

**AFW JSC Meeting Minutes
August 14, 2007**

In Attendance:

Name	Area
1. Troy Rhoads	TWU – Safety Chair
2. Wendy Nielsen	Production Control
3. Leeman Adams	Safety Supervisor
4. David A. Negelein	Hangar Shop - Interior
5. Kim Ealy	Medical
6. Kip Richard	ERT
7. Jerry Davidson	Facilities Maintenance
8. Leo Dominguez	TAESL – QA / Safety
9. Kevin Haugh	Components Maintenance
10. Charles Mendez	IH-OS
11. Jean Ann Burnett	Administration
12. Joseph Green	VPP
13. Chris Blue	
14. Pat Stewart	
15. John Palmieri	

Safety Circles:

Department	Chairperson Present at Meeting	Monthly Meeting Schedule Frequency	Meeting Time	Location
TAESL	Yes	1 st Thursday	1:30 p.m.	Production Control C.R.
Warehouse	No	Last Thursday	1:00 p.m.	Bldg 6 – Lunch Area
Components / Structures	No	2 nd Tuesday	9:00 a.m.	Training Room Structures
Facilities Maintenance	Yes	Last Wednesday	12:00 p.m.	Bldg 6 C. R.
Hangar	No	2 nd Thursday	1:00 p.m.	Marquardt's C.R.
Medical - Optional	Yes			
ERT - Optional	Yes			
Self Audit - Optional	No			

1. Open Safety Items:

Date	Task	Responsibility	Status
2007	TAESL - Test Cell Temporary Fall Protection – all tasks require a Welder. A project plan will be put into place for completion and is currently 70% complete.	Chris Schultz / Leo Dominguez	In Work – Myra Danos & John Palmieri
2007	TAESL -Test Cell Permanent Cable being designed and quoted. Once temporary is installed than the permanent will be designed and quoted. ERT Training Materials need approval. Training needs to be completed before use. Next steps – Meeting and Kip Richard to get price quote. Charles Mendez to send photos.	Chris Schultz / Leo Dominguez	In Work – Kip Richard & Tommy Blevins
05/08/2007	TAESL - Four posts automatically deploy with 1” drop of engine. Waiting on visit to other engine facility where this is part is being used.	Chris Schultz / Leo Dominguez	In Work - Leo Dominguez
05/08/2007	TAESL - Engine Ladder Work Platform – currently with Industrial Engineering.	Chris Schultz / Leo Dominguez	In Work

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2. New Safety Items:

- **No Update**

3. Closed Items:

- **No Update**

4. Discussion Items:

a. **Admin/IOD - Troy Rhoads on behalf of Chris Blue:**

Monthly Injury Data for **July 2007: 19**

Consisting of 2 abrasions, 1 contusion, 3 cuts, 2 illnesses, 5 injuries, 4 sprains, and 2 unknowns

b. **IH Announcement - Charles Mendez:**

- All Health & Safety Inquiries being sent to Charles Mendez need to have Union and Safety Representatives involved to help coordinate a Safety Plan with the employee.
- Charles would like a Distribution List of all members of Safety, Joint Safety Committees, and Safety Circles
- Reportable injuries for OSHA are being calculated incorrectly. Need to adopt OSHA Tracking Numbers and solve COGNOS issue that over reports numbers to OSHA. Jean Anne Burnett to assume this task – *In Work*.
- Fan casings and grinding issues requires a meeting to be held with employees, Shop Stewards, Stan Foote, to explain grinding procedures. DCM to provide demo. Employees using respirators need to be qualified and trained - *In Work*.
- Confined Space Rescues on aircraft fuel tank / non fuel tanks. There are 600 confirmed confined space problems and Holly Blake wants the Service Recommended Provider to train the trainer and eventually phase out the vendor. *Leeman Adams, Kip Richard, and Charles Mendez – In Work*.
- Fall Protection is needed due to unguarded openings and inadequate standard railings, unmarked electrical panels and extension cords. *Charles Mendez to send list via e-mail to group – In Work*.
- Powered Hand Tools and Machine Guarding policy needs to be written. *Charles Mendez to write policy*
- Coordinate a meeting to discuss accountability issues and implement a precise plan. *Leo Dominguez, Charles Mendez, Kevin Haugh, Tommy Blevins, Sam Anderson, Leeman Adams – In Work*.

c. **Medical Update - Kim Ealy:**

1. Health Safety Fair – September 18th – Blood Drive will be held.
Leeman Adams and Kip Richard to coordinate 'hands on' Fire Extinguisher demo – In Work.
Jerry Davidson to contact Capt. Ronnie Ellison. – In Work.
2. Reportable injuries for OSHA may be incorrect because employees are referencing AFW Medical as first location of receiving medical attention. Employees need to seek medical care off base. A communication needs to be sent to the Supervisors. *Cindy will send a communication to both Holly Blake and Pete Sirucek – In Work.*

d. **ERT Update - Kip Richard:**

- Romel Clayton has approved additional ERT for 1st and 2nd shifts. The positions have been solicited, but waiting on Union elections to be finalized before moving forward. The timeframe is two weeks to solicit and get the Union involved - *In Work*.

