

**National Occupational Safety, Health, and
Environmental Compliance Committee (OSHECCOM) Meeting Attendees**

April 15, 1997

NAME	Member/ Alternate	Routing Symbol	Phone Number
Louise Maillett	Acting Chair Mbr, DASHO	API-1	202-267-3927
Michael Sacrey	Mbr, AFS	AFS-2	202-267-8237
Steve Zaidman	Mbr, ARA	ASD-1	202-358-5238
Bill Kansier	Mbr, AAF	ANS-500	202-267-3-83
Frank Lanzetta	Mbr, AEE	AEE-200	202-267-3497
Sherrod V. Anderson	Alt, AAM	AAM-202	202-267-8086
Raymond Thoman	Mbr, ARA	AHR-25	202-267-3979
Jeanne Kosch	Mbr, AEE	AEE-200	202-267-9719
Enid Kaspar	Mbr, PASS FS	ASW-200	214-324-1221
Ed Gifford	Mbr, PASS AF	Rio Grande SMO	505-856-4448
Michael McAnaw	Mbr, NAATS	SEA AFSS	206-764-6606
Donald Parker	Mbr, NAGE	Memphis Ctr	901-324-3146
Donald Oliveira	Mbr, NATCA	Binghamton ATCT	607-967-5613
Pete Sweers	Mbr, AAT	ATX-1	202-267-3022
Shirley Edwards	Alt, AGC	AGC-620	202-267-3590
Tracy Paquin	Mbr, ARP	ARP-3	202-267-8315
Donald Wiener	Alt, SMO	Liberty SMO 81AA	516-228-4050
William O'Melia	Alt, RPMES	AEA-475	718-712-5468
Sue Sheriff	Alt, ACS	ACS-60	202-267-3329

Other Attendees

Mary Wingard, AEE	AEE-200 OSHECCOM Coordinator	202-493-4301
James Erickson	AEE-1	202-267-3576
Tom Holloway	AEE-200	202-267-8114
Sue Green, AEE	AEE-200	202-267-9548
Suzanne M. Pellosmaa	ATCS/NAATS	609-625-4293
Kevin Toth	ACO-50	202-267-8301
Kevin Dermody	AHR-11	202-267-9020
James Winbush	ANS-500	202-267-9936
Susan Hughes	AFS-100	202-267-7168
Paul Polk	Crown Communications	202-785-2600

**National Occupational Safety, Health, and
Environmental Compliance Committee (OSHECCOM) Meeting Minutes
April 15, 1997**

The third National OSHECCOM meeting was held at FAA headquarters, Washington, D.C., on April 15, 1997. The meeting was called to order by Mary Wingard, OSHECCOM Coordinator. All members introduced themselves and commented on past participation with the OSHECCOM.

OPENING COMMENTS. Opening comments were made by Acting Chair, Louise E. Maillett, who explained her role as DASHO and emphasized the following three purposes of the OSHECCOM:

1. Demonstrate high level commitment to employee safety and health and the environment, and ensure that the Administrator's directives for occupational safety, health, and the environment (OSH&E) are carried out;
2. Oversee management of the agency's OSH&E program by identifying and addressing agencywide OSH&E issues; and
3. Function on behalf of OSHA, as a certified committee, in order to create a better relationship with OSHA, and to preclude unannounced OSHA visits to FAA elements.

Ms. Maillett raised concerns that the committee was struggling to address effectively OSHECCOM issues. She challenged the committee to determine if OSHECCOM was the correct forum to accomplish the stated purposes, and, if so, how to move the committee forward effectively. The following points were raised during discussion:

1. There has been a lack of consensus on the direction of the committee. The committee needs ground rules and a better definition of the agencywide issues that can be addressed.
2. Subcommittees/working groups would be helpful in evaluating and reporting to the full committee on specific issues .
3. There is a need to break down protocol barriers to heighten communication between programs and business lines.
4. The committee needs continuity in membership and structure and has suffered from lack of elected officers.
5. There is a need to consider all who participate in OSHECCOM as equals in evaluating issues, although it is acknowledged that certain decisions require management approval.
6. The national OSHECCOM should meet more frequently than twice per year.

ACTION. Consensus was reached that OSHECCOM's could provide a valuable forum in advancing OSH&E issues, and the committees should continue. The question on national OSHECCOM meeting frequency was tabled until the end of the meeting.

COMMITTEE GROUND RULES. Ms. Wingard reviewed the draft National OSHECCOM Rules of Order which had been distributed to the committee. The draft rules were adopted, as written, with the following amendments and clarifications:

Amendments

1. Agenda items and issue papers may be submitted to Ms. Wingard at any time but must be received no later than three (3) weeks prior to each OSHECCOM meeting for inclusion in that meeting's agenda.
2. The agenda, issue papers, and other premeeting materials will be distributed to committee members no later than two (2) weeks prior to each meeting.
3. Technical experts may attend meetings, as guests, to assist any committee member in presentation of issues.
4. Subcommittees will be established, as needed, to review and evaluate specific issues assigned by the committee.

