



CNRNW Safety Policy Council Meeting Minutes  
30 November 2010

**Attendees**

CNRNW: RDML Douglas Biesel  
CNRNW: COS CAPT Gordon Smith  
CNRNW: ED Albert Verhofstadt  
CNRNW: CNOCM David Bisson  
NAVSTA Everett: CDR Daniel Limberg  
NAVBASE Kitsap: CAPT Mark Olson  
NAS Whidbey: CDR Pete Mehl  
NAVMAG II: CDR Gary Martin

N35: Mr. Chop Llamzon, RPD  
N3: Mr. Larry Lehman  
N5: Mr. Thomas Dargan  
N7: Ms. Melanie Reeder  
N8: Mr. David Slusher  
N9: Ms. Gwen Adams  
NASWI IH: Mr. Doug Anderson

IAM: Mr. Jim Pappas

N35: Mr. Cayetano Gamalinda, NSE  
N35: Mr. Bill Higgins, IPD NASWI  
N35: Mr. Ken Davies, SOH NASWI  
N35: Mr. Michael Hoyt, MEO SUPV  
N35: Ms. Bonnie Hurst, ARPD

IAM : Mr. Mike Goddard  
BMTC: Mr. Ed Mannen

IAFF: Ms. Taska Elin

**Introduction:**

Initial Safety Council Committee meeting for RDML Biesel.

**Agenda:**

FY11 1<sup>ST</sup> Quarter Agenda Items:

- Safety Initiatives
- Program Status
- Leadership Role
- Future Meetings

**Safety Initiatives:**

Safety Initiatives for FY11 include:

- VPP implementation continued
- Continuous improvement for correcting safety deficiencies
- Emphasizing hazard reporting by personnel
- Communicating safety through multiple media
- Traffic Safety Program delivery by contractor personnel
- Identifying the real safety workload using the guidelines of recently signed CNIC BOS Instruction

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Action for N35:

- Continue VPP implementation.
- Communicate and advertize the hazard/near miss reporting process. .
- Prepare talking points on appropriate topics for a Holiday Video Blog for Admiral Biesel.
- Safety IPD's, review tenant commands (major) hazard reporting data that would be useful and may require CNRNW action.
- Ensure NAVFAC hazard correction data is provided to the appropriate Commanding Officer.

**Mishaps:**

Total mishaps that occurred at the installations over a three year period showed our rates may have fluctuated up and down, however, in most cases our rates are showing a decrease. As a comparison over a 12 month period with the industry standard that most closely resembles the operation in our region, our rate is below the standard, with the exception of one of our installation. Days Away Restricted Duty Transfer (DART) rate for NMII decreased dramatically in FY-10 (7.92 in FY09 to 2.97 in FY-10).

Action for N35:

- Expand the comparison beyond three years for long term analysis of spikes and valleys. Include text “bubbles” in slides to explain importance of data

**Hazard Abatement**

FY-08/FY-10 comparison of issued and corrected deficiencies is fairly consistent over three year period. Corrected deficiencies may be higher than issued deficiencies in some cases since corrected deficiencies include hazards identified from previous FY. RAC 2 deficiencies are awaiting funding through the HAP process

Admiral Biesel asked Installation Commanding Officers if they have adequate awareness of their uncorrected safety deficiencies and if they feel the process is good.

- All Installation Commanding Officers discussed the status of installation RAC 2 deficiencies within their AOR. One area of concern from NBK was prioritizing deficiencies as RAC 2's for corrective action.
- There are no major changes to the current corrective action process identified.

Action Items for N35:

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- Validate safety deficiencies identified in the SOH tracking system are included in the MAXIMO system.
- Separate CNIC information from other commands to show only the corrective action items within the CNRNW AOR.
- Validate that identified safety deficiencies outside the CNRNW AOR are handed off to the correct commander.
- Present analysis of deficiencies to show how many have not been corrected due to lack of funding vs other issues.

### **Hazard Reporting**

There is a slight increase in reporting from FY-09. Continued emphasis to employees to report hazards to supervisors/safety office I a must to ensure hazards are reported. Majority of the NBK reports generated by PSNS and other tenants.

#### Action items for N35:

- Review UU's that have not been corrected are funding issues and that the corrective actions reside in correct AOR and Maximo for completion.
- Provide additional metrics in support of uncorrected UU reports.

### **Voluntary Protection Program:**

Naval Station Everett received VPP Star Status October 2010 and now flying the VPP flag.

