



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

OCT 5 2005

MEMORANDUM FOR Department of Commerce
Safety and Health Committee Members

FROM: Fred E. Fanning 
Safety and Health Committee Secretary

SUBJECT: 3rd Quarter Safety and Health Committee Meeting Minutes

The meeting was called to order at 2:00 pm on September 21, 2005. William J. Fleming, Deputy Director of Office of Human Resource Management, served as interim chairperson. All members were present with their Safety and Occupational Health Manager.

Fred Fanning, Council Secretary Opened the Meeting, and introduced Ms. Adrienne Ross, Safety Specialist. Ms. Ross presented a slide show presentation that discussed the Department's Workers' Compensation Program. This presentation served as a familiarization for all members and provided deficiencies in the current program with recommended corrections.

Several bureau representatives raised the issue of the Department of Labor taking too long to provide the injured employee with a case number thereby delaying treatment for the injury. Fred Fanning will assign someone to look into this matter.

The meeting was adjourned at 3:00 pm there being no further business. The next council meeting is scheduled for January 19, 2006 in room 6808 in the Herbert C. Hoover Building. The agenda will be provided to all members one week prior to the meeting.

Please contact Fred E. Fanning, Council Secretary, at (202) 482-0211, or via e-mail at ffanning@doc.gov if you have any questions.