

NSA Naples Safety Council Meeting Minutes – FY24 3rd Qtr.

1. Call to Order. The installation Safety Council meeting was called to order by CDR Koch.

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

- CDR Koch, Executive Officer – Chairperson
- Mr. McAllister, NSA Safety Manager
- CDR Scott, Security
- CDR Clarida, NAVSUP
- LT Lantos-Swett, SJA
- Mr. Quinn, EM
- Mr. D’Alterio, NSA Safety
- Mr. Miccio, NSA Safety
- Mr. Napoli, NSA Safety
- Mr. Stutzman, FFSC
- Mr. Panzica, Fire
- Mr. Hermanson, Public Works
- Mr. Gould, Naval Hospital
- MU2 Durbin, NAVEUR/6th Fleet Band
- EN1 Cahn, NCTS
- Mr. Bowidowicz, NAVSUP
- Ms. Morros

3. Review of Agenda. The NSA Safety Manager began the facilitation of the meeting followed by opening comments from the Chairperson. The Safety Manager presented the Commander, Navy Installations Command (CNIC) requirement, periodicity, Council membership, other safety- related councils, and the agenda:

- a. Event Purpose and requirements
- b. Mishap Review and Trend Analysis
- c. Current Concerns and Hot Topics
- d. Hazards / Risk Registry / Hazard Review board
- e. Traffic Safety
- f. Recreation & Off-Duty Safety (RODS)
- g. Local National Safety
- h. Open Forum / Departments and Supported Commands

4. Discussion

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

(1) An overview was provided WRT the CNIC Base Operating Support (BOS) Safety Services Manual that commands are required to convene quarterly Safety Councils to discuss hazards and communicate risk. The overall goal is to foster cooperation and open channels of communication, facilitate the exchange of ideas and information to assist the command in reducing mishaps, evaluate hazards, review interim controls, and to mitigate and communicate risk. The Traffic Safety and Recreational off Duty Safety (RODS) Councils are also incorporated in the quarterly NSA Safety Council.

(2) One aspect of the NSA Commanding Officer's (CO) vision statement pertains to intentional communication. Safety supports this effort via the Safety Council and other avenues via weekly Plan of the Week (POW) submissions, monthly Public Affair Officer (PAO) Highlights, bi-weekly Area Orientation (AO) briefs, quarterly CDSO and supervisor training, and semi-annual stand down events.

b. Mishap Review and Trend Analysis (slides 4-6). NSA mishaps and trend analysis for this FY was discussed. Data covered the last three Fiscal Years (FY) through 2nd quarter FY24. Discussion focused on recordable mishaps and class, Total Case Incident Rate (TCIR) and Days Away, Restricted or Transferred (DART) rates to include Lost Work Days, and near-miss reporting. No Class A or B mishaps the last 3 FYs. Top causes of NSA injuries in FY23 and 24 can be attributed to slips, trips, falls, and bodily exertions. Reported mishap trends, TCIR, and DART are consistent with the last three years, no outliers in any regard. FY24 trending slightly better than last FY.

c. Safety Concerns and Hot Topics (slide 7). A discussion ensued regarding three topics: Zone Inspections, Hazardous Waste, and Risk Management Information (RMI).

(1) Common trend observed with Zone Inspections is a need for department/office Fire Wardens to be more engaged with fire extinguisher periodic inspections, ensuring Fire Bills/Evacuation Plans are posted, and general housekeeping (stacking of items on cabinets, blocking of exits, etc.).

(2) Any hazardous waste spill needs to be reported immediately to dispatch. Of note, vehicle radiator fluid leaks, gasoline leaks, excessive oil, etc. Intent is to prevent spills from going into storm drain. Dispatch number: +39 081 568 4911.

(3) RMI and mishap reporting is a supervisor responsibility. Safety will assist in the reporting effort and training as requested. If someone is injured in any way, shape, or form contact the Safety office for potential reporting requirements. Also, supervisors will need an RMI account at <https://afsas.safety.af.mil/>. RMI is cumbersome and not intuitive to manipulate. Ergo, Safety is eager to assist supervisors with the reporting effort.

d. Safety Training (slide 8). CNIC uses ESAMS 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. Safety training status was discussed for FY24 in comparison to the last three FYs - we are tracking better this FY. Medical Surveillance and fit tests for respirator use is an area that always needs attention. While fit test numbers are lower than desired they are improving over last quarter. CNIC goal in all ESAMS training categories is 90%. Currently, NSA is 90% in one of five categories. Safety will forward a DING list to Department Heads (DH) for awareness. All NSA personnel need an ESAMS account. Visit the Safety office for ESAMS access.

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

(1) Aggregate Risk and associated charts by Risk Assessment Codes (RAC) and category, slide 9, 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.

(2) The NSA Risk Registry for Safety and Occupational Health (SOH) and Fire deficiencies, slide 10 and slides 19-34, were reviewed and discussed. Per Naval Safety Command Risk Registry and associated discussion guidance, all open RAC 1 and 2 deficiencies will be discussed as well as select RAC 3s.

(a) For SOH, there are no RAC 1 or 2 SOH deficiencies. Of the 17 open RAC 3 SOH deficiencies, 10 had a commonality of a lack of supervisor/Department ESAMS documentation regarding deficiency status. Safety is engaging, assisting, and educating respective POCs on the deficiency abatement process.

