



NSA Naples  
Neopolis Conference Room  
10 Dec 2024, 1300-1400

## NSA Naples Safety & Traffic Safety Council Meeting Minutes – FY25 1st Qtr

1. Call to Order. The Safety & Traffic Safety Council meeting was called to order at 1300 and opening comments were provided by the Council Chair, CDR Koch.

2. Attendance. The following members were present at the meeting:

- CDR Koch, Executive Officer – Chairperson
- Mr. McAllister, NSA Safety Manager
- LCDR Swindel, NSA Ops
- Ms. Pitagora, NSA Security
- Ms. Ramo, NSA Security
- Mr. Bradley, NSA MWR
- Mr. Tubbs, NSA MWR
- Mr. Bethel, Region ESO
- Mr. Pezone, Region Safety
- Mr. Holm, DECA
- CE1 Meaole, NCTS
- PO1 Kim, NCTS
- PO1 Hulme, DMA
- Mr. D’Alterio, NSA Safety
- Mr. Olsen, NSA Safety
- Mr. Miccio, NSA Safety
- Ms. Comiti, NSA Safety
- Ms. Sarnataro, HR
- BM2 Capati
- Mr. Stutzman, FFSC/N9
- Mr. Panzica, NSA Fire
- Ms. Sepe, Public Works
- UTC Jean-Louis, Public Works
- Mr. Massari, Public Works
- Mr. Chirico, Public Works
- Mr. Whitney, FDRMC
- CPO Radcliffe, FDRMC
- Mr. Uphadyay, FDRMC
- Mr. Gould, Naval Hospital
- Mr. Walker, NIWC
- LT Krusely, Industrial Hygiene
- Mr. Wright, Industrial Hygiene
- Mr. Benevides, DLA
- Mr. Kinlaw, Region N36
- Mr. Wyatt, Region Legal
- Ms. Bradley, N8

3. Event Purpose and Risk Communication (slides 2 & 3)

a. The NSA Naples Safety manager commenced the facilitation of the meeting. Due to the time of year, this quarter’s meeting would provide an emphasis on winter season concerns. An overview was provided WRT the CNIC BOS Safety Services Manual requiring commands to convene quarterly Safety Councils to discuss hazards and communicate risk. The goal is to foster cooperation and a safety dialogue, facilitate the exchange of best practices to assist in the reduction of mishaps, evaluate hazards and review mitigation efforts, and to communicate risk. The Traffic Safety and RODS Councils are also incorporated in the quarterly NSA Naples Safety Council.

b. The NSA Naples CO’s vision is to become the Flagship base in Europe and involves planning, execution, and intentional communication. Safety supports the communication effort via a number of mechanisms: the Safety Council, weekly POW submissions, monthly PAO

Highlights, bi-weekly Area Orientation briefs, quarterly CDSO and supervisor training, and semi-annual stand down events.

c. The agenda for the council was discussed and main points highlighted as follows:

- (1) Event Purpose and requirements
- (2) Mishap Review and Trend Analysis
- (3) Current Concerns and Hot Topics
- (4) Hazards / Risk Registry / Hazard Review Board
- (5) Safety Training
- (6) Traffic Safety Council
- (7) Recreation & Off-Duty Safety (RODS)
- (8) Local National (LN) Safety
- (9) Explosives Safety
- (10) Open Forum / Depts and Supported Commands

#### 4. Discussion

a. Mishap Review and Trend Analysis

(1) NSA Naples metrics (slides 4-6). NSA mishaps and trend analysis for this FY was briefed, and the data presented covered the last four FYs for end of FY statistics. Discussion focused on recordable mishaps and class, TCIR and DART rates to include Lost Work Days, and near-miss reporting. No Class A or B mishaps the last four FYs - BZ to all. Top causes of NSA injuries in FY23 and FY24 remain to be attributed to slips, trips, falls, and bodily exertions. Reported FY24 mishap trends, TCIR, and DART rates are consistent with the last three years, no outliers in any regard, and are trending slightly better than last FY. Lost works days are also trending below FY23 data. One trend that we are trying to reverse is a lack of Near-miss and Unsafe/Unhealthful (UU) reporting. We had a banner year in FY23 with eight reports compared to one in FY24. We need to improve in this respect. Our communications plan is focusing on reporting.

