Naval Postgraduate School
Safety Committee Meeting Minutes

26 June 2014

Attendance:

CAPT Deidre McLay  Chief of Staff
LCDR Angela Weyrick  NPS OSHE Director
CDR Jorge Garcia  SIGS MAD Representative
GSBPP MAD Representative  CAPT James Hitt
Col. Christopher Smithtro  Military Associate Dean of GSEAS
COL Nelson Emmons  Military Associate Dean of GSIOS
Ray Buettner  Professor of Information Sciences
David Rigmaiden  Lab Manager/ Weight Handling Safety Officer
Kathy Franklin  HMC&M Coordinator
Pete Boerlage  NPS Facilities Manager
Patty Hirsch  NPS Contracting Representative
Kerry Yarber  Supervisory Physicist/ Laser Safety Officer
SCPO Jeff Ocampo  NPS Senior Enlisted Lead
EMC Cassaundra Bastero  Assistant Safety Officer
Ron James  Assistant Radiation Safety Officer

1. Meeting was called to order at 0905.

2. HAZMAT SPILL KITS

a. The NPS OSHE Directorate purchased 50 “Universal” Spill Kits for Oil and Solvent Spills and 30 “Aggressive” Spill Kits for Alkaline/Acid Clean up. These spill kits have been distributed to NPS areas which use HAZMAT. The Distribution amongst the Departments is as follows:

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<tr>
<th>Department</th>
<th>Universal</th>
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<th>Department</th>
<th>Universal</th>
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<td>Extra Kits</td>
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b. There was a HMC&M Committee Meeting held on 28 May.

c. The new HMC&M Instruction has been endorsed and is awaiting distribution. It will likely go out as a bulk email on Monday, June 30.
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d. The Costs for the disposal of Hazardous Waste will be paid by the NPS OSHE Directorate for FY15. We will assess the costs for disposal based on data from FY13, 14 and 15 to decide what makes the most sense for paying for disposal for FY16 and beyond. The individual schools may be billed for disposal of their materials or it may be billed centrally if the costs are minimal. If it is decided that the schools should pay for their own disposal, then a 2 year data plan will be sent to each school for budget planning.

e. Approximately 90% of our current Hazardous Waste disposal costs come from batteries (we are billed by weight). We are in discussions with NAVFAC Environmental to find out what our disposal options are and to develop a Battery Recycling Plan separate from the Hazardous Waste Plan.

f. The HMC&M Coordinator, Ms. Kathy Franklin, will be accompanying NSAM OSH inspector, Martin Catanese, during upcoming NAVOSH inspections of MAE to answer any HAZMAT technical questions that may arise and address any fixable issues during the inspection so they don’t become findings.

3. JIFX “SAFETY NON-EVENT”

a. The JIFX 14-3 event occurred in May.

b. Everyone that attends a JIFX event must take a safety and security briefing which is offered online. Portions of the briefing are reinforced to the attendees during the morning of the events.

c. Some civilians participating in the event spotted something in the field that they suspected could be an unexploded ordnance so they called it in on their radios as they had been instructed to do. Operations were put on hold and base was notified and personnel investigated the object. It turned out that the object was a training aid and was not a hazard.

d. This “safety non-event” is being reviewed to look for any procedural improvements that can be made. Areas of improvement include:

1) The Flight Boss often moves around to different locations during the events. It would be beneficial if he had a list of contact numbers with him at all time in the event his folder of pre-mishap plans gets left somewhere, he can make a few quick calls to get any information he needs so he is not required to return to where the folder was left.

2) During the training, participants are instructed to mark any possible unexploded ordnance and radio in their finds. It is not clear what is meant by “mark” the ordnance. During the training, an image is shown of possible ordnance physically marked with a piece of tape; however participants are instructed to not go near the object.
The individuals during the event correctly walked away from the possible ordnance and pointed towards the object when EOD personnel showed up.

3) The base EOD personnel arrived at the wrong location responding to the possible ordnance call. The individuals call in the location using GPS and then the location is communicated to the base using their grid system. However, there are two different large maps of the base and they use a different coordinate system to base the grid on. So if you use the grid on the wrong map, you will communicate the wrong location. It was decided that when someone is placed in the field, their location will be determined during the set up phase; this way if something goes wrong, their location is already known.

4. NAVAL CRANE CENTER INSPECTION RESULTS AND PLAN OF ACTION

a. NPS’s weight handling program was inspected by the Naval Crane Center (NAVCRANECEN) during May 2014. The evaluation summary states: NPS’s weight handing program remains satisfactory (since May 2012). Continued management and supervisory focus in self-identified problem areas coupled with increased attention with regards to the oversight of crane operations and rigging gear is needed to further improve the program.

b. The accident summary reported no crane accidents, rigging accidents, near misses or other unplanned occurrences.

c. There were no significant findings during the inspection. Operations deficiencies were discovered in documentation. There are 20 different users and no standardized method of documentation.

d. There were three deficiencies to Rigging Gear identified:

1) There were three slings that were found to be out of Certification. This finding will be addressed by PWD.

2) There were two lifting fixtures that had the maximum working load stenciled on and the weight information is different than what the rating plate affixed to the device states. This item will also be addressed by PWD.

