Naval Postgraduate School
Safety Council Meeting Minutes

Safety Council Membership:

VADM Ronald Route          NPS President
Douglas Hensler             Provost
CAPT Deidre McLay          Chief of Staff
Doug Moses                  Dean of Research
Jeff Paduan                 Dean of OSHE
LCDR Angela Weyrick         NPS OSHE Director
Debora Waxer                Research Safety Department Head
CAPT Tom MacRae            Dean of Students
James Wirtz                 Dean of SIGS
Philip Durkee               Dean of GSEAS
William Gates               Dean of GSBPP
Gordon McCormick           Dean of GSIOS
COL Nelson Emmons           GSIOS Military Associate Dean
CAPT James Hitt             GSBPP Military Associate Dean
Col. Christopher Smithtro   GSEAS Military Associate Dean
CAPT Bernie Wang            SIGS Military Associate Dean
Paula Jordanek              Associate Provost
William Shewchuk           Associate Dean of SIGS
CDR Alex Mabini             Deputy Dean of Students
Katherine Ashton            Counsel
Victor Jarrett              Inspector General
Pete Boerlage               Director of Facilities Management
Patricia Hirsch             Director of Contracting & Logistics
CAPT Rebecca Stone         Military Processor
Col Mitchel McCarthy       Senior USMC Representative
Lt Col Greg Flaherty        Deputy Senior Marine
CDR Simonia Blassingame    Associate Dean/Military Faculty for GSBPP
Marcus Andersen             Security Manager
CAPT Daniel Verheul        Senior Intel Officer
LT Jon Volkle               Protocol Officer
Kevin Little                Comptroller
Eleanor Uhlinger            University Librarian
CDR Michael Sutton        Staff Judge Advocate
Valerie Moule               Associate University Librarian
Moira Flanders              Director of NPS-NCR
Julie Carpenter             Human Resources Director
LCDR Bill Clinton          Public Affairs Officer
Vickie Hoy                  Chief of Protocol
LT Eric Day                 Manpower Officer
Joe LoPiccolo               Executive Director of ITACS
COL Robert Burks            Senior Analytics Consultant
LCDR John Leitner          Flag Secretary
David Olwell                Professor
Craig Rasmussen            Professor
LT Melisa Hough            Admin Assistant to NPS President
Michael Vinluan   Admin Management Specialist for GSEAS
LCDR Chris Tappen  Assistant Safety Officer
Kathy Franklin   HMC&M Coordinator
Kerry Yarber   Supervisory Physicist/ Laser Safety Officer
Ryan Greve    Radiation Safety Officer
Ron James    Safety Tech/ ARSO
EMC Cassaundra Bastero Assistant Safety Officer

1. Meeting was called to order at 0930.

2. OPENING STATEMENTS:

LCDR Angela Weyrick welcomed everyone to the first Safety Council since February 2009. She thanked the NPS OSHE Office, NSAM Safety and Environmental, NAVFAC Safety, the Dean of Research, the safety and HAZMAT representatives, and everyone present for their support and efforts; without which, we would not have progressed and we would not be able to have this Safety Council.

3. SAFETY COUNCIL OVERVIEW AND OBJECTIVES:

a. Scope: An informative brief and forum for command leadership to discuss command safety related injury stats, goals, policy changes, prevention methods, issues, inspection and assessment results, committee summaries, and environmental concerns.

b. Council Meeting Frequency: semi-annual

c. Members: President’s Council members, OSHE personnel, and special guests as needed.

d. Since this was the first safety Council in several years, the decision was made to give two presentations that give an overview of Naval Occupational Safety and Health (NAVOSH) programs. These presentations cover basic program elements, prior and existing efforts, and needs and issues. The first presentation is a comprehensive overview of each NAVOSH program—which was not covered during the meeting due to time constraints. A print out of this comprehensive overview was provided for review at the Council’s leisure. The NPS OSHE Directorate will be available for any individual questions the Council may have after review. The second presentation, which was presented to the Council, covered our mission, organization, priorities and status on a few command-wide and high hazard programs from the comprehensive overview.

c. Objectives of this meeting:
   1) Provide NAVOSH Program awareness of basic requirements.
   2) Illustrate past and present efforts with each program.
   3) Identify NAVOSH program needs.

