

Naval Postgraduate School
Safety Committee Meeting Minutes

13 June 2013

Attendance:

CAPT Deidre McLay	Acting Chief of Staff
Pete Dausen	Executive Director for Facilities & Space
Terry Wichert	Research Safety Department Head
Mike Berry	NSAM OSH Manager
CDR Joe Keller	MAE and SEA Program Officer
Kerry Yarber	GSEAS Supervisory Physicist
LT Angela Weyrick	NPS EHS Department Head
Jim Thomas	NSAM Strategy and Future Requirements
Claudia Luhrs	MAE Associate Professor
Ron Helmrick	Supervisor Supply management Specialist
Kathy Franklin	HAZMAT Coordinator
Candace Van Assche	Research Safety Admin

1. Meeting was called to order at 0903.
2. HAZMAT
 - a. The NPS HAZMAT Instruction needs updating; Kathy Franklin is working on it with a deadline of 30 June 13.
 - b. A HAZCOM Instruction also needs to be written. At this time, it is undecided if HAZCOM will be written as an independent instruction or if it will be a part of the HAZMAT Instruction. A possible solution would be to include HAZCOM as an enclosure to the HAZMAT Instruction. A draft of the HAZCOM Instruction will require more time beyond the 30 June 13 deadline to complete.
 - c. There needs to be a face-to-face meeting between faculty and HAZMAT coordinators to discuss the changes and answer any questions about the HAZMAT program. There is a false perception among some faculty members that there are massive changes ahead regarding HAZMAT. There is not a lot being added to the instruction; however, many parts of the old instruction were not being observed.
 - d. Chemtracker includes maps of all of the locations of chemicals at NPS and Emergency Responders have access to it.
3. MACHINE SHOP UPDATE
 - a. The Safety Office did a recent inventory of all machine shop equipment. It was discovered that much of the equipment was brought onto base without being reported to Property Management.

COS Safety Meeting Minutes

- b. After the OSHA Inspection, there was a follow-up telecom meeting to discuss corrective actions. It was recommended that auto-oilers be added to the mills to eliminate the need of the operator to reach around the guard during operation. It is estimated to cost \$65,000 to add auto-oilers to all of the mills; however, not all of the mills require oiling during operation. The recent inventory identified which mills will require oiling during operation and the estimated costs to add the oilers to them would be ~\$15,000. SOPs will be written for the mills that don't require oiling during operation to tell the operators not to oil them during operation.
 - c. We will need to be able to prove that we have taken corrective actions for all of the OSHA findings by August.
4. CHEMICAL HYGIENE PLAN (CHP)
- a. The current 30 June 13 deadline for a completed CHP Instruction will not be able to be met. The deadline was initially set before sequestration and the hiring freeze. At the time it was believed that we would be able to get more manpower to aid with some of the safety related IG recommendations. We would like to request a 90 day extension to complete the CHP.
 - b. We currently have a CHP that Mike Berry wrote in 2008. If necessary, we can make a few modifications to it and implement it until the new and more thorough CHP is completed.
 - c. Terry Wichert has volunteered to work on writing the new CHP.
5. NAVSEA BATTERY CERTIFICATION
- a. All lithium batteries at NPS must be cleared and registered with NAVSEA. Aviation is compliant; however, we have a number of remote vehicles and other items that have not been cleared.
 - b. The cost to register the batteries is \$1.5K-\$2K per battery type. We need to be able to present a complete inventory of our battery types and all of the locations that we plan to use them at.
 - c. There are some issues with complete compliance as it is written because NPS constructs batteries for use in research. NAVSEA performs destructible testing on each type of battery before they will certify them which wouldn't be practicable to do in a research and development environment. NAVSEA's instruction does not address the issue of certification of handmade batteries.

COS Safety Meeting Minutes

6. SAFETY COORDINATORS

- a. A current list of all of the NPS safety coordinators and safety representatives was distributed during the meeting. The list also breaks down which of the coordinators and representatives have received the required training, who are registered to receive training, and who have yet to register.
- b. There will be a safety coordinator meeting on 26 June at Spanagal 231 at 1300. Designation letters will be distributed during the meeting and their responsibilities as Safety Coordinators will be discussed.

7. NPS 5100 INSTRUCTION

- a. The current due date that has been set for the completion of an NPS 5100 series Instruction is 30 June 13. The instruction may be complete enough to begin socializing by that deadline; however, it will likely not be signed until the end of July.
- b. There are now rough drafts of 9 of the 32 chapters written for the instruction.

8. Meeting was adjourned at 0959.