3) One shouldered eyebolt was installed that was not flush with the mounting surface. This pertains to a lack of experience and training of the operator.

e. The NPSINST 5100.11C has omissions/errors and needs to be reviewed and updated. The Surveillance program needs to be added along with periodic training requirements. It is recommended that the instruction undergo a 90 day review.

c. NPS’s self-assessment identified three top concerns:
1) the lack of an oversight program
2) use of unauthorized rigging gear
3) limited operator experience.

5. ESAMS UPDATE

a. Our ESAMS Administrator, Ron James, went to Tennessee to attend ESAMS Training for Safety Professions from May 20-22. The course taught technical aspects of using ESAMS and also discussed the latest news regarding the utilization of ESAMS within the Navy and the other military branches.

b. ESAMS had historically been a Navy exclusive program; however, the other branches of the military have been pushing to adapt ESAMS and it is becoming a DoD-wide database.

c. The CNO has put increased emphasis towards complete Navy-wide utilization of ESAMS. He has requested that all Echelon II commands be direct reports under him within ESAMS. He is now able to view details and generate reports of our Inspections, Deficiencies/ Hazard Abatements, and Training Compliance.

d. There have been ongoing issues with ESAMS being unable to communicate with other Navy databases (such as NKO). ESAMS has made the switch to use DoD ID numbers for account profiles instead of SSNs and other databases have not made that switch yet which causes these communication errors.

e. NPS Safety Coordinators have been given administrative rights in ESAMS for their departments. The Safety Coordinators will help ensure OJT and Safety talks are administered.

6. SAFETY PROGRAM MANAGERS

a. Per OPNAVINST 5100.23G Chapter 6, all Navy OSH programs are required to have Specialist oversight and responsibility. Currently, NPS does not have any 0018 Safety Specialists (general) employed. NSAM has 2 Safety Specialists (0018) directly supporting 8 programs and OSHE inspections.

b. Ideally, the organization of the ESAMS Program Management would be managed down through the OSHE Director, to Program Managers/ Specialists (whom are able to provide program oversight), then to the departmental Safety Coordinators whom would in turn be responsible for all of their Department’s Personnel. Since we have no Safety Specialists, Ron James has been working to coordinate ESAMS efforts and provide training to the Safety Coordinators.

6. HAZCOM UPDATES
a. 24 out of 41 Lab PIs have completed ESAMS HAZCOM Training. Reminders have been sent to those that have not taken it yet and the Chemical Hygiene Officer (CHO), Debora Waxer, has been reaching out to each of them to get them to take it. If they still do not comply then they will be emailed again and the Deans and Military Associate Deans will be CC’d.

b. Debora Waxer is working with the individual PI’s that need help in developing their own Lab Specific Chemical Hygiene Plans (CHP). There is a template for the creation of lab specific plans in the overarching NPS CHP (NPSINST 5100.6 Chemical Hygiene Plan, Dec 2013)

c. Training Materials have been provided to Lab PI’s who have summer interns. EMC Bastero has also provided Safety Briefings to the interns. The briefings covered HAZCOM and Chemical Safety.

d. Students may not work with chemicals until they have received training through their HAZMAT Representative.

e. Physics now has 100% HAZCOM Training compliance.

7. JULY NEPA COURSE FOR LEadership

a. There will be an executive level National Environmental Policy Act (NEPA) training course taught by the Civil Engineer Corps Officer School (CECOS) on 29 July 2014 from 1300-1600. The training will be at NPS and the room is TBD.

b. The course is geared toward senior leadership, Program Directors, and Principle Investigators (PI). CECOS training is open to civilian and military personnel and government contractors.

c. Inadequate NEPA planning can cause potential research project delays and NPS lawsuit liability and fines from the EPA.

8. NAVOSH DEFICIENCY NOTICES (NDNs)

a. NDNs are issued as a result of workplace inspections, reported unsafe/unhealthful working conditions, industrial hygiene findings, external inspections & administrative program reviews

b. It is a Navy requirement that NDNs are closed within 30 days of issuance. NPS Currently has 47 “open” NDNs; 42 of which are “response required” status (meaning NDN has not been opened/abatement not initiated). Some of these 47 NDN’s may have already been closed but not documented in ESAMS.

c. There have been issues where an NDN is issued to an individual that is the responsible “owner” of a space but then they leave. Then once a new person replaces them, it doesn’t always get updated in
ESAMS. When this happens, the NDN does not always get communicated to the new “owner” and the NDN does not get resolved. Safety Coordinators are now being included for NDNs so they may help by communicating these Personnel changes so NDNs can be updated in their departments and ultimately resolved.

d. There have also been issues where NDNs get resolved but the responsible individual for the space does not go into ESAMS and report that fixes have been made.

9. CALENDAR OF EVENTS

   a. JUL – AUG: NAVOSH Program Self Assessments (POC: LCDR Weyrick)
   c. 17 JUL: Safety Committee Meeting (POC: LCDR Weyrick)
   d. 21 JUL-1 AUG: AARSO / RSO Course (POC: Deb Waxer).
   e. AUG: Maritime Event in SF Bay (POC: Ray Buettner)
   f. 28 OCT: Safety Council (POC: LCDR Weyrick)

10. OTHER ITEMS

   a. The COS would like to extend an invitation to the Dean of Students (or a representative) to become part of the Safety Committee.
   b. We have applicants for the LSSO position. There will be a meeting on July 7th to review the résumés.

11. Meeting was adjourned at 1017.