4. NPS OSHE DIRECTORATE MISSION STATEMENT: The Office of NPS OSHE administers key occupational safety, health, and environmental programs for NPS, through which it:
   a. Promotes and provides a safe work environment.
   b. Encourages all employees to be safe.
   c. Promotes safe and responsible conduct in research.
d. Assists NPS faculty, researchers, students, and staff in complying with all OSHE regulations, statutes, Navy, and school policies that govern the conduct of research and other scholarly activity.

5. ORGANIZATION.
   a. A slide was shown to the Council to show our organizational status.
   b. In 2013, Hazard and Self Assessments were conducted to determine work space hazard categories, operations, and program status. This information was used in conducting the manning assessment and equations.
   c. The program requirements combined with the manning equation yielded a minimum requirement for 11 personnel (10 in NPS OSHE, and 1 admin support); however, “the real measure of adequate staffing is whether all designated functions are performed effectively and strong mishap prevention programs are implemented” per the Naval Safety Center. Therefore, we requested pathways interns to help determine the true requirement and assist in catching up on a back log of administrative items.

6. PROGRAM/AREA STATUS.
   a. A slide was presented to the Council to show the status of our programs through color coding.
   b. The letter coloring represents the program status 1-2 years ago.
      1) Green: the program is covered or fully compliant and \( \geq 90\% \).
      2) Yellow: the program is partly covered or not fully compliant and between \( 70\% \leq 89\% \).
      3) Orange: the program has bare coverage or is not fully compliant and between \( 50\% \leq 70\% \).
      4) Red: the program is not covered or not compliant and is <50%.
      5) Grey: there is no current requirement.
   c. In summary, there are 46 NAVOSH programs to manage.
   d. From 2012 to 2014:
      1) 2 programs turned yellow from green.
      2) 5 programs turned orange from red.
      3) 11 programs turned yellow from orange and red.
      4) 12 programs turned green from yellow, orange and red.

7. PRIORITIES.
   a. Be safe and have a safe working environment.
   b. Recruit and retain qualified staff.
   c. Procure and implement an HMIMS.
   d. Resolve all Explosive Safety deficiencies, including inert inventories certifications.
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e. Review research proposals Project Plan/Design, Acquisition, & Contractor OSHE Program Development. Communicate new activities and projects early.

f. Closeout IG Item 128 (HMC&M & HAZCOM instructions).

g. Route and implement NPSINST 5100 in order to lose out IG item 118 (5100 instruction & institutional safety culture).

h. Identify and train safety coordinators for every org code.

i. Develop a Command NAVOSH Training Plan in coordination with NSAM (ESAMS is part of a total training plan).

j. Obtain 90% in NAVOSH training and eSAMS.

k. Resolve Hazards Assessment and Safety Self-Assessment deficiencies.

l. Update OSHE website, and develop Wiki and JIRA sites for better communication.

8. ASSESSMENTS, SURVEYS, AUDITS, DATA CALLS, & METRICS.

a. PROGRAM ELEMENTS:

1) Hazard Assessments: conducted FEB-APR 2013.


3) The Hazard Assessment and Safety Self-Assessment inspected a total of 369 spaces (smart classrooms, learning resource center, research labs, multi-use labs, training areas) and the combined results identified 979 discrepancies.

4) Manning Study: conducted APR-JUN 2013. Initial assessment of program requirements combined with the manning equation yields minimum requirement of 11 OSHE personnel. Pathways interns help determine true requirement and mitigate back log of administrative items.

5) Western Association of School and Colleges (WASC) input paper was submitted JAN 2014

6) The safety self-assessment compilation was turned into the Naval Safety Center on 15 APR 2014 and addresses the top five issues or weaknesses and the top 5 best practices.

   a) The areas of concentration for the weaknesses were lab infrastructure, Battery permits, HMIMS database, eSAMS, and manpower.

   b) The areas of concentration for the best practices were proposal reviews, training, an integrated organization, command involvement, and the laser safety program.

