

**National Occupational Safety, Health and  
Environmental Compliance Committee (OSHECCOM) Meeting Minutes  
July 15, 1998**

<b>Name</b>	<b>Member/ Alternate</b>	<b>Routing Symbol</b>	<b>Phone Number</b>	<b>FAX Number</b>
Louise Maillett	Chair, DASHO	API	202-267-3927	202-267-3033
Sherrod Anderson	Member, AAM	AAM-202	202-267-8086	
Tony Becker	Member, RPMES	AEA-475	718-977-6686	718-341-4749
Leo Boivin	Member, ACS	ACS-50	202-267-5698	202-493-4263
Joseph Henn	Member, NATCA Engineer	516-228- 4095	516-228-4096	
Tom Holloway	Alternate, AEE	AEE-200	202-267-8114	202-267-5594
Bill Kansier	Member, AF	ANS-500	202-267-7312	202-267-5804
Jeanne Kosch	Member, AEE	AEE-200	202-267-9719	202-267-5594
Ronald Livingston	Member, PASS	SWO-1	505-764-1200	505-764-1233
Donald Oliveira	Member, NATCA		607-729-6146	607-729-3532
Donald Parker	Member, NAGE		901-324-3146	
Suzanne Pellosmaa	Member, NAATS		609-825-1173	609-327-0816
Chuck Saunders	Alternate, AT	ATX-2	202-267-3622	
Scott Schoonover	Member, AFS	AFS-130	202-267-7417	202-267-7636

**Other Attendees**

Lita Arnold	Guest	AEE-200	202-267-9762	202-267-5594
Marcia Bisenius	Guest	ASU-400	202-267-8855	
Kathryn Chatters	Guest	AHR		
Norman Cyphers	Guest	AEA-510	718-553-4510	718-995-5692
Gregg Devoric	Guest	AGL-470	847-294-8479	847-294-7452
Victoria Hershiser	Guest	AEE-200	202-267-8425	202-267-5594
Edward B. Leckley	Guest	AFZ-300	202-267-9079	202-267-5807
Lee Longmire	Guest	ACO-2	202-267-3960	202-267-5760
Gary McCullough	Guest	ASU-400	202-267-7855	
Michael Thomas	Guest	AEE-200	202-493-4292	202-267-5594
Kevin Toth	Guest	ACO-800	202-267-8301	202-267-5760
James Winbush	Guest	ANS-500		
Paul Polk	Guest	Crown Communi- cations	202-785-2600 (ext 3065)	202-785-2626

**Members Not In Attendance**

ARA,AGC,ARP

**National Occupational Safety, Health and  
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July 15, 1998**

The National OSHECCOM meeting was held at FAA headquarters, Washington, DC, on July 15, 1998. The meeting was called to order by Louise Maillett, OSHECCOM Chair and DASHO.

**OPENING COMMENTS.** Opening comments were made by Louise Maillett, Tom Holloway, and Bobby Vazquez. Ms. Maillett advised the committee of Sue Green's tragic death in an automobile accident, and recognized the fine work Sue had done on behalf of OSHECCOM. Ms. Maillett then introduced and welcomed two new union representatives to OSHECCOM, Joe Henn, NATCA, and Ron Livingston, PASS.

Ms. Maillett presented a certificate of achievement to the Office of Aviation Medicine (AAM) in recognition and appreciation of the excellent work they had done in developing bloodborne pathogen and medical tracking protocols for the FAA. Dr. Sherrod Anderson accepted on behalf of AAM.

Tom Holloway acknowledged the team effort that was required to coordinate the meeting following Sue Green's death, and recognized Jeanne Kosch, Lita Arnold, Michael Thomas, Vicki Hershiser, and Bobby Vazquez.

Bobby Vazquez briefly introduced the agenda and the organizational content of the hand out materials.

**OLD BUSINESS**

**TRAINING FOR COMMITTEE MEMBERS.** James Winbush presented a draft program entitled "Training for OSHECCOM Committee Members", and introduced highlights of the program. The intent of the proposed program is to standardize the core training protocol for each OSHECCOM regardless of organizational level. The proposed draft would accomplish both initial and refresher training, and is designed for presentation in two hours. Regions, or other field elements, could expand upon or supplement the program to meet individual needs. Audiovisual materials or CD-ROMs could be incorporated into the program.