*Admiral Comment: The VPP achievement is not an easy process. The list of Star Sites is very few for this type of achievement. Institute measures to ensure, we complied with the maintenance requirements of VPP Star.*

#### Action items for N35/Installation Commanding Officers:

- Promote the safety culture to prevent VPP complacency and maintain VPP Star status.
- Institute safety committees and ensure adequate feedback to employees concerning their identified hazards. Develop a process so employees see the VPP program's value and that employee's effort are appreciated.

### **Traffic Safety**

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Traffic fatalities decreased between FY-08 and FY-09. There are two fatalities in our region: One 4-wheel PMV fatality in FY-10 and one Motorcycle fatality in FY08 - both afloat unit personnel. Eleven of thirteen navy-wide motorcycle fatalities in FY-10 were Sportsbike related – and ten of those eleven did not receive required training.

Action items for N35:

- Advertise traffic safety training schedule to tenants.
- Consider providing a short course to personnel transitioning to the NW from areas that have different driving conditions.

**RODS (Recreational Off-Duty Safety)**

- Decrease in number of mishaps and related lost work days

**Leadership Role**

We need your assistance through in training completion, Lost Time Mishap Reviews, mitigating safety deficiencies, walking through inspections, rewarding safe behavior, and marketing safety daily.

Action Items for N35:

- Consider a Safety Medallion or Coin in the Award Instruction for rewarding personnel who identify safety issues/are caught doing safety act.
- Consider a Lean Six Sigma project for combining safety inspections with zone inspections, Fire inspections, Building Officer inspections/training, etc.

Discussion Item:

Attendees were asked by Admiral Biesel what they would like to see as topics for the next Safety Council meeting. Suggestions included:

- Fire Prevention Training
- Long range motorcycle training/planning
- Safe Holiday Partying
- Taxi Rides for personnel to prevent drunk driving
- Supervisory intervention for safe work/recreational habits

Action Items for N35:

- Develop Fire Safety Training information.

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- Develop topics for next Safety Council meeting.
- Develop talking points for Holiday Safety video blog. Stay in touch with Base Commanding Officers for issues to develop video blog and the email to all hands for publication.

Action Item for CNOCM:

- Investigate if it can be mandatory for uniformed personnel to wear reflective clothing and develop region wide policy

**Actions Recapped:**

Action for N35 - Safety Initiatives:

1. Continue VPP implementation.
2. Communicate and advertize the hazard/near miss reporting process. .
3. Prepare talking points on appropriate topics for a Holiday Video Blog for Admiral Biesel.
4. Safety IPD's, review tenant commands (major) hazard reporting data that would be useful and may require CNRNW action.
5. Ensure NAVFAC hazard correction data is provided to the appropriate Commanding Officer.

Action for N35 - Mishaps:

1. Expand the comparison beyond three years for long term analysis of spikes and valleys. Include text "bubbles" in slides to explain importance of data

Action Items for N35 - Hazard Abatement:

1. Validate safety deficiencies identified in the SOH tracking system are included in the MAXIMO system.
2. Separate CNIC information from other commands to show only the corrective action items within the CNRNW AOR.
3. Validate that identified safety deficiencies outside the CNRNW AOR are handed off to the correct commander.
4. Present analysis of deficiencies to show how many have not been corrected due to lack of funding vs other issues.

Action items for N35 – Hazard Reporting:

1. Review UU's that have not been corrected are funding issues and that the corrective actions reside in correct AOR and Maximo for completion.

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2. Provide additional metrics in support of uncorrected UU reports.

Action items for N35/Installation Commanding Officers - Voluntary Protection Program:

1. Promote the safety culture to prevent VPP complacency and maintain VPP Star status.
2. Institute safety committees and ensure adequate feedback to employees concerning their identified hazards. Develop a process so employees see the VPP program's value and that employee's effort are appreciated.

Action items for N35 – Traffic Safety:

1. Advertise traffic safety training schedule to tenants.
2. Consider providing a short course to personnel transitioning to the NW from areas that have different driving conditions.

Action Items for N35 – Leadership Role:

1. Consider a Safety Medallion or Coin in the Award Instruction for rewarding personnel who identify safety issues/are caught doing safety act.
2. Consider a Lean Six Sigma project for combining safety inspections with zone inspections, Fire inspections, Building Officer inspections/training, etc.

Action Item for CNOCM:

1. Investigate if it can be mandatory for uniformed personnel to wear reflective clothing and develop region wide policy