7) A Medical Surveillance Report for CNO was submitted on 15 APR 2013.

b. HAZARD AND SELF ASSESSMENTS DATA:

1) NPS Lab Space Hazard Category Breakdown:
   a) Category A (High Risk) Spaces: 54
   b) Category B (Medium Risk) Spaces: 55
   c) Category C (Low Risk) Spaces: 107


c. STATUS OF IG ITEMS:
118: NPS 5100 instruction: drafted; in review
119: Establish NPS Office – complete
120: Aviation Safety Officer – complete
121: UAS program – complete
122: RF program – complete
123: Weight Handling Program – complete
124: Certified rigging – complete
125: Chemical Hygiene – complete
126: NSAM assign a HMC&M Manager – complete
127: NSAM assign HMC&M duties – complete upon procurement of HMIMS
128: HMC&M & HAZCOM Plan: in review

9. SAFETY ADMINISTRATION AND CULTURE.

a. BASIC PROGRAM ELEMENTS:
1) Maintain updated and compliant instructions and policies.
2) Ensure latest information is readily available and easy to access.
3) Communicate required training and command-wide OSHE related items or information through email, eSAMS, Chain of Command and safety boards.
4) Formally designate all program managers, committee and council members, representatives, and coordinators.
5) Maintain program documentation and ensure compliance of all OSHE programs.

b. EXISTING EFFORTS:
1) Updated/Created the following local instructions:
   ○ NAVOSH 5100
   ○ Chemical Hygiene 5100.6
   ○ Hazmat 5090.2
   ○ Awards and Incentives
   ○ RF Instruction 6055.11
2) Formally established OSHE councils and committees.
3) Maintenance of safety boards in all departments by safety representatives.
4) Improved safety culture through increased and improved training, incentive programs, and outreach.
5) Creation of NPS OSHE Wiki and JIRA sites for cross organizational communication and better customer service.

c. NEEDS/ISSUES:
1) Safety specialists needed to manage Safety programs.
2) Establish incentive and award program.
3) Identify an ORM manager.
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4) Hire a full time Laser Systems Safety Officer (LSSO).
5) Need Navy-wide databases that communicate/share information and can generate needed reports.
6) Identify safety coordinators for all codes.
7) Identify NSAM and NPS responsibilities.

10. SAFETY COMMITTEES.
   a. BASIC FUNCTION OF COMMITTEES:

   1) Create and maintain an active interest in safety.
   2) Serve as a means of communications regarding safety.
   3) Provide program assistance to Commanding Officers, including proposing policy and program objectives.
   4) Subject matter discussed includes: Goals, Program improvement plans, Mishap prevention, Experiences, Program Requirements, Initiatives, Compliance issues, and Hazard abatement.

   b. EXISTING & PRIOR EFFORTS:

   1) The NPS OSHE office: Develops proposed agendas and presentation material for committees, ensures meetings are scheduled, writes, disseminates, and retains the meeting minutes for a minimum of three years.
   2) Memberships for newly formed committees are established by designation letters, existing instructions, and through NPSINST 5100. Reference: OPNAVINST 5100.23G, Ch. 4.
   3) An OSHE Intranet webpage is in development to upload all committee meeting minutes to further aid in communication efforts.
   4) Membership designation of the committees aims to be as diverse as possible across departments and includes civilian/military/faculty representation to facilitate diverse dialog and aid in the dissemination of information.

   c. STATUS OF COMMITTEES:

   ○ HAZMAT Control and Management Committee - Newly Formed
   ○ NSAM Environmental Management System Executive Steering Committee - Newly Formed
   ○ Radiation Safety Committee - Has been active for years.
   ○ Laser & RF Safety Committee - Has been active for years.
   ○ NPS Safety Committee - Newly Formed
   ○ NSAM Safety Committee - Has been active for years.
   ○ NPS Safety Council - Newly Formed
   ○ Explosive Safety Committee - Newly Formed
   ○ Safety Awards Board - Pending Establishment

   d. NEEDS/ISSUES: Communications across departments/schools has historically been an issue. Communicate via multiple avenues—leadership, grass roots, boards, intranet, JIRA, and Wiki sites.

11. ESAMS & ESAMS TRAINING.
a. BASIC PROGRAM ELEMENTS:

1) Staff and Faculty Training
2) Workplace inspections reports
3) Reporting and investigating accidents
4) Health and safety promotion
5) Reporting mishaps and reporting unsafe and unhealthful working conditions

b. EXISTING AND PRIOR EFFORTS:

1) 1290 NPS personnel enrolled into ESAMS
2) 86 NPS codes created and organized.
3) 23% (average) training compliance increase since October 2012.
4) eSAMS administrator training for NPS OSHE personnel.
5) Additional eSAMS training for Staff (May-Jun).
6) eSAMS information added to safety pamphlet for new employees.

c. NEEDS/ISSUES:

1) Hire a Safety Specialist for ESAMS program management.
2) Have a bridge implemented between NKO and eSAMS to communicate training completion data. (i.e. communicate NKO ORM completion to eSAMS).
3) Obtain and maintain 90% completion rate for all eSAMS activities.