Mr. Kansier commented on the variety of OSHECCOM training conducted in various regions. There has been no standardization, and the training has been at the discretion of regional safety and health management. He further commented that OSHECCOM training should be at a high level, not at a detail level on compliance program elements.

Mr. Thomas reminded the committee that the FAA Safety Awareness Training CD had been released and that this could accomplish some of the detailed training not contemplated in the OSHECCOM training core course.

**ACTION:** The committee chartered a sub-committee to further pursue OSHECCOM training issues. The sub-committee will be chaired by Bill Kansier, and will report at the next national OSHECCOM meeting on:

- A. Recommended core training course requirements and content.
- B. Recommend course format.

- C. Previous training conducted in the regions, what regional management would have done differently, and where the regions are at this time on training.

**CHARTER CLARIFICATION/COMMITTEE GUIDANCE.**

Bobby Vazquez presented the report. The OSHECCOM Frequently Asked Questions (FAQ) Guidance document is intended to supplement the OSHECCOM Charter.

**ACTION:** The committee accepted the proposed FAQ document subject to the provisos outlined below.

- **To Be Determined/To Be Discussed Issues.** There were several blank spaces and decision points in the document requiring further discussion by the committee. As no options were presented with the report for these areas, discussion was tabled until AEE-200 could provide alternatives.

**ACTION:** AEE-200 is to further evaluate options for the three “to be determined/to be discussed” areas in the Charter Clarification/Committee Guidance report and present these options at the next OSHECCOM meeting. In considering alternatives, various lines of business (LOBs) will be looked at.

- **Suggested Additions to Text.** There were several suggested additions to the text, which were not circulated prior to the meeting. The proposed changes were the result of discussions held between ATX and AEE. These included:
  - A modification to the training section which would require OSHECCOM members scheduled for training to attend the training, and prohibit participation on the committee by members who did not attend training. This resulted from discussions between ATX and AEE that revealed that some elements suggested they would not perform the necessary training. Therefore, the recommendation was advanced to make the training mandatory.

**ACTION:** Proposed modifications to the training section are referred to the training sub-committee chaired by Mr. Kansier for a recommendation with their report to be presented at the next OSHECCOM meeting. Included in this evaluation should be a determination of the training required for each level of management and employee.

- A recommendation to add a section entitled “REQUEST FOR INSPECTIONS”. The proposed text was “The Chairperson is the authorized individual to request inspection reports and not individual members of the committee, unless delegated by the Chairperson.” It was generally agreed that the wording should be modified to “.... individual to *receive and request facility* inspection reports...”

Considerable discussion was held on the intent of the proposed wording. Ms. Maillett interpreted the text to mean that the Chairperson would receive and/or request inspection reports on a specific need basis, but not receive all reports. Ms. Pellosmaa pointed out that 29 CFR 1960 calls for inspection reports to go to the committee, and therefore, a request is not needed.

**ACTION:** Bobby Vazquez is to review the proposed wording under “Request for Inspections”, and modify it to reflect the consensus of the committee. Updated wording will be presented at the next OSHECCOM meeting for approval.

- A recommendation to add a sub-section entitled “Committee Assignments”. The intent of the proposed wording is to clarify how funding and time requirements for committee work will be communicated to supervisors, and the responsibility of the union representative to keep the bargaining unit informed. The union representatives made the point that sufficient time needs to be allocated for them to perform their OSHECCOM duties.

There was general agreement that time estimates involving the national OSHECCOM will be communicated by the Chairperson or sub-committee head to the committee member’s supervisor.

**ACTION:** Bobby Vazquez is to review the proposed wording, and modify it to reflect the consensus of the committee. Updated wording will be presented at the next OSHECCOM meeting for approval.

