



NAVAL POSTGRADUATE SCHOOL
OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL DIRECTORATE
285 STONE ROAD, QUARTERS N
MONTEREY, CA 93943-5000



27 May 16

MEMORANDUM

Subj: 19 MAY 2016 - SAFETY COMMITTEE MEETING MINUTES

Enclosures: (1) Safety Committee PowerPoint – 19 May 2016

1. Meeting Attendance:

CAPT Tony Parisi	NPS Chief of Staff
CAPT James Hitt	GSBPP Military Associate Dean
COL Nelson Emmons	GSOIS Military Associate Dean
LCDR Tony Colón	NPS OSHE Director
EMC Cassaundra Bastero	NPS Assistant Safety Officer
Dr. Jeff Paduan	Dean of Research
Debora Waxer	Research Safety Dept. Head
Pete Boerlage	NPS Facilities Representative
Patty Hirsch	NPS Contracting Representative
Stefan Kohlgrueber	MAE Representative
Dave Rigmaiden	Space Systems Representative
Ron Helmrick	Supply Management Representative
Kathy Franklin	HMC&M Coordinator
Jennifer Keefer	NPS OSHE Safety Specialist
Jeremy Laney	NPS OSHE Safety Specialist

2. Meeting was called to order at 0900.

3. INSPECTIONS

a. IG Inspection: Safety had 5 findings and 2 recommendations.

Findings:

1) Fall Hazards: It was discovered that NPS did not have documentation of all of the fall hazards present around campus. We have since received a list from NAVFAC of all of these hazards and NPS OSHE is now conducting hazard assessments and recommending any controls where needed.

2) Radio Frequency: NPS does not have on file the 2007 Hazards of Electromagnetic Radiation to Personnel (HERP) and Fuel (HERF) evaluations. NPS will be undergoing a new evaluation in 2017 and we validate the information from the 2007 evaluation along with the additional emitters that we have now.

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3) Hazardous Energy Control (Lock out/Tag out): There is no NPS Hazardous Energy Control Program Policy. The program instruction has been written and is undergoing reviews before command endorsement. The policies in the instruction are already being implemented.

4) Safety Training – Safety Professionals: There is a set of nine courses that are mandated that all Safety Professionals must complete within one year of being hired to the position (one-time training requirement). We have two new NPS Safety Specialists, Mrs. Jennifer Keefer and Mr. Jeremy Laney. Mrs. Keefer has received all of her training and Mr. Laney still needs to complete two courses. This makes us 80% compliant to the requirement. Mr. Laney is already enrolled in his final two classes and will be completed by Aug 2016.

5) Safety Training – Traffic and Motorcycle Safety Training: The training records in eSAMS shows a compliance rate of <20% for completion of traffic and motorcycle safety courses. The issue is that a large number of students have signed up for the traffic and motorcycle safety courses but end up transferring to another command without completing the course and not notifying NPS Safety that they left. ~90 students that are no longer here have been removed from eSAMS.

b. Weight Handling Program Evaluation: We were inspected by the Navy Crane Center from 2-5 May. A response to the program evaluation is due to the Navy Crane Center within 30 days. There were three areas that had findings:

1) Training Weakness: There were issues with the level of knowledge of the operators; primarily with reporting of accidents and near misses and of the use of rigging gear. These are being addressed with increased OJT and displaying SOPs and posters.

2) Program Management and Manning Vulnerability:

a) Surveillances: There is a requirement that surveillance needs to be conducted quarterly (at a minimum). Right now these surveillances are supposed to be conducted by the department chairs but we are looking to change the instruction to be someone that is more knowledgeable about the weight handling operations and program.

b) Safety Committee: We are also looking to establish a weight handling safety committee that will meet semi-annually to help identify problem areas and discuss best practices.

c) Personnel Turn Over: The individual from NSAM that conducts rigging tests and certifications will be retiring soon. If this position remains vacant for an extended period, then it will negatively affect us. It was recommended that a letter be written and sent from the NPS Chief of Staff to CAPT Bertelesen to communicate our needs and concerns regarding this. There will also be some operators from NPS that will be leaving in the near future and we need to have a succession plan in place.

d) Program Manager Duties: Dave Rigmaiden is currently managing the NPS Weight Handling Program. The Navy Crane Center considers him a very knowledgeable individual; however, he has many other areas of responsibilities that demand his time. It is being

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recommended that an assistant to trained that can help with aspects of the program and to be able to manage the program if Mr. Rigmaiden becomes unavailable.

