

Naval Postgraduate School  
Safety Committee Meeting Minutes

20 August 2015

Attendance:

CAPT Tony Parisi	NPS Chief of Staff
Dr. Jeff Paduan	Dean of Research
LCDR Tony Colón	NPS OSHE Director
CAPT Keven Bertelsen	NSAM CO
Mike Berry	NSAM OSH Installation Program Manager
COL Nelson Emmons	GSIOS Military Associate Dean
Dr. Claudia Luhrs	GSEAS MAD Representative
Stefan Kohlgrueber	MAE Representative
Dave Rigmaiden	Space System Representative
Scott Giles	NPS Safety Engineer
Ryan Greve	Radiation Safety Officer
Jennifer Keefer	Safety Specialist
Jeremy Laney	Safety Specialist
Pete Boerlage	NPS Facilities Representative
EMC Cassandra Bastero	Assistant Safety Officer

Enclosures: (1) Safety Committee PowerPoint – 20 Aug 2015

1. Meeting was called to order at 0900.

2. INTRODUCTIONS

a. There have been a few recent additions to the NPS OSHE Office. The following individuals introduced themselves to the committee.

1) LCDR Antolino (Tony) Colón. New Director of the NPS OSHE Office replacing LCDR Angela Dean. He is a Certified Safety Professional, Certified Hazardous Materials Manager, and Certified Industrial Hygienist.

2) Jennifer Keefer, Safety Specialist. She will be managing NPS Mishap Investigations, Hearing Conservation, Fall Protection, and coordinating with NAVFAC for Confined Space Entry.

3) Jeremy Laney, Safety Specialist. He will be managing Lockout/ Tagout, Small Craft and Dive Safety, ORM assistant manager, High Energy Safety.

3. MISHAPS REVIEW

a. There has been an increase in Mishaps recorded since 2012. This can be attributed to increased reporting/recording which comes from education of employees by the NPS/NSAM Safety Organization concerning reporting procedures and the responsibilities of employees to report.

b. The Majority of mishaps are attributed to slips, trips, and falls.

b. Enclosure (1) includes graphed metrics of Mishaps, Lost Days and Mishap Causes going back to 2012.

#### 4. NAVOSH WORKPLACE INSPECTIONS AND HAZARD ABATEMENT

a. All ESAMS NAVOSH Deficiency Notices issued from 2013-2015:

CATEGORY	# OF NDN'S ISSUED	OPEN NDN'S	EXAMPLES
Electrical	83	22	Surge Suppressors
Fire or Life Safety	40	7	Egress
Machine Guarding	27	9	No Guarding
HAZMAT	16	1	SDS's / Inventories
Housekeeping	14	3	Storage / Sanitation
Walking/Working Surfaces	7	1	Trip Hazards
Fire Protection	4	N/A	Sprinkler Heads
Personal Protective Equipment	4	2	Integrity
Compressed Gas/Air	3	N/A	Not Secured
General Duty Clause	3	N/A	N.O.S.

b. The average time to resolve an NPS Deficiency is 4 months. There is a plan in place to remediate these findings within 30 days of being issued and our goal for full implementation is by 31 Dec 2016.

c. The following areas will receive NAVOSH Inspections during September:

- Code 460 – Centers – Bldg. 220
- Code 533 – Distribution Services – Bldg. 339
- Code 534 – Instructional Design – Bldg. 339
- Code 535 – Instructional Media Development – Bldg. 339
- Code 536 – Marketing and Communications – Bldg. 339
- Code 537 – Distributed Education – Bldg. 339
- Code 310 – ITACS – Bldgs. 302, 220, 232, 235, 330
- Code 300 – CIO – Bldg. 330
- Code 730 – MAE – Bldg. 217
- Code 790 – Undersea Warfare – Bldg. 234

#### 5. PROCESS IMPROVEMENTS

a. GENERAL SAFETY

1) New and more tailored Indoctrination Brief for incoming students and staff; with emphasis to address RODS hazards for the Monterey area.

2) Process Improvement for Lab and Workshop Safety. Chemical Hygiene Plan implementation. NPS OSHE director, LCDR Colón, CIH, will assume primary duties as the Chemical Hygiene Officer. Safety in the workshops is programmatically deficient in several areas, including LO/TO, PPE (eye, hearing, clothing), meaning that a robust, inspectable program will need to be established, with appropriately documented training, tracking, and inspection protocols. Continued briefing sessions, and revisions of CHP and laboratory educational materials will be coordinated between Mrs. Waxer, Mrs. Franklin, and LCDR Colón.

