16 January 2014

Naval Postgraduate School
Safety Committee Meeting Minutes

Attendance:

CAPT Deidre McLay  Chief of Staff
LT Angela Weyrick  OSHE Director
Jeff Paduan   Dean of Research
Debora Waxer  Research Safety Department Head
Col. Christopher Smithtro  Military Associate Dean of GSEAS
COL Nelson Emmons  Military Associate Dean of GSIOS
Mike Berry   NSAM OSH Installation Program Manager
Ray Buettner   Professor of Information Sciences
Ryan Greve   Radiation Safety Officer
Kathy Franklin  HMC&M Coordinator
EMC Cassaundra Bastero  Assistant Safety Officer
Ron James  Assistant Radiation Safety Officer
Michelle Gomez  NSAM Safety Specialist
Candace Van Assche  Recorder

1. Meeting was called to order at 0901.

2. MISHAP PROGRAM BRIEF

   a. It is the responsibility of the CO or OIC to review all lost
time mishaps. The NSAM OSH Office has prepared the annual log of OSHA
Recordable Mishaps and it is currently in route for NPS President
signature. This program element comes from Part 1960 of the
Occupational Safety and Health Act (OSHA).

   b. There were fewer reported mishaps for CY13 than there was in
CY12 (~50% fewer mishaps); however, there has been a slight increase in
the severity of the mishaps.

   c. The summary of the Annual OSHA Log of Injuries and Illnesses
will need to be posted on official bulletin boards from February 1st
until at least April 30th.

3. HAZARD ABATEMENT BRIEF

   a. All commands are required to have a Hazard Abatement Plan for
all NAVOSH Deficiency Notices (NDN’s) that are unresolved after a
period of more than 30 days. These Hazards are identified through
workplace inspections and hazard assessments, industrial hygiene
surveys, and employee hazard reports.

   b. The NDN’s are logged into ESAMS and an “Owner” is assigned and
they receive monthly email reminders until the NDN is resolved. This
Owner is often assigned to the Space/Lab Manager but determining
ownership can sometimes be problematic (particularly with electrical
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issues). It was suggested that a process be established to allow an individual that believes they have been wrongly assigned as an NDN owner to present a case to adjudicate the ownership.

c. There has been a large increase in identified NDN’s from CY12 (42 total NDNs) to CY13 (95 total NDNs). This increase is attributed to two factors:

1) The NSAM OSH office increased the number of inspectors from 1 to 2 so they are now able to inspect more spaces each year

2) The NSAM Fire Prevention Officer, Gregg Curry, has now been accompanying the inspectors resulting in more fire safety related hazards being identified.

4. RADIATION SAFETY

a. There was a Radiological Affairs Support Program (RASP) inspection of NPS by RASO on 16 December 2013. They have discovered 5 Severity Level V findings. Level V is the lowest level finding and is administrative in nature. We are working on responses to all of the finding and they are being routed up the chain for command review and signature.

b. The Annual Radioactive Materials Inventory and the Radiation Producing Machine Inventory have been completed. The Radioactive Materials Inventory is due to RASO by 31 Jan 14.

c. There was a Potential Incident Radiological Deficiency Report (RDR). A student who is an authorized user of one of the spaces in Watkins, allowed contractors into a secured space and left them unattended. A professor discovered this 15 minutes later and immediately notified the Radiation Safety Officer. The student has had his access removed until he is retrained and he will be monitored during his first operation. RASO is going to be notified of the potential incident.

d. The Hazardous Material Procurement Awareness Training for contracting, purchasing, and authorizing officials will be provided on 22 January 2014 from 1000-1100. There have been materials that have been purchased and delivered to NPS without the knowledge of the OSHE offices.

5. LASER SAFETY

a. The Technical Laser Safety Officer (TLSO) training course has been completed. The cost of the training was $13,000, which was paid by the NPS OSHE Directorate. All 12 NPS personnel that took the class passed. Only 2 of 13 current laser custodians attended the training. Any of the 12 trained TLSOs are qualified to run a Naval Laser Safety program; however, it is highly recommended that a certified Laser System Safety Officer (LSSO) manages the program because they are
trained to perform hazard analysis and calculations. The current designated Laser Safety Officer (Kerry Yarber) is LSSO trained but his certification expires in February. Kerry only agreed to serve as the NPS Laser Safety Officer as an interim fill until a permanent replacement is found. LLSO training is only offered out of NSWC Dahlgren and the next training date is in March. The OSHE Office plans to send Research Safety Personnel to the LLSO course. As an interim measure, Research Safety will request an LSSO from a similar command (e.g. China Lake) to conduct laser hazard analysis when needed.

b. Systems Engineering has ordered a Class 4 laser cutter and an SOP and permit is in progress.

c. The laser custodians have to complete the laser inventory and the LSSO has to document initial training, SOP’s, update laser permits, and complete annual inspections per NAVFGSCOLINST 5100.27A in order to authorize the use of lasers at NPS. NPS has completed 50% of this process. NPS is 79% compliant, up from 75% August 19. Kerry Yarber is pushing to fully complete the annual inspections and inventory in January and February.

