator and Publication Coordinator.

Construction – Organizing, becoming very productive, working on special projects such as a wordless safety manual publication and LEED/NIOSH credit program, holding regular advisory committee conference calls and calls open to all members.

Fire Protection – Sponsoring a roundtable at Safety 2012, had a virtual symposium in March, looking to do another virtual symposium in 2012 and covered the Triangle Shirtwaist in a publication earlier this year that received a lot of attention.
Environmental – Regaining momentum, holding regular conference calls, looking into doing an open call in January 2012 and enhancing member communications, identifying new technical experts on the advisory committee.

Healthcare – Working with ASPHP, started the Health & Wellness Branch and attended the infectious disease stakeholder meeting with Governmental Affairs.


Engineering – Working to improve newsletters and focusing on Prevention through Design.

Oil & Gas – New Assistant Administrator in place and new volunteers stepping up so hoping to get back up-to-speed.

Management – Focusing on “what keeps you up at night”, looking to do a webinar in 2012, the HR Branch is doing well and the Service Branch is about the same.

Body of Knowledge
Jeff Camplin provided a demonstration on the Body of Knowledge. Jeff noted we also demonstrated the Body of Knowledge (BoK) tool during both the Board of Directors (Body) meeting and the Leadership Conference with positive results. The project is ahead of schedule, and we believe that the membership will be impressed with the capabilities of this new tool. We launched the ASSE BOK for use by members following the Leadership Conference:

http://www.safetybok.org

We pointed 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.

- The final project has additional features not originally envisioned. These are almost all for the back office.

- The initial keywords have been finalized. We now have more than 2,000 keywords included in the BoK database, which is more than double of that originally planned for the launching.

- We have already inputted and categorized more than 2,000 informational pieces/files (assets) for the BOK. Our original plan was to hit this number within 18 months of the initial launching. However, we are way ahead of that schedule and are on track to have almost 4,000 assets included and categorized by the end of Calendar Year 2011.

- Temporary workers were used to assist with the BoK project during Summer 2011.

- All practice specialty articles have been broken out by topic.

- Each practice specialty has identified a BoK Liaison.

- The A10 and Z359.0 glossaries are posted in the BoK.
A BoK project kiosk will be available at Safety 2012 to recruit content writers/reviewers.

**Business of Safety**
Committee members felt positive steps were being taken in regard to the BOSC and noted that it needs to be tied-in with the BOK. The consensus is that there will continue to be an emphasis on business related issues and CoPS needs to continue playing an active role.

**Standards**
The SDC continues to work with ASSE’s marketing department to print updated versions of the committee’s 40+ standards and projects. Other noteworthy items include the following:

**A10 for Construction and Demolition Operations:** The A10 committee met during July 2011 with almost 100 attendees. The A10.8 (scaffolding) and A10.13 (steel erection) have already been approved.

**Z359 for Fall Arrest/Protection:** The Z359 Accredited Standards Committee met in Boulder, CO during November 2011 with over 80 attendees. The Z359.7 standard has been approved, and member interest appears to be high.

**Z590.3 Technical Report for Prevention through Design (PtD):** The PtD standard has received final ANSI approval. We believe this is an important standard for ASSE and the SH&E profession. The scope of the approved standard is:

“This standard provides guidance on including prevention through design concepts within an occupational safety and health management system. Through the application of these concepts, decisions pertaining to occupational hazards and risks can be incorporated into the process of design and redesign of work premises, tools, equipment, machinery, substances, and work processes including their construction, manufacture, use, maintenance, and ultimate disposal or reuse. This standard provides guidance for a life-cycle assessment and design model that balances environmental and occupational safety and health goals over the life span of a facility, process, or product.”


**ISO/ANSI/ASSE Standards for Risk Management:** The ISO/ANSI/ASSE risk management standards were approved and are available for purchase on ASSE’s website at: (https://www.asse.org/cartpage.php?link=EZ690-PKG). The committee representatives also recently met in London, at their own expense, to begin work on a proposed ISO implementation Guide for the ISO 31000 Principles of Risk Management Standard.

**Practice Specialty Training**
There is a Leadership webinar scheduled for December 12th at 2pm central. All Administrators, Assistant Administrators, Chairs and Vice Chairs are encouraged to attend and all advisory committee members were invited. This is the first in a series of training webinars. The next one will be focused on the Publication Coordinator role.

If anyone is in need of an informal volunteer mentor, email Krista at ksonneson@asse.org and we can make arrangements. We can also make these connections at council meetings, the PDC and the new CoPS webinar training series so just speak up.
**Awards & Honors**
The self-evaluation matrix was handed out and is available on the CoPS secured site. The matrix is due each year. Most council members commented that they like having the matrix to use as a guideline of expectations, but some questioned their control of some of the items (i.e., leadership conference attendance).

**Motion:** The Council approved to revise the matrix according to the white paper presented.

**New Business**
- The PDC Ribbon Jam proposal was denied.
- There will not be kiosks for the chapters and CoPS at Safety 2012.
- **Motion:** The Council approved to look into including the ASSE certificate in Safety Management as a qualifier for Professional Membership status.
  - Tim Fisher noted that if a member wants another certification recognized as a qualifier for Professional Membership, they should contact that board/certifying body to write ASSE and suggest that we recognize it.
  - CoMRA has proposed moving the CIGs from CoPS to CoMRA due to synergies with the Diversity Committee, Student Sections and the new International Development Manager. The Council did not object to this proposition but would like some more information from CoMRA on what they can offer. The Council agreed that there are some synergies between the practice specialties/branches and CIGs and the management structure and they often collaborate or move energetic young professionals into volunteer roles within the practice specialties. Each CIG will discuss this possibility with their advisory committee and provide more insight at the next meeting since the Council would like the decision to ultimately be up to the CIGs.
- The Council discussed bundling practice specialties and is in favor of this idea. They would like the Membership Committee to research this option, provide some data and a suggested bundling approach.

**Future Meetings**
George Pearson announced that the next CoPS meeting will take place via conference call in early 2012.

The meeting was adjourned at 3:30 PM.

These minutes were prepared and submitted by:

Krista Sonneson
Manager, Practice Specialties