3) Rigging gear: The condition of the rigging gear itself was satisfactory but the training on the use of it was identified as being a weakness. There were also a couple of items that were discovered to be uncertified.

4. MISHAP REVIEW.

a. Mishap Narratives: We are averaging about 4 mishaps a quarter, but there were 2 mishaps this week.

1) On 5/17/16, a faculty employee needed to move heavy computer equipment to the warehouse for excess. He contacted the warehouse for help in moving it but they can no longer assist with this because of manning. The faculty member moved it all by himself and smashed his hand and pulled his back while moving computer equipment. This is a Class D mishap.

A discussion about how we might prevent similar future injury took place. Preferred course of actions (in order):

a) If purchasing gear, try to add into the initial contract a haul away service from the company.

b) On an as needed bases, Contact Contracting Department about hiring a local moving company to move large amounts or bulky items.

c) Sailor Power. There are a number of motivated personnel and students that may be mobilized to assist. Not the preferred course of action though because it could result in injury.

2) On 5/16/16, a navy service member slipped on bleachers and dislocated right knee cap. This is a Class C mishap.

3) On 5/5/16, a civilian employee tripped over a rolled-up carpet that was in front of the rear handicapped entrance to Herrmann Hall. Employee injured knees, wrist, elbow, and shoulder. She has returned to work but is in a modified work status. This is a Class C mishap. This handicapped entrance has other issues as well that are being addressed. The door is too heavy for the hinges and someone in a wheel chair would be unable to open the door.

4) On 04/04/16, an NPS student lost control of his motorcycle while descending a hill when a vehicle in front slowed. Emergency personnel responded and he suffered a laceration to the left leg. This is a Class D mishap. This individual has not completed the required motorcycle safety course. A line of duty investigation was conducted

5) On 03/05/16, an NPS student crashed into another skier while skiing on slope resulting in a compound fracture to the lower leg. This is a Class C mishap.

b. Definitions of Mishap Classes based on severity of injury:

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1) Class A Mishap. An injury or occupational illness results in a fatality or permanent total disability.

2) Class B Mishap. An injury or occupational illness results in permanent partial disability; or three or more personnel are inpatient hospitalized.

3) Class C Mishap. A non-fatal injury that causes any loss of time from work beyond the day or shift on which it occurred; or a non-fatal illness or disease that causes loss of time from work or disability at any time (lost time case).

4) Class D Mishap. A work-related/on-duty recordable injury or occupational illness not otherwise classified as class a, b, or c mishap (e.g., injuries requiring medical treatment beyond first aid, loss of consciousness, light duty, limited duty, restricted work, or job transfer).

5. CLOSE OUTS OF REPORTS OF UNSAFE/UNHEALTHFUL WORKING CONDITIONS

a. The falling ceiling tiles in King Hall has not been resolved yet. Temporary knitting is in place to catch tiles. The permanent solution is to re-glue the tiles and NAVFAC is looking to purchase a cherry picker to do this.

b. Also unresolved; there are also a number of confined spaces that are not properly labeled or locked.

6. OTHER

a. CAPT Hyink will be leaving NPS in June. We do not yet know who will be permanently taking on his Aviation Activities Safety Duties. Until someone is identified and designated to replace him, Jennifer Keefer will be taking on some of the responsibilities.

b. RODS safety information and training is going to be distributed as the Monthly Safety Talk for June.

c. The Del Monte Crossing from the base is particularly dangerous because people speed through the light. There was a discussion about what can be done to slow down people at that intersection. There will be an upcoming Traffic Safety Committee meeting and someone from the Safety Office will attend the meeting and bring up this topic for further discussion.