### **VICE CHAIR POSITION DESCRIPTION.**

Ms. Maillett announced that Enid Kaspar had resigned as Vice Chair, and the position was currently vacant. In accordance with procedures adopted at the last National OSHECCOM meeting, the position needs to be filled by a labor representative to maintain the alternating management-labor committee chair progression. Mr. Parker suggested that the second highest vote getter in the initial election assume the Vice Chair position, but later withdrew this suggestion. Discussion was held on the timing of the election to fill the position. There was sentiment for both an immediate election and to defer the election to the next meeting to allow the new labor representatives on the committee time to reflect on the position and incumbent duties.

**ACTION:** A motion was duly made and seconded to firm up the Vice Chair position description, and to defer the election to the next meeting. Motion carried.

Bobby Vazquez presented the draft Vice Chair Position Description. This had been developed at the request of Ms. Maillett to clearly define the duties and responsibilities of the position. Discussion was held.

**ACTION:** The draft Vice Chair position description was adopted with the following modifications:

- Delete the bullet reading: “Works with OSHECCOM coordinator to resolve problems/questions regarding management/union members”.
- Add “Act in the Chair’s place, as necessary”.

### **FUNDING BRIEF TO CONGRESS.**

Mr. Kansier advised the committee on Congressional briefings which had been held since the last meeting. House staffers were successfully briefed in April, 1998 on FAA occupational safety,

health and environmental (OSH&E) issues, including statutorily required and desirable OSH&E initiatives. A valuable by-product of the briefing process was presentation to FAA senior management on the proposed briefing.

To date, the Senate mark has been received and there are no budget cuts. The House mark is pending.

**ACTION:** Keep the OSHECCOM advised of budget developments. Ms. Maillett is to communicate with the committee as additional information and the House mark become known.

**HQ OSHECCOM STATUS REPORT.** Marcia Bisenius briefed the committee on the status of the HQ OSHECCOM. Her department is now ASU-400 and falls under ARA. Marcia recommended addressing HQ building issues in conjunction with GSA as they perform inspections. She has lost staff since the last meeting and does not have the support she had at the time of the last OSHECCOM meeting. Efforts are being made to institute a new database for pride line to facilitate communication with ASU-400. In addition, Marcia is to increase efforts to provide more public notice on procedures and methods to report problems.

**ACTION:** Report accepted.

**EXPOSURE OF ACS AGENTS TO HAZARDOUS MATERIALS.** Lee Longmire presented the report that updated the committee on events since the last meeting.

- ASW had submitted a request to perform training for hazardous materials specialists.
- In conjunction with Dr. Anderson, it was determined that hazardous material specialists do not have to be part of the medical surveillance program.
- ANS-500 arranged for inspections of hazardous material operations at three sites (DFW, IAD, and XXXXXXXXX). The draft report was received on July 14, and revealed some action items that will be addressed. Two of the action items are:
  - Clarification of expectations on agent activities related to dangerous spills.
  - Increasing agent knowledge and training related to work around planes.

**ACTION:** Finalize the hazardous material operations inspection reports and address report findings. Mr. Longmire will coordinate these efforts.

**NATCA/ANI LABOR MANAGEMENT STATUS.** Mr. Kansier reported that Joe Henn, an engineering representative, had been appointed to the committee. Discussion ensued on the proper procedure to add the engineering representative to the committee, and it was concluded that an election had to be held as all other committee members were initially elected to their positions.

**ACTION:** Mr. Kansier nominated Joe Henn as the engineering representative to OSHECCOM. Motion carried.

**ACTION:** Ms. Maillett is to research if a charter amendment is needed to address committee member election procedures. She will report at the next meeting.

**UNION TIME FOR OSHECCOM.**

**NEW BUSINESS.**

**IMPLEMENTATION OF ALL OSHECCOM COMMITTEES.**

Bobby Vazquez led a discussion on potential procedures to follow to monitor implementation and effectiveness of field OSHECCOMs. A suggestion had been made at the Ft. Lauderdale ROSHM meeting to hold periodic teleconferences involving all regional OSHECCOM chairs and HQ personnel to exchange information. Mr. Kansier questioned whether this should be limited to OSHECCOM status, or cover all OSH issues. Gregg \_\_\_\_\_, who is a regional chair, commented that the teleconferences would be a good idea and that the National representative should bring pertinent issues to the national OSHECCOM.