(b) For Fire, twelve open RAC 2 deficiencies primarily involved a number of Capo building fire alarm systems not directly communicating with dispatch upon activation. When the fire alarm activates, personnel will egress the building, but dispatch or Fire Department isn't notified – this action requires a phone call directly to these entities. This has been a known and open deficiency for a prolonged period of time. A contract has been in place to remedy, but unforeseen additional costs to proceed have been identified stalling the project. Fire is working with Public Work Department (PWD) on the way forward to resolve the fire alarm/dispatch issue. To obtain monies for the additional unforeseen costs, the CO has placed this item in the top 3 priorities to be presented to the RAB for funding.

(c) Overall, the NSA Naples Risk Registry for 3rd Qtr. reflects the same open deficiencies addressed at the 2nd Qtr. Safety Council – no significant changes or increased risk. These deficiencies have been addressed via the Region's recent ETMS2 task for "Line of Excellence 5 to Identify, Assess, and Communicate Risk". This task involved identifying and forwarding open RAC 1 and 2 deficiencies/risk to Region for awareness and/or action.

d. Traffic Safety (slides 11 & 12)

(1) The NSA Traffic Safety Program instruction is currently being routed for CO review and signature. There are significant revisions and additions in the instruction to include Government Operated Vehicle (GOV) use, Personal Transportation Devices (PTD), and school zone traffic flow to name a few. PTD guidance is provided and reflects use in some U.S. states and cities - sidewalk use permitted with guidelines. Also, anything with wheels requires a properly fitted helmet.

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(2) PMV2 (motorcycle), PMV4 (automobile), and GOV mishaps were briefed with analysis covering FY21 through 2nd quarter FY24. No significant trends to report for the 2nd quarter. Driving under the Influence (DUI) numbers are trending down compared to FY23; that's good news.

(3) PMV2 training data showed an increase in no-shows for FY24. In Continental United States (CONUS), PMV2 training is contracted out and the command ultimately pays for a set number of class seats whether all are filled or not. As such, no-shows are scrutinized. Outside Continental United States (OCONUS) commands operate under a different paradigm. NSA has a General Service (GS) Safety Specialist who is qualified as a Motorcycle Instructor/Trainer and provides this 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. Safety stressed for supervisors to ensure personnel attend scheduled training. 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.

(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.

(5) Security Officer (SECO) provided traffic observations for awareness and behavior modification. Rolling stops, illegal parking, unattended vehicles, seatbelt use, and lack of adherence to the school drop-off pattern were presented and discussed.

e. Recreation & Off-Duty (RODS) Safety (slides 13 & 14)

(1) Reporting requirements for active duty and civilian personnel were covered. It was emphasized that, beginning 1 Jan 2023, mishap reporting is accomplished via RMI-SIR and not ESAMS. As such, supervisors need to request an RMI account (afsas.af.mil) to submit supervisor reports. Contact the Safety office for questions and/or RMI reporting and training.

(2) Primary active duty mishaps attributed to RODS were sports related (sprains, strains, contusions), and slips/trips/falls/bodily exertions primarily from slipping on stairs/steps.

(3) A robust discussion regarding the 101 Critical Days of Summer (CDOS) Safety Campaign was held and highlighted the background and reasoning for the annual USN/USMC campaign. Summertime activities are innumerable and can have inherent risks associated with them. Awareness of risks or helps to mitigate underlying hazards.

(4) Time Critical Risk Management (TCRM) was reviewed as this process is the cornerstone towards mishap prevention during RODS activities. The individual is often times the last link in the mishap chain of events to prevent unnecessary injury. Alcohol and its adverse effect on one's decision-making process was covered to identify the need for responsible alcohol use.

(5) Bystander Intervention strategies was presented to reinforce the concept – “if you see something, say something”. Intervening takes courage and should be positively reinforced.

5. Local National (LN) Safety (slide15). The LN Safety program is a newly added discussion topic as many supervisors have LN support and need to be aware of what the NSA Naples RSPP (Responsible for Service of Prevention and Protection), Mr. Napoli, does for them.

a. The RSPP manages the NSA Naples LN Safety program (OSH for LNs). NSA has approximately 1300 LNs at all commands ensuring compliance with U.S. and Italian Safety Law 81/08 (whichever is most stringent).

b. The primary concern WRT the LN workforce is reporting of injuries. Minor injuries, the supervisor arranges transportation to nearest Italian. Major injuries, the supervisor calls Italian ambulance via 911. In both cases contact the Safety office, Mr. Napoli, at DSN: 626-6342 for reporting requirements.

6. Departments and Supported Commands (slide 16). No additional comments provided by the group.

7. Program Review - Risk Acceptance

a. Per the CNIC BOS Safety Services Manual, determining risk acceptance will be discussed at councils, and documentation of acceptable and unacceptable risks by the Installation CO is to be included in the installation safety council minutes. This was accomplished after a review of the NSA Naples Risk Registry (slides 19-34). It was noted that the CO uses the risk management process to determine the impact on installation capability to deliver BOS Safety Services relative to funding and personnel availability.

b. Elevation of Risk. It was presented that the installation CO determines risk acceptance and elevates risk findings if mitigation to reduce risk to an acceptable level cannot be accomplished.

8. Adjournment. The meeting was adjourned at 1355 by CDR Koch. The NSA Naples 4th Quarter FY24 Safety Council will convene in September at a location, date and time TBD. These minutes will be disseminated to the NSA Naples tenant and supported commands as well as the local safety community once reviewed and signed by the CO.

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, as mitigated, discussed in these meeting minutes. The open Fire RAC 2 deficiencies involving a number of Capodichino building

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fire systems activation, and a lack of dispatch/Fire notification, require additional funds to abate. This has been presented to the Region for assistance and resolution.

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J. L. RANDAZZO