(2) Region metrics (slide 7). An end of FY comparison of Region installations in myriad Safety categories was presented. NSA Naples fared well when compared to other Region installations with a readiness above the Region average in eight of ten categories. NSA Naples needs to improve on ESAMS open deficiency closure rates and Safety Councils. To address these shortcomings, Safety has disseminated an open deficiency DINK list on 2 Dec and will continue to do this on a monthly basis. For FY24, NSA Naples has convened 3 Safety Councils with the requirement being one per quarter. The one council in question occurred during the IPD turnover 1st qtr FY24. This will not occur again.

b. Safety Concerns and Hot Topics (slide 8). Talking points covered four topics: Zone Inspections, ESAMS open deficiencies, BOS Safety Services Agreements/Risk Assessments (RA), and Risk Management Information (RMI) Supervisor accounts.

(1) An FY24 common trend observed with Zone Inspections is a need for dept/office Fire Wardens to be more engaged with fire extinguisher periodic inspections, ensuring Fire Bills/Evac Plans are posted, and general housekeeping (stacking of items on cabinets, blocking of exits, electrical cord protocol, etc.). Training is being initiated for Fire Wardens and Building Managers to ensure employees take ownership of their spaces, know who and how to contact the right personnel to address concerns, and they are aware of resources to correct issues.

(2) One area the Safety Office needs assistance is towards abating/closing ESAMS deficiencies. For clarification, the overall ESAMS deficiency process is: 1) Safety identifies, determines RAC, and submits deficiency in ESAMS; 2) Dept POC/supvr is identified in ESAMS with recommended actions to mitigate and/or close deficiency; 3) Dept POC/supvr completes action and requests deficiency closure in ESAMS; 4) Safety closes deficiency. **A reminder: Safety does not coordinate deficiency corrective action – this resides with the respective dept/office.** The deficiency RAC also determines timeline to close: RAC 1 - 10 days, RAC 2 - 30 days, RAC 3 - 90 days, RAC 4 - 120 days, RAC 5 - 180 days. Safety has started generating a monthly deficiency DINK list and forwarded the first list on 2 Dec to depts/commands for awareness and action.

(3) RMI accounts: CNIC is now requiring all supervisors to have an RMI (afsas) account IOT submit supervisor mishap reports. RMI accounts can be requested at <https://afsas.safety.af.mil/>. Per CNIC, RMI and mishap reporting is a supervisor responsibility. **If someone is injured in any way, shape, or form it is requested to contact the Safety office for reporting requirements.** RMI is cumbersome and not intuitive to manipulate. Safety will assist in the reporting and RMI effort as well as with any training, as requested, to ease the reporting burden.

c. Hazard Abatement, Risk Registry, and Hazard Review Board (slides 9 & 10)

(1) Per the CNIC BOS Safety Services Manual, determining risk acceptance will be discussed at councils. It was discussed that the CO uses the risk management process to determine the impact on installation capability to deliver BOS services relative to funding and personnel availability. Per CNIC, documentation of acceptable and unacceptable risks by the Installation CO is to be included in the installation safety council minutes.

(2) Aggregate Risk and the associated Risk Mitigation Tool graphs, by RAC and category, were reviewed. The three types of risk (assessed, residual, and tolerable) was briefed and how to lower risk through closure of open deficiencies was stressed. Risk, no matter the type, is cumulative and **the only way to lower all three types of risk is through deficiency abatement or closure.** Deficiency closure is the goal and a CNIC requirement.

(3) The NSA Risk Registry for SOH and Fire deficiencies, slide 10 and slides 33-47, were reviewed and discussed.

(a) For SOH, there are no RAC 1 or 2 SOH deficiencies. Of the 11 open RAC 3 SOH deficiencies (six NSA and five Tenant Command), 10 had a commonality of a lack of dept

POC/supvr ESAMS documentation regarding deficiency status. Safety is engaging (DINK list), assisting, and educating respective deficiency POCs on the deficiency abatement process.

