



U.S. Department
of Transportation

**Federal Aviation
Administration**

Memorandum

Subject: INFORMATION: National Occupational Safety, Health, and Environmental compliance Committee (OSHECCOM) Date: April 16, 2003

From: OSHECCOM Coordinator, AEE-200 Reply to
Attn. of:

To: Assistant Administrators
Associate Administrators
Chief Counsel
National OSHECCOM Members

The minutes of the FAA National OSHECCOM held on March 4, 1998 are attached. Action items will be reviewed at the next OSHECCOM meeting on July 15, 1998. Any corrections or additions to these minutes will be recorded in the minutes of the next meeting.

If you have questions or comments regarding these minutes, please call Sue Green at (202) 267-9548.

//s//

Jeanne L. Kosch

Attachment

**National Occupational, Safety, Health and
Environmental Compliance Committee (OSHECCOM) Meeting Minutes
March 4, 1998**

NAME	Member/ Alternate	Routing Symbol	Phone Number	FAX Number
Louise Maillett	Chair, DASHO	API-1	202-267-3033	
Enid Kaspar	Vice Chair, PASS FS	ASW-05	214-902-1830	214-902-1872
Sherrod Anderson	Alternate, AAM	AAM-202	202-267-8086	
Tony Becker	Member, RPMES	AEA-475	718-977-6686	718-341-4749
Leo Boivin	Member	ACS-50	202-267-5698	202-493-4263
Chris Comer	Alternate	AHR-11	202-267-7204	202-267-5914
Kevin Conrad	Member, PASS	AGL-ZID	800-393-3206	317-247-2492
Kevin Dermody	Alternate	AHR-11	202-267-9020	202-267-5914
Bill Kansier	Member, AAF	ANS-500	202-267-3083	202-267-5804
Jeanne Kosch	Member, AEE	AEE-200	202-267-9719	202-267-5594
Frank Lanzetta	Member, AEE	AEE-200	202-267-3497	202-267-5594
Chuck Lovinski	Alternate	ACO-800	202-267-9864	
Donald Oliveira	Member, NATCA		607-729-6145	607-729-3532
William O'Melia	Alternate	AEA-475	718-977-6682	718-341-4749
Donald Parker	Member, NAGE	Memphis Center	901-324-3146	901-324-6093
Suzanne Pellosmaa	Member, NAATS	MIVAFSS	609-625-4293	
Scott Schoonover	Member	AFS-130	202-267-7417	202-267-7636
Don Wiener	Member, SMO	LIB SMO	516-228-4050	516-683-1257
Mary Wingard	Alternate	For ATX-1	202-493-4301	202-267-5211

Other Attendees

Paul Dykeman	AEE-2	202-267-3577	202-267-5594
Tom Holloway	AEE-200 - Acting Coordinator	202-267-8114	202-267-5594
Marcia Bisenius	AAD-50	202-267-8855	
Kathryn Chatters	ATX-500	202-267-8214	202-493-4000
Jack Clerkin	AGL-473	847-294-8466	847-294-8469
James Erickson	AEE-1	202-267-3576	202-267-5594
Mark Gavin	ANM-475	425-227-2238	425-227-1460
Sue Green	AEE-200	202-267-9548	202-267-5594
Valerio Horick	CHS SSC	803-747-9678	803-745-9377
Lee Longmire	ACO-2	202-267-3960	202-267-5760
Steve Schwendeman	AAM-700	405-954-3412	405-954-9112
Michael Thomas	AEE-200	202-493-4292	202-267-5594
Patti Tilson	ASO-470	404-305-6598	404-305-6285
Kevin Toth	ACS-800	202-267-8301	202-267-5760
James Winbush	ANS-500	202-267-9936	202-267-5804
Steven Zywusko	AAD-52	202-267-8299	202-267-5158
Paul Polk	Crown Communications/AEE-200	202-785-2600	202-785-2626

Members Not In Attendance

ARA, AGC, ARP

**National Occupational, Safety, Health and
Environmental Compliance Committee (OSHECCOM) Meeting Minutes
March 4, 1998**

The National OSHECCOM meeting was held at FAA headquarters, Washington, DC, on March 4, 1998. The meeting was called to order by Louise Maillett, OSHECCOM Chair and DASHO. Attendee introductions were held.