**ACTION:** Consensus was reached that quarterly teleconferences will be held with all regional OSHECCOM chairs. A report will be presented at each National OSHECCOM meeting confirming the teleconferences, and adding necessary issues raised in the teleconferences to the National agenda. This will be coordinated by XXXXXXXXXXXX.

**NATIONAL OCCUPATIONAL MEDICAL SURVEILLANCE PROGRAM OVERSIGHT TEAM (NOMSPOT).** Lita Arnold presented the Issue Paper recommending that the NOMSPOT be endorsed in advance of the issuance of the medical surveillance policy. Ms. Arnold presented the background of this issue, and the rationale for the recommendation as contained in the Issue Paper. Considerable discussion ensued.

Mr. Kansier expressed concern with the recommendation. He felt that a mechanism was already in place to address these issues, and did not see the value in establishing a group that might duplicate this effort. He further commented that this might be better focused on safety structural/acquisition issues, and not on policy issues.

Mr. Holloway stated that the goal should be to build safety into the acquisition process and also to handle medical surveillance policy issues. The concern here is to determine the most efficient mechanism to accomplish that.

Ms. Arnold commented that this was envisioned as a forum to address occupational health issues for which OSHA was not clear.

Ms. Kosch reminded the group that NOMSPOT was in the draft policy that is being readied for second coordination.

**ACTION:** AEE-200 (Tom Holloway) is to further review: 1) safety structural/acquisition issues, and 2) policy issues related to NOMSPOT. An updated report and recommendations will be presented at the next meeting.

### **FUTURE MEETING.**

It was agreed that the next meeting would be held at FAA Headquarters on Thursday, November 5, 1998. At that time, the National OSHECCOM coordinator will present a proposed schedule for all 1999 meetings.

### **CONCLUDING COMMENTS.**

Ms. Kosch advised that the FY 1997 Annual Report was distributed for informational purposes. DOT consolidates all agency reports into one document for the Department.

Ms. Maillett thanked the committee for its efforts, and encouraged all sub-committee members to work closely with the sub-committee chairs.

The meeting was adjourned.

### **HANDOUTS.**

1. Draft "Training for OSHECCOM Committee Members" program.
2. Draft OSHECCOM Frequently Asked Questions/Guidance.
3. Vice Chair Duties.
4. National Occupational Medicine Surveillance Program (NOMSPOT) issue paper.
5. Administrator's memorandum dated June 22, 1998 on "Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM)
6. AEE-1 memorandum dated July 15, 1998 on "Training Requirements for OSHECCOM Committee Members".
7. Agency Fiscal Year 1997 Annual Report on Occupational Safety and Health.

## SUMMARY OF ACTION ITEMS

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Bobby Vazquez is to review the proposed wording under “Request for Inspections”, and modify it to reflect the consensus of the committee. Updated wording will be presented at the next OSHECCOM meeting for approval.

2. A motion was duly made and seconded to firm up the Vice Chair position description, and to defer the election to the next meeting. Motion carried.
3. The draft Vice Chair position description was adopted with the following modifications:
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5. Keep the OSHECCOM advised of budget developments. Ms. Maillett is to communicate with the committee as additional information and the House mark become known.
6. Finalize the hazardous material operations inspection reports and address report findings. Mr. Longmire will coordinate these efforts.
7. Mr. Kansier nominated Joe Henn as the engineering representative to OSHECCOM. Motion carried.
8. Ms. Maillett is to research if a charter amendment is needed to address committee member election procedures. She will report at the next meeting.

9. Consensus was reached that quarterly teleconferences will be held with all regional OSHECCOMs chairs. A report will be presented at each National OSHECCOM meeting confirming the teleconferences, and adding necessary issues raised in the teleconferences to the National agenda. This will be coordinated by XXXXXXXXXX.
10. AEE-200 (Tom Holloway) is to further review: 1) safety structural/acquisition issues, and 2) policy issues related to NOMSPOT. An updated report and recommendations will be presented at the next meeting.