(b) For Fire, a contract was awarded and work completed to effectively close the 12 RAC 2 deficiencies identified in previous Safety Councils. These deficiencies involved a number of Capo building fire alarm systems not directly communicating with dispatch upon activation. When the fire alarm activates, personnel would egress the building, but dispatch or Fire would not be notified; this action would require a phone call directly to these entities. This had been a known and open deficiency for a prolonged period of time. NSA Fire is currently working with the Fire Engineer to re-evaluate/assess open Fire deficiencies to ensure appropriate RACs have been assigned.

c. Safety Training (slides 11 & 12)

(1) Upcoming Safety and related classes were briefed. Fire Warden & Building Manager training have been implemented to address zone inspection trends. Adhoc Safety training is welcomed and by request.

(2) ESAMS is the program of record for CNIC WRT documentation for Safety training of its personnel. The required ESAMS training is determined by one's duty task and the respective stressors related to their billet assignment. NSA Safety training readiness was discussed for FY24 in comparison to the last three FYs - we tracked better this FY. Medical Surveillance exams is an area that always needs attention. It is imperative employees and supervisors track exam expiration dates and plan ahead to schedule exam appointments with the clinic. A reminder to ensure the required paperwork for the exam is completed prior to showing up for the respective exam. **An expired Medical Surveillance exam results in an employee not being qualified to execute their duties.** Respirator fit test numbers are lower than desired but are improving over last quarter. CNIC goal in all ESAMS training categories is 90%. Currently, NSA finished FY24 with 90% in two of five categories. Safety will continue to forward a DINK list to DHs for awareness. **A reminder - all NSA personnel are required to have an ESAMS account. Visit the Safety office for ESAMS access.**

d. Traffic Safety (slides 13-16)

(1) The new NSA Traffic Safety Program instruction 5100.11E was signed on 4 Oct 2024. There are significant revisions and additions in the instruction to include Government Operated Vehicle (GOV) use, Personal Transportation Devices (PTD), and the Support Site school zone traffic pattern. A Fact Sheet is included as an enclosure to the instruction to highlight the revisions therein. PTD guidance, due to the rise of devices with electric motors, reflects their use observed in some U.S. states and cities - sidewalk use permitted with adherence to "rules of the road" guidelines. Also, keep in mind, anything with wheels requires a properly fitted helmet with fastened chinstrap.

(2) PMV2 (motorcycle), PMV4 (automobile), and GOV mishaps were briefed with analysis covering FY21 through FY24. One significant trend to report pertained to DUIs. DUIs decreased from 13 in FY23 to 7 in FY24. That's good news but even one DUI is too many.

(3) PMV2 training data showed an increase in no-shows for FY24 over FY23; 42 vs. 20. In CONUS, PMV2 training is provided via a contract to a local provider and the command ultimately pays for a set number of class seats whether all are filled or not. As such, no-shows are highly scrutinized. OCONUS commands operate under a different paradigm. NSA has a GS Safety Specialist who is qualified as a Motorcycle Safety Foundation (MSF) RiderCoach Trainer, and provides assorted PMV2 training to all local personnel (U.S. active duty, civilian, and dependents). Empty seats do not cost the command monies, but no-shows do fill class seats that could be used by other personnel. DoDI 6055.04, Traffic Safety, requires motorcycle riders to receive training at no cost to personnel and for training to be scheduled during normal working hours. Safety stressed for supervisors to allow personnel to attend scheduled training.

(4) AAA Driver's Improvement Training is a service the Safety office provides to our personnel. Training includes Under 26 Arrive Alive, remedial training (for those experiencing accidents/excessive speeding tickets), personnel that have received a DUI, and designated drivers for GOV vehicles. Safety updated the training with new AAA courseware. Contact the Safety office for the next scheduled class.

(5) The SECO's Corner and ICE comments slides discussed and provided installation traffic observations for awareness and behavior modification. As briefed last quarter, the observations remain to be rolling stops, illegal parking, unattended vehicles, seatbelt use, and lack of adherence to the school drop-off pattern. Additionally, ICE comments received from the past two quarters were briefed to include Electric Vehicle charging in parking garages (prohibited), entering the Capo parking garage via the exit after coming onto Capo from the back gate (prohibited), driving the wrong direction in the Capo parking garages, and speeding in the Support Site housing area. It was reiterated regarding the need to report these instances as it is usually the same perpetrators committing the offense.

e. Recreation & Off-Duty (RODS) Safety (slides 17-21)

(1) Reporting requirements for active duty and civilian personnel were covered: 24/7 for active duty and while at work for civilians. For LNs, it also includes travel to/from work. It was emphasized that, beginning 1 Jan 2023, mishap reporting is accomplished via RMI-SIR and not ESAMS. **The Safety Office wants to emphasize to contact us directly for any injury or mishap to determine reporting requirements as well as to assist with the RMI reporting effort.** We want to minimize any frustrations or hurdles when reporting.