OPENING COMMENTS. Opening comments were made by Louise Maillett and Tom Holloway. Ms. Maillett commented that the committee has made progress based on the issue papers and other materials presented for this meeting, stressed that the group's purpose was to focus on issues which had a national scope, and encouraged that the committee continue to develop its working methods. Ms. Maillett announced that David Peace had resigned from the FAA (AEE-200) and that Tom Holloway was serving as acting OSHECCOM coordinator.

Dr. Holloway recognized the tremendous effort extended by his staff in pulling this meeting together given the timing of Mr. Peace's resignation and the short lead time until OSHECCOM.

OLD BUSINESS

CHARTER CLARIFICATIONS. Tom Holloway presented the report on OSHECCOM Charter Clarifications which responded to questions previously raised by the committee. The general discussion focused on the need to revise the Charter to better reflect actual OSHECCOM operations. Specific discussion focused on paragraphs 9a (i.e., committee representation) and 7a(2) (i.e., senior management briefings).

- **General Discussion.** Discussion related to the desirability of changing the Charter as the result of actual OSHECCOM operations and needs which may differ from the precise language of the Charter. Dr. Holloway commented that some items outlined in the Charter have not occurred as it was originally thought they would. Ms. Maillett stressed that the National OSHECCOM should resist frequent changes to the Charter as this would get in the way of continued safety and health program progress, and that consideration of Charter changes should be deferred until the Charter Review Sub-Committee has had a chance to report. Mr. Parker commented that there were no written requests to change the Charter, that the Charter seemed to be a good document, and that no changes should be made until the issues could be thoroughly evaluated and should be kept to a minimum.

Consensus was reached that the approach would be to identify frequently asked questions, and to provide guidance and clarification, as needed. Any issues that require consideration for Charter changes will be identified as part of this process.

ACTION: AEE-200 is to develop a Charter clarification and guidance document which addresses frequently asked questions and provides further direction for OSHECCOM implementation.

- **Committee Representation (paragraph 9a).** The discrepancy between paragraph 9a, which requires that field OSHECCOMs have equal management and non-management representation, and paragraph 9d which permits the committees to decide on alternate membership, was discussed. Sentiment was expressed that some flexibility is needed to permit field OSHECCOMs to find their best working compositions. Consensus was reached that no Charter changes were needed at this time, but that this issue should be highlighted by AEE-200 in the guidance document they are preparing.
- **Senior Management Briefings (paragraph 7a(2)).** It was questioned why "briefings" had not been made to the FAA Management Board (MB) following each National OSHECCOM meeting, as required by this paragraph. Ms. Maillett reported that she routinely includes OSHECCOM updates in her senior management meeting reports. Consensus was reached that this effectively accomplishes the objective of paragraph 7a(2) and no changes were needed at this time.

OSHECCOM COMMITTEE GUIDANCE.

Tom Holloway presented the draft OSHECCOM Committee Guidance which has been reviewed to ensure consistency with the pending Occupational Safety and Health Roles and Responsibilities Policy Order. There was additional discussion on some of the issues which required further guidance and 3 were identified. Ms. Maillett suggested that in addition to Ms. Pelloso, Mr. Conrad, and Mr. Oliveria any other individuals concerned with specific issues should notify AEE-200 to clarify those issues, and report back to OSHECCOM with the agreed upon document or the nature of unresolved issues. The AEE-200 point of contact will be Jeanne Kosch. Consensus was reached on this approach.

ACTION: National OSHECCOM members with items requiring clarification or guidance work directly with Jeanne Kosch, AEE-200, to resolve these issues. A status report is to be presented at the next OSHECCOM meeting.

TRAINING FOR COMMITTEE MEMBERS.

Mr. Kansier and Mr. Winbush updated the committee on ANS-500's efforts to develop occupational safety and health training courses. ANS-500 identified key issues which require standardized courses, and they continue to work with the Academy in developing these courses. Mr. Winbush presented a list of courses proposed for development during FY 98 and FY 99.

Discussion was held on the appropriate level and nature of training for OSHECCOM members, and concern was expressed that training for National OSHECCOM members had not yet been conducted. Sentiment was expressed that the OSHA 600 course should be presented to National OSHECCOM members and senior management. Mr. Kansier suggested that this course was much too detailed for senior management, and further reported that ANS-500 was working with AEE-200 to develop a focused course which will present an overview, at an appropriate level, for senior management. Ms. Wingard reported that Appendix 2, to the Charter "Training Outline", to the Charter had been discussed with OSHA, and they agree that this level of training would be adequate. OSHA's Federal Agency Program Director agreed that committee members would not need the full OSHA 600 course.