Clarification:

1. Alternate attendees do not have to be permanent named individuals. When necessary, alternates are to be named at the discretion of the committee member they are representing.

OLD BUSINESS

NATIONAL OSHECCOM ROLES: Ms. Wingard presented an overview of the FAA's safety organization and the National OSHECCOM's roles and responsibilities. Included in the presentation was a recap of key issues facing the committee. Key issues included effective communication among all parties, establishment of line of business points of contact, consideration of OSH&E issues in business decisions, establishing functional safety committees in all regions and the field, and committee certification.

REGIONAL OSHECCOM STATUS: Mr. Kansier distributed a document outlining the current status of regional OSHECCOM activities, as reported by ROSHMs. While some progress has been made at the regions, all committees have not been fully implemented nor has training of committee members been totally accomplished. Problems which have been encountered by some regional OSHECCOM's include lack of available resources, inadequate funding, no mechanism for upward reporting of issues, and difficulties coordinating with the various business lines. Labor representatives commented that they were not always aware of regional OSHECCOM activities. Members discussed the OSHECCOM issues and obstacles

addressed by the Regions and how to best facilitate implementation. There was sentiment expressed that FAA headquarters also should have a committee, structured similar to the Regions.

ACTION: Follow-up on regional/field OSHECCOM status was referred to the OSHECCOM Certification Subcommittee for review and reporting at the next OSHECCOM meeting.

NEW BUSINESS

OSHECCOM CERTIFICATION: Ms. Wingard presented an issue paper and plan of action (Certification Milestones) which outlined an approach to attain national, regional, and field OSHECCOM certification. In discussion, concern was expressed about the unique operating features and differing management styles in each region and the problem resident in standardized application of OSHECCOM rules. It was clarified that regional flexibility in accomplishing the OSHECCOM mission is fine provided the basic activities and goals required by the charter are addressed. The National OSHECCOM agreed for the need to review all regional and field OSHECCOM charters, minutes, and rules to ensure the basic activities are pursued.

ACTION: Consensus was reached that a subcommittee should be established to evaluate regional and field implementation, track related certification actions, and provide recommendations at the next National OSHECCOM meeting. The recommendations in the issue paper and the Certification Milestones were adopted, as written, with the following changes and clarifications:

1. The subcommittee will also be charged with reviewing the charter to determine if changes are needed to clarify existing language and roles and responsibilities (e.g. specific concern was raised on possibly ambiguous language for training requirements).
2. The subcommittee will also be charged with reviewing the need for a headquarters OSHECCOM.
3. The due date for Certification Milestone 2 will be changed to May 13, 1997, to reflect the May 12 date for implementation of all regional OSHECCOM's and for AF reporting of current status to ANS-500. Subsequent milestones will have their due dates changed accordingly.

Clarification:

1. Business line points of contact are intended to serve as clearinghouses for information flow to the subcommittee.

Members of the OSHECCOM Certification Subcommittee are Mary Wingard, AEE-200, facilitator; Don Oliveira, NATCA; Shirley Edwards, AGC-620; Enid Kaspar, PASS; and James Winbush, ANS-500.

HAZARD ASSESSMENTS FOR AVIATION SECURITY HAZARDOUS MATERIAL

INSPECTORS: Ms. Wingard presented an issue paper. Discussion indicated a need to identify the precise job requirements of these inspectors to ensure that physical requirements, medical

surveillance, training, and protective equipment provided to employees was adequate to protect personnel from hazards on the job. It was reported that Aviation Security and Flight Standards have already addressed many of these issues, and it was suggested that they be included in any issue review.

ACTION: Consensus was reached that Civil Aviation Security, Flight Standards, and Aviation Medicine, will review and evaluate this issue and report to the full committee at the next meeting.

Chuck Lavinsky, Aviation Security; Dr. Sherrod Anderson, Aviation Medicine, and Enid Kaspar, Flight Standards were designated as points of contact to work this issue.

OTHER ITEMS:

1. A final decision on meeting frequency was deferred until the next committee meeting; however, to keep members informed of ongoing actions, an interim status report will be issued in July 1997.
2. Mr. Lanzetta distributed an environment liability video.
3. Due to time constraints, other agenda items were deferred. Ms. Maillett will continue to serve as Acting Chair until a permanent Chair is elected at the next meeting.
4. A RPMS/ROSHM Contact List is provided as an enclosure to these minutes as requested in the October 1996 meeting.

NEXT MEETING: The next meeting was set for Thursday, November 6, 1997, 9 a.m. to 12 noon, in Room 8 A/B at FAA headquarters, Washington, D.C.

HANDOUTS:

- National OSHECCOM Rules of Order (draft)
- National OSHECCOM Roles (reprint of slides)
- OSHECCOM Status (Regional Status)
- Issue Paper: OSHECCOM Certification by OSHA and Certification Milestones
- Issue Paper: Safety Assessments of Aviation Security Hazardous Material Inspectors