e. **IWTP - Richard Lawing / Valerie Jones:**

- **No Update**

f. **Self Audit - Dennis Cassady:**

- **No Update**

g. **EAGLES - Leeman Adams:**

- Recognition / Celebrations being held this week to include Warehouse, Facilities, and QA/TAESL.
- 2nd Quarter celebrations will be held next week and all other celebrations will be completed by the end of July.
- Need June scorecard updates that were due on July 9th. Still waiting on Facilities to be submitted.
- There was a cut injury to an employee's eyes due to a Laser that is used for leveling. There needs to be training associated with using the Laser and enforcement of a basic safety course. Vendor should provide training materials. *Leeman Adams will discuss this training with Ken Harmon and Jay Wise – In Work*.

h. **VPP – Joe Green:**

- **No Update**

i. **Training - Jay Wise:**

- Started Fall Protection training.
- Initial CBT Respirators Protection does not meet OSHA requirements and there is no 'hands on' or interaction with instruction. The Flight Test Pre-requisites include: Required Respirator Medical, Annual Safety Exams. Currently, these are not being done. Employees must not have full faced beards to qualify for Flight Test. Information to be sent to employees and managers. A volunteer using does not need Flight Check but needs medical and all training if

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employee is required to use a Respirator as part of his normal job duties.

Jay Wise to schedule meeting with Charles Mendez regarding change of Respirator and will copy Troy Rhoads – In Work.

Training Meeting with Ken Harmon, Jay Wise, and Charles Mendez – In Work.

j. **General Safety Update – Leeman Adams:**

- According to Injury Data Sheets, AFW has lowest numbers in the system. The good works of the JSC has been recognized by upper management.
- Safety glasses notifications have reached a plateau. Safety Glasses should be issued with lanyards and Brian Burgess to provide the lanyards. Need upper management to set examples of wearing Safety Glasses. Need to educate new employees and office personnel of Safety Glasses requirements. Awareness suggestions include: Ice Cream Socials at Health Safety Fair with high impact videos. Safety Glasses Day Campaign that would require employees to wear Safety Glasses for the day – Romel Clayton and Myra Danos volunteered to hand out glasses at gates. *Leeman Adams to get send e-mails concerning the prescription glasses and will get Ben Macre involved – In Work.*

5. **Safety Circles:**

TAESL – Chris Schulz / Leo Dominguez:

- Need to provide Safety Review on a monthly basis and include environmental for trending purposes. Request a sub-committee for Chemical Coordinator. Meeting with Troy Rhoads, Dennis Cassady, Jerry Davidson and Valerie Jones to discuss policies and programs to meet Crew Chief requirements – *In Work.*
- Chemical Coordinator is working with shops to get listing of names *Leo Dominguez –*
- Need Facilities Maintenance to clean up pigeon mess and look into moving pigeons. Pigeon problem is costly even though it is cleaned up twice a year. *Troy Rhoads to elevate pigeon problem – In Work.*
- Need to remove equipment from outside Test Cell area because this is creating an environmental issue with rusting equipment and mosquitoes – *In Work.*
- 3 Base APC Meetings held monthly and quarterly should be attended by Leo Dominguez for TAESL. Jean Ann Burnett to provide information to Leo Dominguez – *In Work.*

Warehouse –Mike Osmer/ Doug May:

- **No Update**

Components / Structures - Kevin Haugh:

- **No Update**

Facilities Maintenance –Jerry Davidson:

- Need equipment and alternate stair truck for MD 80's, RJ's, 737's, and 727's when they are diverted to AFW. Tech Crew Chiefs are qualified for fueling, but the weekend crew needs to be MD80 qualified.
- Near fatal accident on central cleaner with mixers for chemicals. A weekend employee with limited training failed to turn off mixers when he tried to retrieve a part while the mixer was on. Luckily, the employee was not injured, but Leo Dominguez, Kevin York, and Scott Miller need to be notified. When equipment is repaired the Leadership Team should also be notified. Near fatal accident requires accident report unless written no action is done and the fear of getting into trouble is an issue. In this incident, no employee name was given; it came in as a 'trouble call'. The FMSR can be used as documentation for accident. *Troy Rhoads, Charles Mendez, and Jerry Davidson to discuss incident with employee and investigate breakdown of communication and training – In Work.*

Hangar – Carlene Propst / Curtis Lenton:

- **No Update**

Next JSC meeting: Tuesday, September 11th 1300 in the TAESL Leadership Conference room.

Submitted by,
Troy Rhoads
Chairman, Safety Committee
TWU Local 567

TR: ts