12. SAFETY TRAINING.

a. BASIC OVERVIEW OF TRAINING REQUIREMENTS:

1) NAVOSH ESAMS Duties and Tasks
2) Supervisor Training-ESAMS Industrial/Non-Industrial, Operational Risk Management (ORM), HAZCOM, job specific hazardous training.
3) Employee Training-ESAMS Industrial/Non-Industrial, ORM, job specific hazardous training.
4) Safety Coordinators/Reps - Intro to NAVOSH Ashore.

b. EXISTING EFFORTS:

1) NPS NAVOSH Training Program administration and accountability.
2) Utilization of ESAMS to track NPS department/personnel training.
3) Coordination with the NPS Training Officer.
4) OSHE training added to New Student Orientation.
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d. NEEDS/ISSUES:

1) Obtain and keep 90% completion rate for NPS NAVOSH training.
2) Hire Safety Specialists to manage NAVOSH Programs.

13. MEDICAL SURVEILLANCE (MS).

a. BASIC PROGRAM ELEMENTS:

1) Identify personnel who require medical surveillance and enroll personnel into appropriate exposure-based or certification program.
2) Ensure required medical exams or screening are completed in the proper timeline.
3) Document exam and screening dispositions to ensure that potential issues are identified and causal factors investigated & addressed.
4) Train key stakeholders on the program requirements.

b. EXISTING EFFORTS:

1) IH Surveys ID operations with medical surveillance needs.
2) IH Surveys reviewed & local tracking system developed.
3) MS Safety gram drafted & distributed.
4) Communication through the chain of command about requirements and program status ensuring compliance.
5) Coordination between NMAU, Presidio Clinic, NPS OSHE, supervisors, and employees = proper documentation and compliance.
6) Annual report submitted to the Naval Safety Center due to Navy SITREP dated 12 July 2012.

c. PROGRAM COMPLIANCE: As of May 2014, 92% of the required Medical Exams have been completed.

d. NEEDS/ISSUES:

1) Proactively screen employees to determine medical surveillance needs.
2) Reports are difficult to generate because medical tracking databases do not communicate and are not always updated correctly by clinics, commands, or supervisors.
3) Termination physicals for personnel detaching are not being conducted or documented.
4) Develop a checks and balance system for tracking exam completion.

14. CHEMICAL SAFETY & REPRODUCTIVE HAZARDS.
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a. BASIC PROGRAM ELEMENTS:

1) Minimize Chemical Exposures.
2) Leadership and Principal Investigators (PI’s) have Primary Responsibility.
3) Develop and Communicate Procedures and Resources.
4) Provide training of all HAZMAT users and document completion.
5) Create Chemical Hygiene Plans (CHPs) & SOPs for each lab.
6) Medical Surveillance and Personnel Monitoring.
7) Purchase Approval and HAZMAT Minimization.
8) Segregated Storage and Inventory.
9) Engineering Controls/Personal Protective Equipment (PPE).
10) Environmental Requirements.

b. EXISTING EFFORTS:

1) Coordinating NSAM, NAVFAC, BUMED and NPS efforts.
2) Incorporating “Best Practices” from other Universities.
3) NPS INST 5090.1B and 5100.6 – Briefings to Leadership.
4) HMIMS Database Contract Development.
5) Integrating Chemical Requirements into HM Binders for HM Reps.
6) High Risk Labs – Program Meetings with PI’s.
7) Developing Template Chemical Hygiene Plans and SOP’s.
8) The existing NPS HM Inventory is compared against the 923 items known to the state of California to cause cancer or pose a reproductive risk (Prop 65). Forty line items on the HAZMAT Inventory are listed as reproductive hazards. This reproductive hazard chemicals information is posted on the intranet, and assessed in IH surveys.

c. NEEDS/ISSUES:

1) Finalize Award of HMIMS chemical management contract (Vendor Proposals due May 20th).
2) Consistent Inventory, Training and Documentation.
3) Support HAZMAT representatives – time, funds.
4) Academic Leadership:
   a) Chemical Safety – part of our Professional Skill Set
   b) NPS will have Chemical Safe Labs
      1) Set this expectation at all levels
      2) Standard Operating Procedure (SOP) is SAFETY FIRST
   c) Accountability for Implementing Procedures
      1) Maintain a dialog with PI’s
   d) Strategic Planning for Nanotech and Energy research

15. EXPLOSIVES SAFETY.

a. BASIC PROGRAM ELEMENTS:

1) Explosives Qualifications/Certifications, Board, & Chair
2) Qual/Cert Program – Training, Screening, Medical Exams
3) Inventory & Storage Requirements
4) SOPs
5) Key Control
6) Physical Security
7) Transportation
8) Emergency response

b. EXISTING & PRIOR EFFORTS:

1) Regional Explosives Safety Officer - Laurie Morales.
2) Explosives Safety Self-Assessment - Dec 2013.
3) Follow-up support visit April 14-17.
4) 17 Findings for NPS: CIRPAS/B217. 11/17 Corrected.
5) 1 Finding NPS-wide: Display Ordnance.
6) Grounding Certification completed by NAS Lemoore.
7) Include all explosives/propellant research & courses into the program.
8) Qual/Cert Board Set up, Dr. Ray Buettner Chair.
9) Screening, AA&E Key Officer Designated.
10) SOPs signed.

c. NEEDS/ISSUES:

1) New Hire needed to coordinate program efforts.
2) NPS Rifle Club cannot be supported for Ordinance Inventory System (OIS).
3) Ongoing Explosives Program Safety requirements.
4) ACTION: Inert ordnance survey completion by all codes.
5) Identify all researchers using explosive materials.
6) Strategic planning for future research, siting, infrastructure, and requirements.

16. HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M).

a. BASIC PROGRAM ELEMENTS:

2) Reduce and/or Eliminate the Risks & Costs Associated with HM Usage, and for Disposal of Generated HW.
3) Comply with Federal, State & Local Regulations, as well as DOD and Navy Policies at 100% in all HM/HW Areas.

b. EXISTING EFFORTS:

1) Ensure Management of Inventory and Authorized Use List (AUL) Information, Having it Available when Required.
2) Ensure Streamlined Management to Simplify Acquisition, and to Facilitate Coordination of HM/HW Diverse Regulatory Interpretations.
3) Provide technical support & guidance specific to NPS HM/HW operations & processes to maintain compliant, Safe & Healthful conditions for all concerned.

c. HMC&M PROGRAM BY THE NUMBERS:

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Purchases of HM:</td>
<td>304</td>
<td>68</td>
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<tr>
<td>HM Representatives Designated:</td>
<td>18</td>
<td>22</td>
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<tr>
<td>HM Related Mishaps:</td>
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<td>0</td>
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<tr>
<td>HM Use/Storage Areas:</td>
<td>119</td>
<td>121</td>
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<tr>
<td>Authorized Use Totals:</td>
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<td>342</td>
</tr>
<tr>
<td>New AUL Additions:</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>HW Disposal (in lbs):</td>
<td>1685</td>
<td>1078</td>
</tr>
</tbody>
</table>

d. NEEDS/ISSUES:

1) Database to Monitor Control & Management more effectively, providing a user friendly input service for department personnel.
2) Support & Awards for all those who take a leadership role in complying with the requirements of the HMC&M Program as an assigned duty and personal commitment.
3) Lithium Battery SOP and “Green Box” NPS-wide Permit from NAVSEA.

17. HAZWASTE.

a. BASIC PROGRAM ELEMENTS:

1) Ensure Satellite Accumulation Areas are maintained & adequate for collection of generated hazardous waste.
2) Coordinate NSAM Environmental program requirements at NPS.
3) Ensure technical compliance requirements are appropriate for the types of operations being conducted at each NPS HW area.
4) Provide alternative processes in HW areas per the State, Local & DOD/Navy requirements.
5) Reduce and/or eliminate HW streams whenever possible.

b. EXISTING EFFORTS:

1) Track HW disposal & reduce HW streams whenever possible.
2) Identify recycling & universal waste opportunities.
3) Reduce HW generation through controlled acquisition & centralized receipt.
4) Substitute for less hazardous material whenever possible.
5) Provide guidance & direction to department level HM Reps to ensure compliance with the regulatory HW laws.
6) Support Personnel in establishing accumulation areas & develop sustainable processes in their specific areas.
7) Provide assistance during inspections & reviews of NPS areas to provide the technical expertise required.