Dr. Thomas reminded the committee that the FAA Safety Awareness Training CD had been released in July 1997, and that this CD contains 24 hours of safety and health training material. He suggested that this could be used to provide awareness training to field OSHECCOMs.

ACTION: ANS-500 will present a synopsis of the focused course at the next committee meeting so OSHECCOM can evaluate its adequacy.

Labor representatives expressed concern that their resources were not being used to maximum efficiency in developing training material. They commented that there is a vast untapped pool of labor representatives who have been trained and can be used in support of this effort. Mr. Parker commented that the committee should immediately set-up a training sub-committee, and should determine who gets training, and what that training should consist of. Ms. Maillett commented that all resources and options need to be looked at in implementing an effective training program.

Ms. Chatters commented on contract issues related to training, and reminded the group that training issues need to be reviewed with ATX-200 and ATX-500.

Mr. Gavin commented that the field is pursuing training, but is looking for nationally developed training courses which standardize the approach, provide uniformity, and provide efficiency. Currently, there is considerable wasted effort and inefficiency at regions/centers, SMOs, etc. in developing training courses since there is no national direction. Mr. Kansier reiterated that ANS-500 is trying to standardize the approach with the Academy.

The committee concurred that the safety and health training areas identified by ANS-500 were appropriate. Any field OSHECCOM or National OSHECCOM members who require information on the safety and health training courses under development should contact Mr. Winbush.

ACTION: An update on safety and health training course development will be presented at the next committee meeting.

FUNDING BRIEF TO CONGRESS.

The FAA prepared a Congressional briefing which addresses the FAA's requirements for environmental, energy, and safety program funding. The briefing will not be held prior to appropriation hearings, but, rather, after the formal hearing and prior to "mark up." In concert with FAA senior management, it was decided that the briefing will focus on the impact to the NAS and the effect on airline operations. Mr. Kansier presented the proposed briefing to the committee.

ACTION: The Congressional funding briefing will be finalized and presented at the appropriate time. A status report will be made at the next OSHECCOM meeting.

DISCREPANCY BETWEEN NATCA/NAATS AGREEMENTS AND OSHECCOM.

Labor representatives reported that the primary problem here is lack of consistency and guidance to field OSHECCOMs. The OSHECCOMs do not know what they are supposed to do. They repeated that a basic roles and procedures guidance document would be helpful. This was previously agreed to and assigned to AEE-200 as lead, with input from all concerned parties. Mr. Kansier commented that a push for OSHECCOM implementation was made at a recent ATS management team meeting. Ms. Wingard informed the group that a draft letter encouraging support for OSHECCOM was under review by senior management.

Mr. Gavin commented that many regions have OSHECCOMs, and that they could benefit from additional guidance. He cautioned, however, against overfocusing on uniformity since individual OSHECCOMs could do things differently. He encouraged the national committee to let the regional OSHECCOMs mature.

VICE CHAIR POSITION/COMMITTEE OPERATING PROCEDURES.

Mr. Dykeman and Mr. Parker discussed their respective issue papers. Their recommendations were consistent that a vice chair would be beneficial to help ensure continuity and an orderly transition at the National OSHECCOM. The position should alternate between management and non-management members and the vice chair would become the chair when it is vacated. Mr. Dykeman's issue paper further recommended that the term for the chair and vice chair be 18 months, and that new elections be held at that time for a vice chair.

It was moved, seconded, and unanimously agreed that the approach recommended by Mr. Dykeman be adopted and that the committee operating procedures be amended accordingly.

Nominations were opened for the position of vice chair. Mr. Donald Oliveira and Ms. Enid Kaspar were each nominated. Each nomination was seconded. Members elected Ms. Kaspar by a vote of 9 - 7.

Following election as vice chair, Ms. Kaspar resigned her position as National OSHECCOM secretary. A question was raised whether a secretary was truly needed. Consensus was reached that it would be helpful to have a committee member review the minutes prior to release. (This could be a vice chair duty.) In addition, the Charter calls for a secretary. The floor was opened for nominations. None were received, and the secretary position will remain vacant. Nominations can be reopened at future meetings.

EXPOSURE OF ACS AGENTS TO HAZARDOUS MATERIALS.

Mr. Longmire discussed the issue paper which had been presented. The two primary issues are:

- **Medical Monitoring.** ACO met with Drs. Anderson and Schwendeman to review ACS roles. It was concluded that medical monitoring was not required as ACS agents were not first responders.

