

**National Occupational Safety, Health and  
Environmental Compliance Committee (OSHECCOM) Meeting Minutes  
August 3, 2000**

The National OSHECCOM meeting was held at FAA Headquarters in Washington, DC, on August 3, 2000. The meeting was called to order by the Vice Chair, Ron Morgan. The Chair, Mike McNally, could not attend due to personal matters.

**OPENING COMMENTS**

Mr. Morgan's opening comments addressed his enthusiasm for the opportunity that lay before the membership. He stated that the OSHECCOM presents an opportunity for a win-win, utilizing the full cross section of labor and management to better the environment for employees with increased safety as well as increased environmental stewardship, and also bettering the environment for FAA neighbors and its employees.

**ELECTRONIC SUBMISSION OF WORKERS' COMPENSATION CLAIMS**

Chris Comer presented this briefing on behalf of Ray Thoman. She described the new process for the electronic submittal of workers' compensation claims. Ms. Comer also discussed some of the immediate benefits of this new process and other near-term plans that will impact the FAA.

- Initially, the project began as a pilot program in response to the Federal Worker 2000 Initiative requirements mandating that workers' compensation claims be transmitted to the Department of Labor (DOL) within 10 days of the incident.
- DOT and the Veterans administration developed pilot programs to electronically submit claims to the DOL.
  - In phase one that began in February, FAA used two regions (ASO and ASW) and headquarters
  - Phase two began in July and included three more regions - ACE, AAL, and AWP
  - The rest of the regions are expected to be added by the end of the year
  - The claims are transmitted overnight and the next day FAA receives a case number
  - The case number allows for faster payment of benefit as well as quicker controversion of claims
- To date there have been 225 claims processed under the new system. Due to the electronic connection, the DOL is very responsive in assigning case numbers. However, it is too early in the pilot process to be able to assess DOL's overall responsiveness.

**LYME DISEASE**

Kevin Conrad, PASS, and Dr. Steve Schwendeman, AAM, jointly presented this issue paper. The presentation was devoted to the prevention of Lyme Disease. The presentation discussed the history of the disease, location of high-risk areas of the United States, and methods that can be taken to prevent infection. Both PASS and AAM made recommendations that differed only as they related to the reimbursement of employees who receive the Lyme Disease vaccine.

- Lyme is the most common reported tick-borne illness in the US
- Lyme is transmitted by Deer or Western Black-legged Ticks
- Areas at increased risk include:

- Wisconsin, Minnesota (Midwest), Northern California and Oregon (Northwest), and Massachusetts to Maryland (Northeast /Atlantic seaboard)
- Tick habitats are places with heavy vegetation, that have overgrowth, and/or woody areas
- To reduce exposure:
  - Cut back tall grass and over growth
  - Use chemical repellents (DEET) and pesticides
  - Wear proper protective clothing (long sleeves, boots with pants tucked in)
  - Perform skin inspection and proper tick removal
  - Obtain prompt medical evaluation of rashes and/or suspected illnesses
- Another method highly advertised to reduce risk of contacting Lyme disease is the use of the one U.S. approved vaccine - LYMERix
  - Not 100% effective in preventing Lyme
  - Little long term experience
  - May trigger an auto-immune arthritis
  - Does not prevent other tick-borne disease
  - Recurrent boosters are required
- PASS and AAM joint recommendations:
  - Agency employees continue to be educated in methods of reducing Lyme disease complications
  - The agency should ensure that facility grounds maintenance staff support methods of reducing tick populations
  - Employees who have potential exposures to ticks should use proper dress and chemical repellents, carefully inspect their skin when leaving an area of tick infestation and at the end of each day, and remove ticks promptly when found
  - Employees with a rash, or other symptoms, should seek medical attention
- PASS recommends:
  - LYMERix not be recommended for agency employees
  - FAA reimburse at-risk employees who choose to obtain LYMERix from their private physicians
- AAM recommends :
  - LYMERix not be recommended for agency employees
  - The agency **not** reimburse employees who choose to obtain the LYMERix vaccine from their private physicians
- Note: AEE understands that AAM-1 will be sending out an informational memo to all LOBs with the above recommendation

**ACTION:**

- A joint article about Lyme Disease, by Kevin Conrad and Dr. Schwendemen, will be written for the Intercom. The article shall appear in an issue of the Intercom prior to the next OSHECCOM meeting in January.

**TRAINING FOR OSHECCOM MEMBERS**

Cheryl Mazzella presented this briefing as a follow-up to the Feb. 24<sup>th</sup> OSHECCOM meeting. At the Feb. meeting, ANS was asked to assess the applicability of the OSHECCOM Member Training package, which was developed by a subcommittee for field and headquarters OSHECCOM members.

- The subcommittee was re-convened. It included Kevin Conrad, PASS National Safety Representative, Bob Howard, NATCA National Safety Representative, Mary Wingard, ATX-500, Michael Thomas, AEE-200, and Cheryl Mazzella, ANS-500
- It concluded the following:
  - that the original training package put together by the subcommittee meets the requirements of 1960.20 and is acceptable minimum training for OSHECCOM members at all levels in the FAA
  - that training for Regional Union Safety Representatives will be addressed separately from the OSHECCOM Training
  - that this action item be considered, "Closed."

#### **ACTIONS:**

- ANS-500 will work with AFZ-100 to obtain a national course number for this training.
- Training for the National OSHECCOM membership will take place during the next meeting in January.