7. MEETING ADJOURNED AT 0952



DIRECTORATE for SAFETY, HEALTH AND ENVIRONMENTAL Update

**“Readiness Through Safety”
19 May 2016**

**By Antolino J. Colón CIH, CSP, CHMM
LCDR, MSC, USN**

The Nation's Premiere Defense Research University

Monterey, California
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1. Inspections
2. IG Safety Items
3. Weight Handling Program Evaluation –
conducted by Naval Crane Center
4. Recent Mishaps
5. Close Out of Reports of Unsafe/
Unhealthful Working Conditions

Readiness Through Safety





Inspector General Command Inspection

Conducted 7-16 March 2016. Safety has “well-managed” and “notably improved” since 2012. There were 5 findings:

- **Fall Hazards** – NPS has not documented fall hazards, hazard assessments, or controls where fall hazards present.
- **Non-Ionizing Radiation** – Unable to provide 2007 HERP & HERF records documenting hazards.
- **Hazardous Energy Control** – No signed hazardous energy control program policy
- **Safety Training** – OSH professionals have not completed required training
- **Safety Training** – ESAMS training records inadequate with traffic and motorcycle safety training

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Weight Handling Program Evaluation

Audit performed by Navy Crane Center from 2-5 May 2016. Three findings:

- **Training weakness** – Considered a Significant finding. Personnel were identified with a lack of overall program knowledge particularly to reporting incidents.
- **Program Management & Manning Vulnerability** – NPS Weight handling program manager was found to be very knowledgeable but has many competing responsibilities that do not allow him to spend much time with this program.
- **Rigging gear** – Rigging gear condition was satisfactory; however, level of knowledge weaknesses were identified in most operational areas.

A new website has been created to address some of the findings: <https://my.nps.edu/web/safety/weight-handling>

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FY 16 Mishap Narratives *

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* Since last Safety Committee Meeting



2016 Unsafe/Unhealthful Reports

Open Hazards

03/02/16 – Back of room 039 at Herrmann Hall contains a confined space which is not labeled or locked.

07/15/15 – Several confined space areas are not marked or locked throughout the cottages.

08/06/15 – 10X10 ceiling tile fell in King Hall.

Closed Hazards

01/14/16 – Ash cans for smoking were found to be less than 50 feet from Glasgow East. Smoking shelters were built and the cans were removed.

03/04/16 – Upper window in ECR of Herrmann Hall cracked. Window has been replaced.

04/07/16 – Strobe light of the alarm system at the library experienced intermittent fault conditions due to a power outage on 10/08/15. Circuit boards and strobe lights were replaced.



Questions?

The Nation's Premiere Defense Research University

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IG Findings and POAM

DEFICIENCIES

Program Element	Finding	Milestone(s)	POC	Goal Date	% Complete	Comment
Fall Hazards Deficiency 22	NPS has not documented fall hazards, hazard assessments, or recommended controls where NPS employees or students may be exposed to fall hazards or dangerous workplace conditions. References: OPNAVINST 5100.23G CH-1, Paragraphs 1307.a. through c.; NPSINST 5100.1, Paragraph 1205.a. (2).	1. Get results from NAVFAC safety 2. Conduct Hazard assesment (RAC) 3. Reccomend Controls	Keefer, Jennifer	1. 4/30/2016 2. 06/30/2016 3. 07/15/2016	33	at 33% since survey was completed and given tp NPS Safety
Non-Ionizing Radiation Deficiency 23.	NPS was unable to provide 2007 HERP and HERF evaluations and survey records documenting all hazards of electromagnetic radiation. References: OPNAVINST 5100.23 G CH-1 Paragraphs 2218; NAVPGSCOLINST 6055.11.	Coordinate HERP/HERF/HERO survey for 2017, since 2007 survey did not provide.	Mr. Ryan Greve/ Steve Schnur	10/30/2016	50	
Hazardous Energy Control Deficiency 24.	NPS does not have or reference a signed hazardous energy control program policy. References: OPNAVINST 5100.23G CH-1, Paragraph 2404.a. (1); 29 CFR 1910.147.	Have Energy control Program instruction signed by leadership	Laney, Jeremy	6/30/2016	90	Written plans and procedures have been developed and implemented. Only awaiting signature
Safety Training Deficiency 25.	NPS OSH professionals have not completed required safety training. Reference: OPNAVINST 5100.23G CH-1, Paragraph 0602.d.	Finish final two classes needed.	Mrs. Van Asche	8/31/2016	88	Two final classes for 100% compliance are scheduled for July and Aug 2016.
Safety Training Deficiency 26.	NPS ESAMS training records reflect inadequate (<20 percent) compliance with traffic and motorcycle safety training. Reference: OPNAVINST 5100.12J	NPS 89%; students 57%; overall 65%; <u>goal of 90%</u>	EMC Bastero	10/31/2016	65%	nearly 90 students were removed from eSAMS, current riders are being signed up for classes