- **Safety Requirements.** ACS is handling its own safety training, and the focal point is Flo Potter. There is a need to arrange for general safety assessments for dangerous goods and aviation safety specialists. ANS-500 will work with ACS to arrange these assessments.

ACTION: ACS continue to pursue general safety assessments for dangerous goods and aviation safety specialists, working with ANS-500. A status report will be presented at the next OSHECCOM meeting.

HQ OSHECCOM STATUS REPORT.

Ms. Bisenius presented the issue paper on this, and reported on the current nature of headquarters safety issues. Ms. Arnold commented that there is a need for some mechanism which headquarters employees (as well as employees located in other Washington area buildings and facilities) can access when they have safety and health questions or concerns, because currently they do not know where to turn. Mr. Kansier reported that there had been a prior agreement reached between ANS-500 and AAD whereby AAD would run the headquarters safety and health program, and that ANS-500 would provide some funding and technical support.

ACTION: AAD and ANS-500 will work out details of the headquarters safety and health program along the lines of their prior agreement, and report a resolution at the next OSHECCOM meeting.

NEW BUSINESS

ANNUAL REPORT TO OSHA.

Ms. Kosch reported that the annual report is due to OSHA by January 15 of each year for the prior fiscal year. At this time, OSHA has not yet released its formal request for the FY97 report, or the format that report will use. AEE-200 has been working from the draft request and does not expect significant changes in the formal request.

SAFETY MANAGEMENT INFORMATION SYSTEM (SMIS).

Dr. Thomas presented the issue paper on SMIS, and updated the committee on the status of this project. There are three broad phases involved in implementing this system:

- **Phase 1.** This involved development and release of the software. This phase is complete.
- **Phase 2.** This involves loading the software on all LAN's, and is scheduled for completion by June 1998 if no problems arise.
- **Phase 3.** Ensure that all FAA supervisors are connected to the system. The timing for this phase is pending.

CONTRACTOR PARTICIPATION IN OSHECCOM COMMITTEES.

Mr. Conrad presented the issue paper. PASS has received input that contractors are participating in field OSHECCOM meetings to a greater extent than they should as non-FAA personnel. He further commented that PASS representatives look at OSHECCOMs as a means to interface with management. Ms. Maillett responded that OSHECCOM is designed as a forum to move safety and health issues ahead, and that must remain its paramount focus. Several committee members commented that contractors provide valuable input to field OSHECCOMs, since the contractors have knowledge about safety and health issues facing the FAA and how these issues are impacting the FAA. It was agreed that FAA management, however, should not delegate their responsibility for OSHECCOM or safety management to contractors.

ACTION: PASS reaffirm to its representatives that contractors can participate in OSHECCOM, but do not have a voting position.

CANCELLATION OF OSHECCOM MEETINGS.

Mr. Conrad presented the issue paper. He reported that there have been some instances where FAA management canceled OSHECCOM meetings if they were unable to attend. Discussion was held and consensus reached that OSHECCOM meetings should move ahead on schedule in the absence of compelling reasons to cancel the meeting.

ACTION: Incorporate appropriate language regarding meeting cancellation in the committee guidance document being prepared by AEE-200. Field test the guidance document prior to reporting back to the National OSHECCOM or distribution.

OSH TRAINING FOR NATIONAL OSHECCOM UNION REPRESENTATIVES.

Mr. Oliveira presented the issue paper on behalf of the National Air Traffic Union OSH Representatives. The issues addressed by this item were previously discussed in conjunction with the new business training discussions above. Mr. Oliveira suggested tabling this issue pending further input on training and a determination of how the proposed focused course will impact everyone.

ACTION: Revisit OSH training for National OSHECCOM union representatives at the next National OSHECCOM meeting following the focused training by ANS-500.

SAFETY AND HEALTH INFORMATION REQUEST.

Mr. Oliveira presented the issue paper on behalf of the National Air Traffic Union OSH Representatives. There has been a problem in some regions with labor representatives obtaining safety and health information directly from FAA safety management (e.g., RPMESs/ROSHMs). Mr. Oliveira requested clarification on what the union can obtain for dissemination to its members.

ACTION: Mary Wingard will work with Mr. Oliveria to evaluate the problem of labor obtaining safety and health information from FAA safety management and report back at the next OSHECCOM meeting.

KEITH MESSINA.

Mr. Oliveira advised the committee that Mr. Messina recently passed away and acknowledged his efforts for FAA safety and health and OSHECCOM, and requested that the committee observe a moment of silence in his memory.

