



An Association of Professional Maritime Corporations

American Maritime Modernization Association, Inc.

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Subject: AMMA Safety Committee Monthly Meeting held @ 1:00 pm on Wednesday, 20 April, 2016. Meeting called to order at 1:08 pm.

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

Call In: We now have a conference call number for those members that cannot physically make it to the meeting.

- Conference call number: **1-605-475-5900**
- Conference code: **2672299#**

Please take note that the call in number is NOT a toll free number, long distance charges may apply with your telephone service provider if you do not have free long distance on your plan.

A. Opening Administrative Remarks and Attendee Introductions:

Jason Kjos	Epsilon Systems
Dan Beiler	SERCO
Rebecca Robinson	L-3 Unidyne
Jolean Halford	QED
Jerome Nixon	Mills Marine
Wayne Watson	LPI
Olisa Moyer	AECOM/URS
Tom Craddock	Delphinus
Roy Maddox	GGS

Call In:
Wally Finn
Epsilon Systems

B. Old Business:

- 16 March, 2016 Meeting Minutes were reviewed and approved.

C. Review of Other Related Industry Meetings

- **24 March 2016 AMMA General Meeting Highlights:**
 - i. Focus was on Fiber Optic Fabricator Training Program requirements.
 - ii. Each committee provided an update report
- **5 April 2016 Industry Call Highlights**
 - i. Not much safety related conversation discussed this meeting.
 - ii. To join contact Sarah Dean, CNRMC C200 Staff, Knowledge Manager, McKean Defense Group, Email: sdean@mckean-defense.com, Desk: (757)355-6941, Desk routes to mobile after 4 rings.
- **14 April, 2016 VSRA Safety Meeting Highlights:**
 - i. Frank Walker provided information from the 8010 Manual on Fire Safety Officer and Fire Safety Council Responsibilities.

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- iii. May 18 at BAE, fire drill on the FOREST SHERMAN starts at 8am. MARMC is being evaluated by CNRMC and NAVSEA. If interested in attending contact Tom Binner at BAE.
- iv. VSRA Safety and Environmental Charter: Copies of the new Charter were distributed for review. Changes: Will still have 2 co-chairs but adding 2 vice-chairs (safety/environmental). The safety chairs will rotate each year using MSR/ABR and the environmental chairs will rotate come from the facilitated yards (MSRs). The charter will be posted on the safety and environmental committee webpage. The new co-chair for safety will be Tom Binner, BAE. The vice-chair for environmental is Dan Small, MHI, and the vice-chair for safety is Tom Craddock, Delphinus.
- v. VSRA Safety Seminar subcommittee: Next meeting will be held at VSRA on April 21st. Taking suggestions for speakers and topics, email was sent out with this request; Sallena will resend email out to the committee.
- vi. Safety Suggestions: 2 were submitted.
 - Erika Ray (AMSEC LLC) suggest a non-conductive plug be put in place of the fuse and fuse cap with red tag attached on motors that operate using 440V when the fuse has to be removed. Voted as the winner of the 1st Quarter.
 - Steve Schultz (Electric Motor & Contracting) fall protection idea.
- vii. VSRA/OSHA Partnership Meeting: Next partnership meeting will be held on May 4th at VSRA.
- viii. PAI Hotwork/Coldwork Form Update - The form and instructions are posted on the Safety & Environmental Committee webpage. Training for the form is in development.
- ix. SSRAC Standard Items Subcommittee: Work is ongoing and progressing, has gone through 80 Standard Items. Due date to submit changes, June 1. Revisiting 009-07 to include the new hotwork/coldwork form.
- x. Gretchen Watson, President of Safety & Learning Solutions, provided a brief introduction into safety culture work. Her presentation included a five-minute video, review of perceptions of safety from employees from 56 VSRA member companies, and discussion of information in a newsletter she handed out.
- xi. Next meeting will be at AMSEC May 12th, 2016 10:00 AM. Meeting adjourned at 11:50 AM.

D. AMMA Safety Committee Meeting Items

➤ New Business

- i. Reviewed and discussed the new VSRA Hot Work/Cold Work Form and the instructions.
- ii. Reviewed and discussed Safety Gram: Fact Finding Lessons Learned.
- iii. Briefly discussed various Monthly Usage Forms.

- iv. Briefly discussed a form with Points of Contacts for various locations in the local area for reporting requirements, etc.
 - v. Reviewed and discussed an All Change Notice (ACN) for approved materials that can be used to secure Temporary Services.
 - vi. Briefly discussed the new OSHA Final Rule for Silica.
 - vii. Briefly discussed Blanking and Tagging requirements in the FY17 Standard Items.
- Guest Speaker future meeting topics
- i. Shipboard Electrical Safety and NES 300 changes – Otto Hylton – May
 - ii. CPR and First Aid – Olisa Moyer – June
 - iii. Tank watch & rescue requirements

*If someone would like to volunteer to present one of the topics above at our next meeting, please contact Wally with the details.

- **Open Discussion:** Input from members attending
- i. Lessons Learned:
 - Good idea was submitted to provide wallet cards to workers/fire watches labeled with ship's quarterdeck numbers on them in case something happens. This was identified while on the job questions were being asked to various firewatch personnel already on duty.
 - Keep certificates of training accomplishment when sending employees to non-company training centers; the company providing the training has no obligation to retain those records for the same time frame that employers do.
 - Remember not to have work going on when inspections are taking place (if you can help it!). A recent walk-through during an inspection from the fire marshal noticed an employee (not a contractor) was working from a propane-fueled JLG while smoking.
 - ii. Recent Injuries
 - NTR.

Next Regular Meeting: The next safety committee meeting will be held on **Wednesday, 18 May, 2016** at 1:00 pm at QED Systems, Inc., 4646 N. Witchduck Road, Virginia Beach, VA 23455. Meeting adjourned at 2:20 PM.

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