c. PROGRAM BY THE NUMBERS:
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<table>
<thead>
<tr>
<th>HW Disposal of Waste Material (in lbs):</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>285</td>
<td>415</td>
<td>108</td>
</tr>
</tbody>
</table>

|HW Disposal of Batteries (in lbs):| 195 | 1270 | 970 |

d. NEEDS/ISSUES:

1) Define Hazardous Waste billing process.
2) Finalize NPS process for direct battery recycling and spent battery return to vendor.
3) Ensure OSHE staff is informed of NSAM or other HW inspections at NPS areas, and provide inspection results for OSHE to assist in follow-up.

18. RADIATION, LASER, & RADIOFREQUENCY SAFETY.

a. LASER SAFETY PROGRAM ELEMENTS:

1) There are more than 100 Class 3 and Class 4 lasers on campus used in research throughout 15 multi-disciplinary areas.
2) Laser Systems Safety Officer (LSSO) reviews/approves all new laser purchases and issues laser permits.
3) LSSO performs laser hazard analysis and ORM review.
4) LSSO conducts annual reviews of Laser EOP/SOPs, laser inventories, and performs annual laser lab inspections.
5) LSSO facilitates baseline medical exams for new laser workers and performs annual laser worker verifications.
6) Conducts initial and annual laser specific trainings.
7) LSSO facilitates Laser custodian transitions between Principle Investigators (PIs).

b. LASER SAFETY PROGRAM EXISTING AND PRIOR EFFORTS:

1) An instructor from NUWC came to NPS from January 7-9 to provide Technical Laser Safety Officer (TLSO) training to 12 NPS personnel.
2) Performed reviews and approvals for laser operations for the JIFX 14-3 event.

C. RADIOFREQUENCY SAFETY PROGRAM ELEMENTS:

1) Control and hazard mitigation of non-ionizing radio frequency (RF) and microwave emissions: Wind Profiler; Microwave Power Generator; Mobile Weather Radar; Doppler Radar.
2) 33 RF/Microwave emitters above 5 watts.
3) 12 Active Units - Primarily located at Spanagel Hall and CIRPAS/Camp Roberts.
4) UAV/UAS Communications.
5) Radiated power surveys- measurements confirm calculated hazard boundaries.
6) RF Inventory review.
7) Identification of Off-The-Shelf emitters altered for research purposes.
8) JIFX reviews of RF operations.

d. RADIATION SAFETY PROGRAM ELEMENTS:

1) Broad Scope Radioactive Materials Permit (NRMP)-control of licensed materials –storage only.
3) Particle Accelerators-Flash X-ray and Free Electron Laser.
4) Exempt from Licensing Radioactive Materials-uranium ore, check sources and radioactive legacy items.
5) Decommissioning of Broad Scope License.
6) Procurement review and SEOP development for additional analytical measurement instruments.
7) Fieldwork in support of Prof. Brewer’s Ship Stress Analysis Research.
8) Technical advisement for re-start of Flash X-ray particle accelerator.
9) Provides radiation safety training Monterey Fire Department.

e. NEEDS/ISSUES:

1) Dedicated Laser Safety / Assistant Radiation Safety Officer (ARSO)/ RF Safety Officer
2) Planning for Radiation /Laser/RF Safety Requirements before new projects or before re-starting of prior projects.
3) Camp Roberts Navy Laser Range Certification.

19. BASE SAFETY OVERVIEW (NSAM).

a. STAFFING AND SUPPORT:

1) Staffing: (1) OSH Manager, (2) OSH Specialists. Combined OSH Experience of staff ~ >70 yrs.
2) Primary mission is to provide a comprehensive NAVOSH Program for Naval Support Activity Monterey with selective NAVOSH services provided to a handful of tenants. Tenants are: NPS, NEX, FNMOC, CSD, NRL, NAVSUP, DRMI, CIDU, NWC, PMOSSP, BDC, PW.
3) Responsible for managing / facilitating the following services for NPS: Traffic & Motorcycle Safety program, the AED program, the Ergonomics program, Respiratory Protection program, Mishap Reporting an Investigation program, Unsafe / Unhealthful Working Conditions Reporting program and Workplace Inspections program.

b. PRIMARY CUSTOMER SERVICES:

1) Some of the direct services that NSAM provides NPS include the provision of American Red Cross certification training in First
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Aid, CPR and Automated External Defibrillators (AEDs). We have a total of 42 AEDs throughout campus and in recent years we've had four separate successful life-saving events involving staff members that have been through our training program. Managers and supervisors should be encouraging their employees to attend the American Red Cross training that NSAM provides.