#### **ORDER 3900.19B OSH RESPONSIBILITIES**

Tom Holloway, AEE-200, presented the OSH responsibilities for Lines of Business (LOB). He emphasized that the goal of the employee occupational safety and health program is to provide a safe and healthful work environment for all employees.

- The employee OSH program
  - Tailors OSHA requirements to FAA workplaces
  - Establishes the OSH policy framework
  - Assigns responsibility for LOB OSH programs
  - Requires a workplace free of recognized hazards
  - Requires management & employee participation
- The program elements:
  - Safety and health organization
  - OSHECCOM at national, regional, and field level
  - Trained safety and health professionals
  - Safety awards program
  - Safety and Health procedures and guidance
  - Ops budgets in each LOB
  - Training
  - Workplace Inspections
  - Measures of effectiveness, track success
- Each Line of Business, each supervisor, and every employee has a role to play (see briefing for more detail)
- There are tools and organizations (AEE, ANS, AHR, AAM, and the OSHECCOM) in place to assist the LOBs with the implementation of OSH policy and requirements
- There is also the development in Acquisition Management System to integrate safety in to the procurement process
- Implementation of the program is envisioned to be similar to the Safer Skies Agenda for aviation safety announced by the Administrator in 1998

- Use historical data to identify most prevalent problems, identify root cause(s), develop interventions and select most effective, implement, and recycle to next major problem

#### **ACTIONS:**

- LOB POCs to identify OSH requirements for their respective organizations, by December 1, 2000.
- LOBs and regions are to develop a plan, consistent with the budget cycle, to establish fenced funding to meet the identified OSH operational requirements, by December 15, 2000.
- LOB POCs to develop a brief status report for these two items and submit the report to the OSHECCOM Coordinator by December 2000, one month prior to the next National OSHECCOM meeting in January 2001.

#### **NEW LABOR REPRESENTATIVE**

The Vice Chair Ron Morgan informed the committee that, effective September 1, 2000, John Carr of the Cleveland Tower will become the new NATCA President. Therefore, the committee needed to replace Mike McNally with a new Chair. After some discussion and in keeping with past committee actions and the position description for the OSHECCOM Vice Chair, the committee agreed by unanimous consent to the following:

- As of the next meeting, scheduled for Jan. 25, 2001, the Vice Chair, Ron Morgan, will become Chair of the Committee and his term will last eighteen months.
- Nominations for the new Vice Chair are to be provided by the Union membership and will close on November 15, 2000. Nominations are to be provided to Michael Thomas, AEE-200, at 202-493-4292 or michael.thomas@faa.gov.
- At the next meeting, the new Vice Chair will be elected. The term for the Vice Chair will be eighteen months.

#### **DASHO COMMENTS**

David Traynham, API-1, said he liked the top-down approach and leadership demonstrated by the National OSHECCOM membership by being the first to receive its OSHECCOM Membership Training. He also liked the systematic and holistic approach of the Employees Occupational Safety and Health Program and the analogy to the Safer Skies Agenda. Mr. Traynham cited an example of an employee in API who had a back injury on the job and reiterated that OSH is a need for all FAA.

Finally, he said that FAA spends about \$84 million on workplace injuries and illnesses. It's big money with a big impact on the budget.

#### **FUTURE MEETING**

The next meeting was scheduled for Jan. 25, 2001, at FAA Headquarters. Suggested issue papers/agenda items should be sent no later than Dec. 1, 2000 COB to Michael Thomas at 202-493-4292 michael.thomas@faa.gov

## **CONCLUDING COMMENTS**

Ron Morgan thanked the presenters for well-organized and informative presentations, and summarized the action items to which the committee had agreed. He also thanked the attendees for their participation.

## **HANDOUTS**

Handouts and presentations can be downloaded from <http://www.aee.faa.gov/aee-200/osheccom>

- Agenda
- August 3, 2000 OSHECCOM Meeting Attendees List
- Lyme Disease Issue Paper
- Lyme Disease presentation
- New England Region Position Paper - Lyme Disease
- OSHECCOM Member Training Package presentation
- Line of Business Occupational Safety and Health Responsibilities presentation
- Line of Business Occupational Safety and Health Points of Contact
- Administrators Memorandum on Line of Business Support for Occupational Safety, Health and Environmental Compliance, dated June 22, 1998
- Administrators Policy Statement on Pollution Prevention
- Feb. 24, 2000 OSHECCOM Meeting Minutes

## **SUMMARY OF ACTION ITEMS**

1. A joint article about Lyme Disease, will be written by Kevin Conrad and Dr. Schwendeman, for the Intercom. The article shall appear in an issue of the Intercom prior to the next OSHECCOM meeting in January.
2. ANS-500 will work with AFZ-100 to obtain a national course number for the OSHECCOM training.
3. Training for the National OSHECCOM membership will take place during the next meeting in January.
4. LOB POCs are to identify OSH requirements for their respective organizations, by December 1, 2000.
5. LOBs and regions are to develop a plan, consistent with the budget cycle, to establish fenced funding to meet the identified OSH operational requirements, by December 15, 2000.
6. LOB POCs are to develop a brief status report for these two items and submit the report to the OSHECCOM Coordinator by December 2000, one month prior to the next National OSHECCOM meeting in January 2001.
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