6. EXPLOSIVES SAFETY

a. NPS was visited by the regional Explosive Safety Officers, Laurie Morales and Barry Stemler from December 2-4, 2013. They performed an on-site Explosives Safety Self-Assessment (ESSA). We received the report of the ESSA on December 23, 2013.

b. The ESSA Report contained 17 findings for NPS at the CIRPAS and Building 217 sites and one finding that is NPS-wide for the Explosive Ordinance Disposal (EOD) Inspection and Certification of Display Ordnance.

c. Corrective Action Plans (CAPs) are being created and the NSAM Safety Office is coordinating efforts; tracking and a meeting was held on 15 Jan to document these Corrective Actions. A response is due to the ESO by 25 Jan.

d. There will be a number of forms and letters that will need to be signed by the NPS President in order to get the Explosives Qualification/ Certification Board fully up and running. It was suggested that Ray Buettner meet with the NPS President sometime soon to discuss the Explosives Program and to possibly obtain his signature on related documents.

7. CHEMICAL HYGIENE

a. We received command endorsement in December 2013 for the NPSINST 5100.6, Chemical Hygiene Plan (CHP).

b. The CHP establishes that the Department Heads hold the primary responsibility for Laboratory Safety for their groups by ensuring
adequate resources are made available and by playing a leadership role in instilling Lab Safety Culture. Principal Investigators (PIs) are responsible for ensuring the safety of staff and students that work within their spaces — including training of relevant SOP material.

c. There have been issues with contracting where Service Contracts are being awarded to companies that are using hazardous materials at NPS. The contract clauses for such Service Contracts are often too vague and the OSHE are interested in seeing more specific details about what hazardous materials (HM) contractors are using and how they are using HM to assure compliance. Debora Waxer is working with the Contracting Department to develop a better contract review process.

8. HMC&M TRAINING/MEETING

a. It was suggested that a HAZMAT Representative designation be acknowledged as a “service” for academic requirements.

b. There was a Hazardous Material Control and Management (HMC&M) Committee Meeting and Training on 12 December 2013. All Safety Coordinators, Safety Representatives, and HAZMAT Representatives were invited to attend. Training Topics Included:

   1) NSAMS Hazards Waste Program
   2) Hazardous Communication (HAZCOM)
   3) Hazardous Material Minimization (HAZMIN)
   4) Review of the new NPS Chemical Hygiene Plan
   5) HMC&M Program Review

c. Attendance of the 12 December 13 meeting included: 15 out of 27 Safety Coordinators, 8 out of 15 Safety Representatives, and 14 out of 19 HAZMAT Representatives.

d. A two hour long make-up training session is scheduled for 16 January 2014 for those that were unable to attend the December training.

e. All of the HAZMAT Reps are being enrolled into Intro to Hazardous Materials (Ashore) Course A-493-0031. The soonest available training date is in June and it is being offered for free online through the Naval Safety Center.

9. MEDICAL SURVEILLANCE

a. The NPS OSHE Directorate is coordinating efforts with each department to have all personnel with delinquent medical surveillance exams make appointments with Anne Mountain of the Presidio of Monterey Army Health Clinic (POMAHC).
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b. We are now at 78 out of 104 medical surveillance appointments completed (72% compliance) which is up from 64 out of 102 (62%) in December 2013. Our goal is for 100% compliance by March.

c. MAE is the biggest issue in part because they have the largest number of personnel enrolled in medical surveillance.

10. ESAMS

a. Ron James of the OSHE Office has been meeting with departmental supervisors to provide one-on-one ESAMS Training and to ensure that direct report employees are properly aligned. The training includes how to generate reports and how to assign the appropriate trainings and enroll personnel in medical surveillance needed for their jobs.

b. On the job and web based training completion for assigned duties has increased to 2710 out of 3507 (77%). This is up from 1930 out of 2811 (69%) on 1 Oct 2013.

11. CALENDAR OUTLOOK

a. The HMC&M make up training for Safety Reps, Safety Coordinators, and HAZMAT Reps will take place on 16 Jan from 1300-1500 in Sp-208. Military Associate Deans were invited to attend.

b. There will be a Meeting with the Comptroller and stakeholders on 17 Jan at 1000 in He-159 to discuss HAWASTE Disposal.

c. The second out of 14 Explosive Safety Meetings will occur on 22 Jan at 1300 in Bldg 285 to discuss the Corrective Action Plan of the ESSA findings. The POAM for correcting the findings is due to the NPS designated ESO (Laurie Morales) by 25 Jan.

d. During the month of February, the Radio Frequency Safety Officer, Ryan Greve, will be conducting RF Surveys.

e. On 3 Feb, the Western Association of Schools and Colleges (WASC) paper from the OSHE Directorate is due to the Vice Provost.

f. On 4 Feb, LT Weyrick will be providing an update to the President’s Council on IG Items 126 and 127.

g. There will be a Joint Interagency Field Experimentation (JIFX) program on 10-13 Feb at Camp Roberts

h. The Regional ESO (Laurie Morales) will be making a return visit to NPS from 24-28 Feb to further assist the Explosives Safety Program.

i. On 4 Mar, LT Weyrick will provide an update to the President’s Council on IG Item 128.
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j. On 8 Apr, LT Weyrick will provide an update to the President’s Council on IG Item 118.

k. The next Laser System Safety Officer (LSSO) and Laser System Specialist (LSS) training will take place in Dahlgren from 17-26 Mar.

l. Our Safety Self-Assessment and Medical Surveillance report is due to the Naval Safety Center on 15 Apr and it is due to the NPS President NLT 31 Mar.

m. There will be another JIFX Event at Camp Roberts in May

n. 15-17 Jul when the next available Intro to HAZMAT Ashore Course (A-493-0031) is being offered by the Naval Safety Center for our HAZMAT Reps.

12. OTHER NEWS

a. We will need to schedule the first Safety Council Meeting with the President. April was suggested as a good time to begin holding them.

13. Meeting was adjourned at 1005.