2) NSAM OSH office also provides ergonomic surveys for employees that are experiencing discomfort or pain. It's important for managers and supervisors to know if their employees are experiencing pain or discomfort so that a survey can be conducted and corrective measures implemented before that pain or discomfort leads to an injury.

3) NSAM OSH office is required to conduct occupational safety and health workplace inspections of all work areas on an annual basis; during which, work areas are inspected for unsafe conditions and/or instances of regulatory compliance violations. At the conclusion of an inspection, NSAM OSH will issue an inspection report that includes NAVOSH Deficiency Notices for those violations thru ESAMS. NSAM OSH will help coordinate corrective actions and hazard abatement for any violations issued. Ideally employees should report unsafe and unhealthful working conditions through their chain of command; however, the Navy has a formal unsafe unhealthful working condition reporting program to be used by employees that want to report conditions but don't want to report those issues through their chain of command and therefore use this program instead to send reports directly to the safety office. Once received, those reports are investigated and corrective actions initiated if warranted. Supervisors and managers should encourage all employees to utilize their chain of command to report unsafe acts as well as conditions.

4) Motorcycle accidents account for the number one cause of death amongst active duty service members. All active-duty personnel that operate a motorcycle on or off base are required to attend the motorcycle safety training. Such training is coordinated by the Base Safety Office. The Base Safety Office has a contracted motorcycle safety instructor on site to provide basic rider and experienced rider courses every weekend. It is important for supervisors and managers to know if they have active duty service members under their employment that operate motorcycles so that they can ensure these employees attend required motorcycle safety training.

5) Another direct service the NSAM OSH office provides is the coordination of mishap investigations and subsequent reporting and recording. Military on-duty and off-duty mishaps are required to be reported in ESAMS as well as our civilian on-duty mishaps. When those mishaps are reported in ESAMS the Base Safety Office is notified and they will coordinate the mishap investigation to ensure that the reports are properly recorded and filed.
c. NPS MISHAPS: Because the primary purpose of the NAVOSH Program is the prevention of mishaps, it is important for managers and supervisors to have an awareness of the mishap experiences that the organization has experienced. To date, in CY14, NPS has reported a total of three mishaps. Two were sustained by civilians; one was a slip, trip, and fall on a wet surface and another employee walked blindly into a wall. Neither of those injuries resulted in lost time. The third mishap was an NPS student who was in a bicycle collision out in town and missed 23 work days.

<table>
<thead>
<tr>
<th>Naval Postgraduate School</th>
<th>CY12</th>
<th>CY13</th>
<th>CY14</th>
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<tbody>
<tr>
<td>Military and Civilian Mishap Case Rate:</td>
<td>0.39</td>
<td>0.21</td>
<td>0.11</td>
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<tr>
<td>Total Mishap Cases*:</td>
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<tr>
<td>Total Lost Time Case Rate:</td>
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<tr>
<td>Total Lost Time Cases:</td>
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<tr>
<td>LOST DAYS</td>
<td>187</td>
<td>22</td>
<td>23</td>
</tr>
</tbody>
</table>

*Note: Total mishap cases: 1 student and 2 civilians

d. PRIMARY ISSUES:

1) Reality: Resourced at COL 4, our NAVOSH program is something less than comprehensive.

2) Designating an N35 OSH Specialist as an HM Program Manager significantly impacts the provision of services: Inspections of administrative areas, ergonomics and hazard abatement follow-up.

3) Capturing and tracking NPS student motorcycle riders.

4) Unable to maintain NPS NDN closure rate < 30 days.

Reasons: Funding, blended lines of responsibility and accountability, management visibility, N35 resourcing limits follow-up.

20. INDUSTRIAL HYGIENE (IH).

a. BASIC PROGRAM ELEMENTS:

1) IH is part of the Occupational Health Program.

2) Purpose: anticipate, recognize, evaluate & make recommendations to control unacceptable exposures.

3) Departmental IH Surveys include workplace visits and personnel interviews to characterize the hazards and exposures (quantitative & qualitative).

