Naval Postgraduate School  
Safety Committee Meeting Minutes  

17 Oct 2013

Attendance:

CAPT Deidre Mc Lay  Chief of Staff  
Jeff Paduan   Dean of Research  
COL Nelson Emmons  Associate Dean of GSOIS  
Ray Buettner Information Sciences Associate Professor  
LCDR Chris Tappen  NPS EHS Department Support  
Ron Helmrick Supervisor Supply Management Specialist  
Claudia Luhrs MAE Associate Professor  
Michele Marnach Public Works Site Safety Manager  
EMC Cassandra Bastero Assistant Safety Officer  
Chris Komar Administrative Officer for GSEAS

1. Meeting was called to order at 0900.

2. NPS SAFETY COMMITTEE AND MEETINGS

   a. We will begin holding Safety Committee meetings on a monthly basis instead of biweekly. They will be held on the third Thursday of every month. The goal is to eventually move to meeting on a quarterly basis once the committee membership is more formalized. Committee members will be appointed in writing by the NPS President. The committee will be cross disciplinary and will include military and civilian membership.

   b. The three basic functions of the Safety Committee are:

      (1) Create and maintain an active interest in safety.

      (2) Serve as a means of communications regarding safety.

      (3) Provide program assistance to Deans, Dept Chairs, and PIs, including proposing policy and program objectives.

3. NPS SAFETY ORGANIZATION

   a. The position of Research Safety Head was offered to and accepted by Debora Waxer. She is currently the Environmental Director at Naval Air Station in Fallon, Nevada. She is expected to arrive in the first week of November.

   b. There will likely be a change to the current proposed NPS Safety Organization Chart. The Research Safety Head will now likely have direct reporting the Dean of Research with a dotted line to the OSHE Director.
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4. PROPOSAL REVIEWAL PROCESS

   a. Debora Waxer has a unique skill set that will be able to aid in the research proposal review process. She is a licensed Civil Engineer and will be able to discern any environmental or infrastructure concerns prior to any work beginning.

   b. There have been instances in the past where research project needs were not properly identified prior to funding. This has resulted in uncompleted projects and the loss of contracts.

5. IG ITEMS

   a. All of our Safety Related IG items that are still open have had their deadlines adjusted to the 27th of November.

   b. IG 119, which is to establish an NPS Safety Office, will be completed after the Research Safety Head arrives. We would like to have her inputs over the organizational chart before it is finalized.

5. HAZMAT DATABASE

   a. A team has been assembled to test the different HAZMAT databases from the companies that responded to our Request for Information (RFI). The team is comprised of representatives that are involved with HAZMAT at all stages of accusation, use, and disposal.

   b. The team will be meeting at the ECR from 0900-1100 on October 24th.

6. UPCOMING EVENTS

   a. Radiological Affairs Support (RASO) will be at NPS sometime mid-November to conduct an inspection. The exact dates are not known at this time, but Leadership will be notified as soon as we know.

   b. We are currently working to bring an instructor to NPS to teach a TLSO course to train a number of NPS employees. Possible dates for the course are 4-8 November or 18-22 November.

   c. The Region Explosives Safety Officer, Barry Stemler, will be visiting NPS sometime in early December. He will help us in any way he can to get our Explosives Safety Program started. We hope to hire a an Explosives Safety Officer sometime in FY14.

   d. Introduction to Hazardous Material (Ashore), course A-493-0031, is being organized for the HAZMAT Reps to take. It is an online course and possible dates are November 5-7 or November 19-21.

7. Meeting was adjourned at 0956.