RECOMMENDATIONS

Program Element	Finding	Milestone(s)	POC	Goal Date	% Complete	Comment
Non-Ionizing Radiation Recommendation 11.	NPS, in preparation for the Ten-Year Resurvey. Re-certification of NPS RF microwave emitters, identify the commands responsible for safe separation, signage, and physical security of RF microwave emitters at remote locations. References: OPNAVINST 5100.23 G CH-1 Paragraphs 2218 and 2219; NAVPGSCOLINST 6055.11, Paragraph 4.1.					
Safety Training Recommendation 12.	That NPS include a step in their check-in and checkout process to ensure accuracy and currency of ESAMS records	work with dean of students, student services and program officers to ensure students who are in eSAMS properly check out with safety	EMC Bastero	6/30/2016	60%	non compliance with the check in/out sheet has drastically impaired our training numbers especially with traffic safety: students who are in eSAMS include: motorcycle riders, drivers under 26, enrolled in medical surveillance or as required for training by their program officers

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Weight Handling Findings & POAM

SIGNIFICANT ITEM

Item #	Description	POC	Root Cause	Corrective action	Results
A.1	Level of Knowledge	Program manager & Safety	lack of continuation/refresher training and program oversight; results of prior audit were not fully corrected or addressed	1. Semi-annual group training/meeting for all operators. 2. Program Manager will conduct and document individual OJT for both extant and future operators. 3. Displayed SOP's and reporting posters.	
	Program Oversight	Program manager & Safety	Results of prior audit were not fully corrected or addressed. Manning issues at the time.	A minimum of one surveillance quarterly, conducted by supervisor, other qualified operators, and designated safety office personnel.	

OPERATIONS AND RIGGING GEAR

Item #	Description	POC	Root Cause	Corrective action	Results
C.1	Crane accident recognition and reporting lacking		lack of continuation training, and level of knowledge checks during surveilances or by supervisors	1. review of accident near miss definitions during semi-annual meeting 2. Posters in all crane areas with reporting procedure 3. Safety website new section for weight handling has been added for 'one stop' access to weight handling resources, references, and information	1. TBD 2. posters are 80% complete 3. Safety website has new tab for weight handling safety related issues
C.2	level of knowledge			1. Increased OJT 2. level of knowledge questions during surveillance 3. Posted SOP's and reporting posters	
C.3	uncertified rigging gear			1. Refresher training on rigging equipment requirements during the semi-annual meeting 2. Random rigging gear audits during quarterly surveillance 3. Recommend Program Manager maintain a consolidated list of all rigging gear certification requirements with dates and periodicities	
C.4	pre-operation checks not being conducted properly			1. During first Semi-Annual meeting for weight handling operators, the Program Manager will provide refresher training for all operators concerning pre-operational checks 2. Surveillances will include pre-operational check	

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Weight Handling Findings & POAM

PROGRAM MANAGEMENT

Item #	Description	POC	Root Cause	Corrective action	Results
B.1	Manning vulnerability		TBD	It has been identified that (four) of the most experienced crane operators will be retiring within two - three years.	Recommend further planning (TBD) for increased cross training of specific individuals in order to expand capacities and responsibilities within NPS WH Program. Program Manager - Dave Rigmaiden will be here a few more years. But recommend an assistant or back up to his responsibilities will create a smoother transition when he leaves and the Dept. determines who will fill his position
B.2	Program managers duties and responsibilities			Recommend conduct review and update of NPSINST 5100.11C MANAGEMENT OF WEIGHT HANDLING EQUIPMENT. (note: Navy is expecting imminent release of updated P-307: Management of Weight Handling Equipment)	
B.2.a	Quarterly inspections with department chair not being conducted		lack of knowledge, training, & oversight	In accordance with current NPS instruction departmental chairs or representative will witness/inspect and document crane operations with a qualified operator on a quarterly basis	
B.2.b	Unvetted repairs and modifications or 'work arounds' to facilitate crane operations. E.g. installed lighting with insufficient clearance for full range of crane movement, incidental crane contact with an installed heater drain pipe			TBD	
B.2.c	training and qualifications of crane operators			1. Increased OJT for operators	
B.3	Previous Corrective Actions not completed		Ineffective or incomplete	Implementation of this POAM and new NPS instruction to correct identified deficiencies	

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