4) Survey frequency: 1 yr (for High Hazards), 2 yr (Moderate Hazards), 4 yr (for Admin Spaces).

5) Surveys contain exposure data to: identify exposure trends; recommend appropriate PPE for processes; and recommend worksites and workers for medical surveillance.

6) OPNAVINST 5100.23G, Ch. 8, covers IH Surveys.

b. EXISTING EFFORTS:

1) Appointed Industrial Hygienist (IH) at NPS: Eric Thurston, NMAU, NAVHOSPLEM. His duties include:
Safety Council Meeting Minutes

a) Assists w/ Indoor Air Quality (IAQ) Investigation, Reproductive Hazard Inventory, and other NAVOSH program items.
b) Reviews new HAZMAT requests to evaluate new processes.
c) Conducts annual measurements of local exhaust ventilation systems.

2) Survey Reports are disseminated to Department Heads and other responsible parties. Reports include: Executive Summary, Formal Findings, Date next survey is due, Detailed Survey Forms, Historical Stressor Results, IH Exposure Assessment/ Monitoring Plans, and recommendations for hazard exposure reduction including appropriate PPE use.

c. NPS SPACES THAT REQUIRE 2 YR SURVEYS BY ORG CODE:

<table>
<thead>
<tr>
<th>SPACES BY ORG CODE</th>
<th>BY GSEAS SUB CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-President........1</td>
<td>710-ECE........21</td>
</tr>
<tr>
<td>100-Provost.........1</td>
<td>720-MA.........0</td>
</tr>
<tr>
<td>300-CIO.............2</td>
<td>730-MAE........60</td>
</tr>
<tr>
<td>400-Research........5</td>
<td>740-MR.........1</td>
</tr>
<tr>
<td>500-Academic Affairs.0</td>
<td>750-OC.........6</td>
</tr>
<tr>
<td>600-GSOIS..........0</td>
<td>760-PH.........43</td>
</tr>
<tr>
<td>700-GSEAS...........151</td>
<td>770-SE.........14</td>
</tr>
<tr>
<td>800-GSBPP..........0</td>
<td>780-SP.........6</td>
</tr>
<tr>
<td>900-SIGS............0</td>
<td>790-UWAG.......0</td>
</tr>
</tbody>
</table>

NOTE: All other spaces are low risk and only require 4 yr. surveys. There are currently no spaces at NPS that require 1 yr. surveys.

d. NEEDS/ISSUES:

1) Plans for internally funded building renovation projects frequently do not receive the required safety and industrial hygiene review prior to a contract being awarded. Such reviews are necessary to avoid possible exposure of unprotected personnel to toxic materials such as asbestos. All such projects need to receive such IH reviews.

2) IH Survey reports contain a wealth of information; however, they are lengthy (50 to 150 pages) and seldom reviewed.

3) IH findings documented in the reports need conversion to NDNs in eSAMS in an effort to ensure corrective actions are implemented and tracked.

4) A mechanism to track survey completion by departments, periodicity, finding, etc. needs to be developed.

21. NSAM ENVIRONMENTAL.

a. BASIC PROGRAM ELEMENTS:

1) EMS: Environmental Management System
2) NEPA: National Environmental Policy Act
3) Hazardous Waste
4) Storage Tank/Spill Response/Prevention
Safety Council Meeting Minutes

5) Water (potable, waste, storm)
6) Air: 20 Permits
7) Natural Resources
8) Cultural Resources
9) Solid Waste/Sustainability

b. EXISTING EFFORTS:

1) Establishment of EMS Executive Steering Committee.
2) Establishment of HAZMAT Cross-Functional Working Group and Solid Waste Cross-Functional Working Group
3) HAZWASTE & Solid Waste Training
4) NEPA Planning/Consultation
5) Permit Management

c. NEPA EXECUTIVE OVERVIEW: Will be taught by Civil Engineer Corps (CECOS) locally at NPS on July 25, Thursday at 0900-1200.

d. NEEDS/ISSUES:

1) Staffing
2) Early Coordination for New/Changed Programs
3) NEPA
4) Consultation with external agencies
5) Ensure compliance requirements are met
6) Defining Responsibilities with NPS OSHE
7) Special Areas/Field Experiments
8) HAZMAT/HAZWASTE handling
9) Solid Waste

22. Meeting was adjourned at 1030.