



American Maritime Modernization Association, Inc.

Subject: AMMA Safety Committee Monthly Meeting held @ 11:00 am on Wednesday, 16 January, 2013. Meeting called to order at 11:00 am.

Location: QED Systems, Inc., 4646 N. Witchduck Road, Virginia Beach, VA 23455

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A. Opening Administrative Remarks and Attendee Introductions:

Shawn Barnes	Phoenix Group
Wally Finn	Epsilon Systems Solutions, Inc
Ryan Soles	Main Industries, Inc.
Tina Breeden	Vanwin Coatings of Virginia, LLC
Otto Hylton	AMSEC LLC
Olisa Moyer	URS Federal Services, Inc
Jolean Halford	Q.E.D. Systems, Inc
DeWitt Davis	Marine Consultant

B. Old Business from 19 December 2012 Meeting:

- December 19, 2012 Meeting Minutes were reviewed and approved.

C. Topics for Discussion

- There was a brief highlighted overview of 29 CFR 1904.4 thru 1904.40, OSHA Recording and Reporting, in preparation for the upcoming reporting and posting requirement.
- VSRA Safety Meeting Highlights.
 - VSRA conducting voting on their annual safety awards.
 - The revised VSRA Handbook is complete and available.
 - VSRA has completed the revision and update of its VSRA Safety Orientation. It is now available online and on DVD/CD package for purchase.
 - There was a continual discussion of the shipyard fire drill requirements.
- The meeting was turned over to DeWitt Davis IV, for a discussion on providing the OSHA 10Hr. Maritime Training. The following specific points were made by Mr. Davis regarding course content and training materials.

- It is a good idea to provide each trainee with a small pamphlet size workbook that is comprised of the course handouts. (Very cost effective and trainees are more likely to keep it)
- Ensure emphasis on whistle-blower rights and procedures.

- iii. Ensure emphasis on Hazard Communication and Incident Reporting and documentation.
- iv. It is important to use materials that are relevant for discussion.

We will continue with this presentation of training techniques by DeWitt Davis at the next meeting.

D. New Business- No new business was discussed

E. Open Discussion

- Any recent near misses or accidents that people would like to share with the group?

Topic	Lessons Learned
An employee was possibly contaminated with waste when they were disconnecting hoses.	<ul style="list-style-type: none"> • Ensure proper PPE is used at all times • Ensure employees receive proper training.
Temporary employee stood on stack of cables to reach a work item and fell.	<ul style="list-style-type: none"> • Use proper ladders and platforms
An employee with a pre-existing back problem, failed to get additional help when lifting a heavy object. Caused additional injury to injured back.	<ul style="list-style-type: none"> • Acquire additional help when lifting heavy objects especially when you have a pre-existing back injury. • Ensure the use of proper lifting techniques.
An employee was climbing down a ladder from an elevated surface. The employee stopped on the last ladder rung to grab their fire bottle from the platform above. The employee stepped off the ladder with the additional weight to an unstable surface at the base of the ladder causing a fall. The employee injured themselves and was out of work for 4 days.	<ul style="list-style-type: none"> • Employee should have used proper techniques for lowering tools and materials from elevated platforms and verified a stable surface before carrying the load of the bottle.

Next Regular Meeting: The next safety committee meeting will be held on **Wednesday, February 20, 2013** at 11:00 am at QED Systems, Inc., 4646 N. Witchduck Road, Virginia Beach, VA 23455.

DeWitt Davis is scheduled to continue his presentation on OSHA 10-hour course presentation techniques.

Meeting adjourned at 12:20 pm.

Minutes respectfully submitted by Wally Finn, Chairman, AMMA Safety Committee