3) Improved OSHE Website, delivery, and access to programs/ requirements

4) Future goal: Track students in ESAMS. The CoS stated that he desired to ensure the ESAMS database was accurate and up to date with required programs in place for the faculty and staff personnel before attempting to incorporate the student population into the tracked population.

#### b. HAZMAT

1) We recently completed an inspection of all of the HAZMAT and are working on updating it into HMIMS. We are cleaning-up HMIMS and should have it ready by the end of September so that it can be used to validate our AUL and manage our inventory.

2) We will be changing the HM inventory periodically. There is a CHRIMP requirement to conduct HM inventories monthly, this is not viable to do at our command. We will be requiring that the “owner” of the specific HM conduct an annual inventory and the OSHE Directorate will be conducting an annual base-wide inventory.

3) LCDR Colón will be providing lab specific chemical hygiene training starting at the end of September. He will be going through each lab and doing an Industrial Hygiene Evaluation to check lab hoods, PPE, hearing controls, etc.

4) ALL batteries that are purchased need to be marked with the commodity code “HAZMAT” (not SAFETY) when they are entered into KFS.

#### c. ORM

1) The first step in any ORM is the identification of hazards. The Safety and Research Safety offices are looking to improve this through:

a) Reviewing Research Proposals for any hazards.  
b) Attending GSEAS Contracting meetings  
c) Working with PIs to get details of their current project objectives and materials used and possible future projects.

d) The Rail Gun project was discussed as a successful example of the overall safety process. This can be shown from its fruition through the execution of how the safety office needs to be a main player in research proposals to ensure all areas are covered.

## 6. LONG TERM GOALS

a. Prevention and Control of Workplace Hazards and Risk management. We will implement a comprehensive EHS Risk contract review process with a goal date of 30 January 2016. This will be achieved through research proposals review, preconstruction, and general contracts.

b. HAZCOM, Chemical Hygiene, job hazard, and occupational reproductive hazards. By 31 Dec 2015 we will be providing uniform SOH and Environmental training for all Staff, Faculty and Students to explain the hazards that they may be working with and also provide more specific training for each job or thesis.

c. Energy Control Program. There is a NAVFAC program “within the fence” but there is not a comprehensive NPS Lockout/Tagout program in place, with specific shops and personnel instituting their own programs sporadically. We will develop written plans and procedures for Lockout/tagout, generate roster of trained and qualified personnel authorized to work on hazardous energy systems with a goal date of 30 January 2016.

d. NAVOSH inspection program, hazard abatement, fall protection, hearing conservation.

1) 01 April 2016 is the turnover date of the NAVOSH Inspection program from NSAM to NPS. NSAM will continue to provide support for the program but will not be fully managing it for NPS personnel.

2) During routine NAVOSH inspection by the NPS Safety Specialists, we will be building a list of all of the fall hazards present at NPS and also relabeling any noise hazard areas or equipment and should be completed by 31 Dec 2016.

3) We have a goal to reduce NAVOSH deficiency abatement times from our current average of 4 months down to 1 month through actions taken in the above steps.

e. Safety Awards. There is a Safety Awards program established but it has not been implemented. We would like to fully implement it by 30 Jan 2016.

f. Mishap prevention and reporting. This program has been managed by NSAM. We will be turning over duties to NPS by 30 Sept 2015.

## 7. UPCOMING INSPECTIONS

a. Explosives Safety Officer final walkthrough for ESI: 21-23 SEP 2015 (NPS and NSAMS)

b. NOSSA Explosive Safety Inspection (NPS and NSAMS) DEC 7-10 2015

c. possible NSC inspection in DEC 2015

d. IG inspection in MAR 2016

## 7. INPUT FROM COMMITTEE

a. There is a new NSAM Emergency Manager. She has been tasked with rewriting the local Emergency Management Plan for dealing with Fires, Earthquakes and Floods. The NSAM CO sees this as a top priority.

b. It was proposed that the periodicity of the Safety Committee Meetings be changed from monthly to quarterly and the Committee was in full agreement. It was also proposed that the objective of the meetings move away from presenting lots of slides about specific program updates and move more towards group discussion of how to address issues and present mishap metrics.

8. Meeting adjourned at 1000