Naval Postgraduate School
Safety Committee Meeting Minutes

11 July 2013

Attendance:

Jeff Paduan   Dean of Research
Terry Wichert   Research Safety Department Head
LT Angela Weyrick   NPS EHS Department Head
Jim Thomas   NSAM Strategy and Future Requirements
Kerry Yarber   GSEAS Supervisory Physicist
Ray Buettner   Information Sciences Associate Professor
Claudia Luhrs   MAE Associate Professor
LCDR Chris Tappen   NPS EHS Department Support
LCDR Mark Heller   Aviation Safety Officer
Ryan Greve   Radiation Safety Officer
Ron Helmrick   Supervisor Supply Management Specialist
Candace Van Assche   Research Safety Admin

1. Meeting was called to order at 0900.

2. MACHINE GUARDING STATUS

   a. Some of the lathe guards and most of the micro-drop dispensers arrived on 9 July 2013. The mill guards had to be purchased through a different vendor and will arrive at a later date.

   b. The Machinists will be the people to install the new equipment.

   c. An interim solution was discussed with OSHA and they agreed that the mills could continue to be operated even without the auto-oilers as long as the machinists do not oil the equipment while it is running.

3. HAZMAT

   a. There will be an Environmental Management System meeting next Tuesday with CAPT David to discuss who should be designated the responsibilities of HMC&M as per the IG recommendation. A single person does not necessarily have to be assigned all of the responsibilities. We may divide the responsibilities up amongst several people but we will need to formally document the duties assigned.

   b. The HAZMAT Database purchase is still in Contracting. We have been working for many months to purchase an analytical database to bring the HAZMAT program into compliance but any progress made within the Contracting Office has been slow.
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c. Potential databases will be tested to make sure they can meet our needs prior to finalizing a purchase. Kathy Franklin will likely be the person testing the software but someone from NSAM should also be included.

d. There has been an increase in the number of changes to the HAZMAT Authorized User Lists (AUL) which is an improvement for the program.

e. HAZMAT Coordinators are supposed to be the only individuals to pick up chemicals from Receiving and they log the materials into the HAZMAT inventory before giving it to the end user. There was a recent situation where a student was able to pick up chemicals directly from Receiving. Aly Graves from Receiving has been well trained on the new HAZMAT procedure but not everyone in Receiving has. Kathy Franklin will provide training for those that need it.

f. Complete HAZMAT Inventories are being finalized and SharePoint is being used to track them until NSAM and NPS receive an analytical database to use; at which point the inventory will be migrated to the new database.

g. We will need to email the Monterey Fire Department our complete HAZMAT inventory on a monthly basis so they may be informed in the event of an emergency. Once we get ChemTracker, the Fire Department will have access and they will be able to check the current inventory at any time.

h. We currently provide emergency responder training to the Monterey Fire Department annually for Lasers and Radiation. It was suggested that we also include HAZMAT with their training.

i. A HAZCOM Plan has been drafted by Michelle Berry. NSAM will provide the Plan and NPS will reference it in Instructions. The Plan will be distributed by email for review and inputs.

4. SAFETY COORDINATOR AND REPRESENTATIVE COMMITTEE

a. The Safety Coordinator and Representative Committee Meeting was held on 6 June.

b. LCDR Tappen has been meeting with each of the Safety Coordinators individually to discuss their responsibilities and give them reference material.

c. The Safety Bulletin Boards are going up. Every department needs a board except in the situation where two departments share the same space and they do not have another space where they can set one up.

d. The Safety Coordinator Meetings will be held on a quarterly basis and more frequently if needed.
5. **ROUTING SYSTEM OF SAFETY RELATED DIRECTIVES**

a. It is being proposed that a new routing system be established for signing safety related instructions and SOPs that could speed up the process. Currently, everything that requires command signature must be routed through a number of departments including HR, the IG’s office, Legal, and the Comptroller for review. Many of these steps are completely unnecessary when it comes to an instruction describing the safe operation of research equipment.

b. We need to answer a few standing questions about how exactly the current process works before we can offer an alternative. It is unclear if signatures are acquired in a series, or if approval is sought amongst all of the offices simultaneously.

6. **OTHER**

a. We are close to deciding on a new organizational chart for the safety offices. All of NPS safety will be organized under one office but all of the details within are still unclear. An additional meeting will occur with RDML Tighe later to discuss it further.

b. There was a recent incident where a professor was able to bring a restricted radioactive material onto the campus without anyone’s knowledge. There were a number of contributing factors that led to this incidence which has been documented in a report. One of the corrective actions will be to provide awareness training to the purchasing agents and authorizing officials. The purchasing office wants the training and they are requesting it so that they can provide better support.

c. Terry Wichert is drafting a Chemical Hygiene Plan (CHP) which will eventually receive command endorsement. The draft will soon be distributed to safety officers for their inputs/edits. There is a CHP that is currently posted online that was written by Mike Berry in 2008. This plan does not cover everything that is done at NPS so it is being revised and greatly expanded on. This old CHP also does not meet regulations because it has not received command endorsement.

7. Meeting was adjourned at 0942.