

13 Feb 2023

1300-1400

## **NSA Naples Safety Council Meeting Minutes – FY24 2nd Qtr**

### **I. Call to Order**

The installation safety council meeting was called to order at 1300 by CDR Chandler.

### **II. Attendance**

The following members were present at the meeting:

- CDR Chandler, Executive Officer – Chairperson
- CMDCM Vazquez, Command Master Chief
- Mr. McAllister, Safety Manager
- CDR Scott, Security
- CWO3 Curran, N1
- LT Krusely, Industrial Hygiene
- Ms. Vachiano, Naval Hospital
- Mr. Legaspi, DECA
- Mr. Miccio, NSA Safety
- John Lenz, N9
- Mr. Panzica, Fire
- Ms. Sepe, Public Works
- Mr. Gould, Naval Hospital
- Ms. Benavente, NEX
- CPO Jean-Louis, Public Works

### **III. Review of Agenda**

The Chairperson presented the agenda. The agenda included the following items:

1. Event Purpose & Risk Communication
2. Mishap Review and Trend Analysis
3. Hazard Abatement & Risk Registry
4. Traffic Safety
5. Recreation & Off-Duty Safety
6. Open Forum/Depts & Supported Commands

### **IV. Discussion**

- a. Risk Communication

1) Per the CNIC BOS Safety Services Manual, commands are required to convene periodic Safety Councils to discuss hazards and communicate risk. The 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 mitigate/communicate risk.

2) Other avenues where NSA intentionally communicates risk and increases safety awareness is via weekly POW submissions, monthly PAO Highlights, bi-weekly Area Orientation briefs, quarterly CDSO and supervisor training, and semi-annual stand down events.

3) Recently in February, a Region ETMS2 task required installations to provide a risk assessment and the mitigations for each identified risk – specifically, risk from open RAC 1 and 2 SOH and Fire deficiencies. This was accomplished via a Line of Excellence 5 (Identify, Assess, Communicate Risk) spreadsheet forwarding a status/mitigation of open deficiencies to Region.

#### b. Mishap Review and Trend Analysis

1) Three slides provided an overview for NSA mishaps and trend analysis. Data covered the last three FYs through 1st qtr FY24. Discussion focused on recordable mishaps and class, TCIR and DART rates to include Lost Work Days, and near-miss reporting. Top causes of 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.

2) Safety Training was presented and how ESAMS training is determined for our personnel. Required training is determined by one's duty task and the respective stressors related to their billet assignment. Safety training status was discussed for this FY in comparison to the last three FYs. Medical Surveillance and fit tests for respirator use is an area that needs attention. Fit test numbers are lower than desired at this time this year. The primary reason for this is due to our four respirator fit test PortaCount machines being out of annual calibration. Calibration has been delayed this FY as Safety had to switch from a credit card purchase for calibration to establishing a contract for this recurring cost. The contract has just been approved and the machines are at the lab for calibration. The PortaCount machines should be returned by the end of March. Safety will put a plan in place for when the machines are returned to administer respirator fit tests and to increase our completion numbers.

#### c. Hazard Abatement and Risk Registry

1) Aggregate Risk and associated charts (by RAC and category) were reviewed. The three types of risk (assessed, residual, 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 is through deficiency abatement/closure.

2) The NSA Risk Registry for SOH and Fire deficiencies was discussed. The discussion encompassed the Region's recent ETMS2 task for Line of Excellence 5 which involved identifying and forwarding RAC 1 and 2 deficiencies/risk.

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/Dept ESAMS documentation regarding deficiency status. Safety is engaging, assisting, and educating respective POCs on the deficiency abatement process.

B. For Fire, ten open RAC 2 deficiencies 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 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 PW 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.

d. Traffic Safety

1) The NSA Traffic Safety Program instruction is under review/revision. A section to be added involves the use of Personal Transportation Devices (PTD) to reflect the specific guidance identified in the recently updated NAVOSH Manual in Sep 2023.

2) PMV2 (motorcycle), PMV4 (automobile), and GOV mishaps were briefed with analysis covering FY21 through 1st qtr FY24. No significant trends to report for the 1st qtr. DUI numbers were also presented with a review of the BAC limits in Italy while driving.

3) PMV2 training data showed an increase in no-shows for FY24. In CONUS, PMV2 training is contracted and the command pays for a set number of class seats whether all are filled or not. As such, no-shows are scrutinized. OCONUS commands operate under a different paradigm. NSA has a 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. It was 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.

e. Recreation & Off-Duty Safety (RODS)

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 training.

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

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

**V. Program Review**

a. The installation safety plan was discussed, and the following elements were reviewed:

1) The CO's FY24 SOH Goals and Objectives were disseminated in January and were included as an attachment to the invite for the Safety Council. Goals and Objectives incorporated workplace inspections, mishap and hazard reporting, deficiency hazard mitigation, medical surveillance readiness, and safety training compliance.

2) The NSA Naples Safety Management System (SMS) signed in Aug 2023 will soon be undergoing it's first review with changes to be to be incorporated this fall.

3) Safety Training was discussed with classes available for sign up via ESAMS or contact the safety office for quotas.

4) For Mishap and Unsafe/Unhealthful Reporting, the NSA Naples Safety office QR Code was discussed and viewed on the slide deck (slide 5), or contact the safety office via email or phone any time with reporting questions or concerns.

**b. Risk Acceptance**

1) Per the CNIC BOS Safety Services Manual, determining risk acceptance will be discussed at councils. For this council, this included a review of the Line of Excellence 5 deficiencies. 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. Documentation of acceptable and unacceptable risks by the Installation CO is to be included in the installation safety council minutes.

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

**VI. 3rd Qtr Safety Council**

The NSA Naples 3rd Qtr FY24 Safety Council will convene on 14 May at 1300 in the Support Site Chapel's Conference Room. A potential change in venue to Capodichino will be explored for consideration. These minutes will be disseminated to the local safety community once signed.

**VII. Adjournment**

The meeting was adjourned at 1350 by CDR Chandler.

**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 Fire Line of Excellence 5 open deficiencies involving a number of Capo buildings fire system activation and a lack of dispatch/Fire notification require additional funds to abate. This will be requested to the Region via the RAB for assistance and resolution.

J. L. RANDAZZO

The POC for these minutes is Jimmy McAllister (N35), james.f.mcallister2.civ@us.navy.mil, 626-4790.