(2) Primary active duty RODS mishaps were attributed to sports-related injuries (sprains, strains, contusions). For our civilian and LN population it was slips/trips/falls/bodily exertions - primarily from slipping on stairs/steps/cobblestones.

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(3) Winter season hazards were covered WRT driving, weather, clothing. Also a best practice is to consider conducting Holiday Safety Briefs with personnel. The key here is to be aware of where your personnel are going and which activities they are doing over the holiday leave period. This will ensure appropriate plans are in place and resources are available if plans go awry and assistance is needed.

(4) Time Critical Risk Management (TCRM) was reviewed as this process is the cornerstone towards mishap prevention during RODS activities. Alcohol and its adverse effect on one's decision-making process was covered to identify the need for responsible alcohol use.

(5) Weather forecasting websites and winter weather terminology was discussed for both the European theatre and for travel back in CONUS. It was emphasized that proper planning and awareness to changing weather conditions will minimize exposure to potentially hazardous situations. Also, hypo and hyperthermia injuries are both to be aware of when outdoors for extended periods or during strenuous activity.

(6) Intervention strategies were presented to remind personnel that preventing mishaps often times start with you. See it, say it, sort it.

f. Local National Safety (slide 22)

(1) As with our Active Duty and GS workforce, our LNs also have training and Medical Surveillance requirements. In addition, Italian Law also dictates supervisors ensure their personnel are appropriately trained and are medically fit for duty. Plan ahead for Medical Surveillance exam appointments.

(2) One area that needs emphasis WRT our LN employees pertains to medical treatment after an injury or illness. For minor illnesses, the supervisor arranges transportation to the nearest Italian Emergency Room. For major illnesses, the supervisor calls the Italian ambulance via 911. In either case, immediately contact Mr. Napoli, the NSA RSPP, at 626-6342. Reporting will be determined in addition to follow-on requirements.

(3) A mishap Lessons Learned was presented involving an LN subcontractor employee experiencing a shock event. The employee was disconnecting a generator cable from a bus bar and was shocked during the evolution. It was determined that LOTO procedures were not followed, and appropriate PPE was not worn. Also, **if injured, LNs need to go to the local hospital to obtain a Medical Certificate – this is a supervisor's responsibility.**

g. Explosives Safety (slides 23-30). The Region/NSA Naples ESO, Mr. Lamont Bethel, provided a detailed brief with insight regarding the upcoming Naval Ordnance Safety & Security (NOSSA) Explosives Safety Inspection (ESI) 13-17 Jan 2025. The ESI schedule of events was covered, and specific program areas were emphasized. Mr. Bethel also discussed general explosives handling, warnings, explosives class/division, and applicable safety notes.

5. FY25 2nd Qtr Safety Council. The NSA Naples 2nd Qtr FY25 Safety Council will convene in Mar 2024 in NSA Neopolis Conference Room and on Teams. Intent is to establish a battle rhythm for planning the convening of the quarterly councils on the second Tuesday of the third month of the quarter between 1300-1400. These minutes will be disseminated to Tenant/supported commands, and our local CDSOs once signed.
6. Adjournment. The meeting was adjourned at 1355 by CDR Koch.

Certification of Risk Acceptance

I, CAPT J. L. Randazzo, as the responsible authority for safety and occupational health matters, certify that I have reviewed and accept the risks posed by our open deficiencies, and as mitigated, that are discussed in our Risk Registry and these meeting minutes. I recognize there are zero RAC 1 or 2 SOH and Fire deficiencies and mitigation for RAC 3, 4, and 5 deficiencies are being actively pursued towards abatement/closure.

J. L. RANDAZZO