ACTION: The committee noted Mr. Messina's contributions and agreed to recognize him with a moment of silence at the end of the session.

ENGINEERS PARTICIPATION IN OSHECCOM.

Mr. Oliveira stated that the new ANI organization is represented by NATCA. He suggested that it be represented in OSHECCOM since it is now part of NATCA.

ACTION: Mr. Kansier will look into the Labor Management status between NATCA and ANI and determine if another NATCA representative is needed for the OSHECCOM and report back at the next OSHECCOM meeting.

TIME TO REVIEW MATERIALS.

Mr. Oliveira reported that some regions do not permit labor representatives to review OSHECCOM related materials on work time as they consider it union business.

ACTION: AT and Labor Relations will evaluate the issue of labor representatives being given work time to review OSHECCOM material and report at the next OSHECCOM meeting.

MATERIAL DISTRIBUTION.

Mr. Oliveira requested that issue papers, and other OSHECCOM related material, be distributed “as received” and not “at the last minute”. Dr. Holloway reminded the committee of the OSHECCOM operating procedures which call for submittal of issue papers and other materials to the OSHECCOM coordinator at least 3 weeks prior to any meeting, and distribution of the material to members two weeks prior to meetings. Dr. Holloway acknowledged that the targets were missed for this meeting due to circumstances related to Mr. Peace’s resignation.

FUTURE MEETING.

It was agreed that the next meeting would be held at FAA Headquarters on Wednesday, July 15, 1998.

CONCLUDING COMMENTS.

Ms. Maillett thanked returning members of the committee for their contribution and efforts in providing commitment and stability to the OSHECCOM effort. She recognized the activity and work of the committee, and the progress that has been made. She reminded the committee that we should deal with national, high level issues as contrasted with specific local issues. To the extent possible, local issues should be resolved directly between the parties involved.

The meeting was adjourned.

HANDOUTS.

1. OSHECCOM Activity Tracking Log
2. OSHECCOM Charter Clarifications
3. OSHECCOM Committee Guidance
4. Capability Statement for EOSHE Training Office FY-98
5. Facility Environmental, Energy, and Safety Program Congressional Funding Presentation

Issue papers

- Vice Chair Position/Committee Operating Procedures
- Exposure of ACS Agents to Hazardous Materials
- Safety Management Information System (SMIS)
- Establishment of a headquarters OSHECCOM
- Contractor Participants on OSHECCOM Committees
- Cancellation of OSHECCOM Meetings
- Safety and Health Training for OSHECCOM Union Reps
- Safety and Health Information Request

SUMMARY OF ACTION ITEMS

1. AEE-200 is to develop a Charter clarification and guidance document which addresses frequently asked questions and provides further direction for OSHECCOM implementation.
2. National OSHECCOM members with items requiring clarification or guidance work directly with Jeanne Kosch, AEE-200, to resolve these issues. A status report is to be presented at the next OSHECCOM meeting.
3. ANS-500 will present a synopsis of the focused training course at the next committee meeting so OSHECCOM can evaluate its adequacy.
4. An update on safety and health training course development for FAA employees will be presented at the next committee meeting.
5. The Congressional funding briefing will be finalized and presented at the appropriate time. A status report will be made at the next OSHECCOM meeting.
6. ACS continue to pursue general safety assessments for dangerous goods and aviation safety specialists, working with ANS-500. A status report will be presented at the next OSHECCOM meeting.
7. AAD and ANS-500 will work out details of the Headquarters' safety and health program along the lines of their prior agreement, and report at the next OSHECCOM meeting.
8. PASS reaffirm to its representatives that contractors can participate in OSHECCOM, but do not have a voting position.
9. Incorporate appropriate language regarding meeting cancellation in the guidance document being prepared by AEE-200. Field test the guidance document prior to reporting back to the National OSHECCOM or distribution.
10. Revisit OSH training for National OSHECCOM union representatives at the next National OSHECCOM meeting following the focused course presentation by ANS-500.
11. Mary Wingard will evaluate the problem of labor obtaining safety and health information from FAA safety management and report back at the next OSHECCOM meeting.
12. Mr. Kansier will look into the Labor Management status between NATCA and ANI and determine if another NATCA representative is needed for the OSHECCOM and report back at the next OSHECCOM meeting.
13. AT and Labor Relations will evaluate the issue of labor representatives being given work time to review OSHECCOM material and report at the next OSHECCOM meeting.