

HMSC SAFETY Committee Minutes Thursday, Sept 11, 2008

Location: HMSC Bldg 900 Class room 30-32 of the education wing. 10:00-11:00 am

Those attending: Steve Kupillas-ODF&W, Dan Kermoyan-OSU EHS, Randy Walker- OSU@ HMSC, Lance Jones-OSU EHS, Matt Philpott--OSU EHS, Itching Cheung-OSU HMSC Academic Program, Janet Webster-OSU HMSC Libraries, Dave Jacobson-OSU COMES, Hollis Anne Lundeen-NOAA/NMFS/NWFSC/OMI, Tom Mattson-OSU@HMSC, Mike Zittle-OSU EHS Radiation Safety, Terese Keller-OSU EHS Radiation Safety, Faith Cole-EPA/NHEERL/WED/NPT Devin Brakob-NOAA/NMFS/NWFSC/FRAM, Rick Brown-NOAA/NMFS/NWFSC/OMI, Ann Byar-NOAA/NMFS/NWFSC/OMI, Dan Harlan-OSU EHS Radiation Safety, Rainier Farmer-OSU EHS Radiation Safety, Kay Miller-OSU EHS , Bill Hanshumaker HMSC/OSG, Dann Cutter OSU HMSC, Carol Cole-OSU COMES. (22 attendees.)

R. Walker: Opened meeting with WELCOME and sign in sheet.

What should a safety meeting consist of?

D. Kermoyan: Monthly sign in required for OSHA records. Record keeping of sign in and minutes is one of the top 5 most common violation citations from OSHA. A walk through inspection can be conducted in lieu of meeting, with documentation of that activity. Records should be available to staff for three years, recommended posting on web. For HMSC recommend representation from all agencies. Meeting should have an agenda with review of accident reporting.

GROUP DISCUSSION: ACCIDENT & INCIDENT REPORTING

There should be a system of reporting, follow up and with action taken.

OSU Campus is available for OSU accident assistance.

I. Cheung: What about interns and volunteers who receive a stipend? Should these be included in reporting?

D. Kermoyan: Where there are \$ exchanged there should be reporting. Assess the risk to the employee when dollars are exchanged, as it is an OSU investment.

A. Byar: For NWFSC all accidents go on our log-OSHA Form 300a report. It is a summary of related work injury and illnesses.

D. Kermoyan: OSU does not track volunteers. OSHA Form 300a is a report filed by each agency. OSU requires reporting of illness and injury.

Incident reporting: Near misses, close calls and lessons learned.

S. Kupillas: OF&W conducts monthly safety meeting and $\frac{1}{4}$ site inspections.

D. Kermoyan: Code calls for incident reporting for a lost time injury which results in a formalized investigation. Every OSU 801 required corrective action.

F. Cole: Requested each agency provide a SAFETY CONTACT from the agency with that agency's procedure of safety accident/incident reporting, including who and what to report to.

ACTION: HMSC Committee members need to discuss this information and create a contact list at the next meeting which is scheduled for Wednesday October 1 @ 0900 in the upstairs lobby of Building 955/BFB 101.

GROUP DISCUSSION: JOB HAZARD ANALYSIS (JHA)

S.Kupillas: ODFW uses JHA to assess safety needs and training.

D.Kermoyan: Another function of the safety committee is to identify training needs. Recommended Committee needs to come up with a way to meeting those needs. Use info from site walks. Recommend one per year for OSU Buildings and reviewing JHA's.

ACTION: HMSC Safety Committee requests confirmation from OSU-ESH on frequency of walk through site inspection.

D.Kermoyan: Safety committee should have endorsement by upper management. There should be a policy statement with recommendations of process for any changes or membership. This should include sending minutes to upper management of each agency.

J.Webster: Who takes care of ship ops?

R.Walker: Randy will re-invite all HMSC agencies to participate.

H.A. Lundeen: Hollis will re-invite AFSC and PMEL.

GROUP DISCUSSION: TRAINING

ALL HMSC Labs and library operate independently.

Ergonomics-What is available?

What training is available for a particular skill base? Who is responsible to develop training?

H.A. Lundeen: If JHA's are reviewed, training can be developed from that.

OSU stated that training is in their JHA's.

JHA's are not consistent. Are they a requirement?

A.Byar: NWFSC offers lab safety training and when available we open it to other users.

M.Philpott: Currently putting together a checklist for PI's.

J.Webster: What on line training or video training is available?

K. Miller: See her for availability.

R.Walker: Who conducts the training assessment and the training itself?

J.Webster: The committee should look at shred areas

F.Cole: Newport Fire and Rescue are conducting fire extinguisher training **Wednesday, Sept 17 @ 10:00 @ South Beach Fire Station.**

NOTE: Hollis will coordinate for HMSC as there are 7 spots available. Please see her if you are interested. Hollis Lundeen <Hollis.Lundeen@noaa.gov> 541-867-0502
Hollis has contacted Steve Kupillas who shared ODFW has extinguishers that can be used in the training.

B.Hanshumaker: Here at HMSC we coordinate for fire ext, first aid, and CPR, including training for seasonal and temporary employees. Bill recommended having a posted schedule.

D.Kermoyan: Recommended committee organize a training calendar of events.

Request additional needs by contacting Kay Miller for what is offered on campus.

I.Cheung: Discussion of joint Aquarium Science Program with Oregon Coast Community College working in west wing and teaching laboratories of HMSC.

D.Kermoyan: Recommended to establish a safety protocol of machinery and equipment.

L.Jones: OSU has JHA's for individual pieces of equipment.

F.Cole: EPA has JHA's on discs and require staff to read and sign on and certify they understand the safety requirements.

I.Cheung: What about docks? Small boats? Kayak? row boats? and vessels?

L.Jones: Pete Schoonover is in current review.

ACTION: Lance will get back to Itchung on details of Pete's review.

B.Hanshumaker: Jim Washburn is in charge of diving certification.

I.Cheung: What about "above" water training not underwater?

L.Jones: No one at this point is doing that.

S.Kupillas: ODFW requires Oregon State Marine Board certification which covers that.

B.Hanshumaker: Who tells operators they are required to have training?

D.Kermoyan: The individual's supervisor is responsible for training.

How do we educate the PI's to conduct the correct training for their staff?

"That's the \$64,000 question."

R.Walker: Requested assistance for recommended training for PI's to know that is I their responsibility.

D.Kermoyan: There needs to be a change in the procedure with organization of what is offered.

R.Walker: Next month is Tsunami planning for HMSC Annual October Drill. There will be better acoustics with the briefing from Randy, other than the megaphone used last year.

K.Miller: EH&S with coordinate OSU training.

C.Cole: Job descriptions should include job hazard training. This info comes to Kay.

ACTION: J.Webster: Requested OSU-EHS receiving info on how to access on line training.

C.Cole: Requested OSU-EHS share a model example of JHA and training required.

B.Hanshumaker: Online train availability is better for this day and age and with all those coming and going here @ HMSC.

A. Byar: NWFSC is requiring Defensive Driving on line 4-6 hour training by the National Safety Council. She has received positive and negative feedback to this required on line training process.

R.Walker: Closure with Thanks.

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Hollis Anne Lundeen DOC/NOAA/NMFS/NWFSC-Operations, Management, & Information  
Newport Research Station Facilities Operations Manager