

**AFW JSC Meeting Minutes
July 10, 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. Shahla Pillai	Admin. Center
6. Kim Ealy	Medical
7. Kip Richard	ERT
8. Mike Osmer	Warehouse
9. Doug May	Supply
10. Jay Wise	Training
11. Myra Danos	Facilities
12. Dennis Cassady	Self -Audit
13. Valerie Jones	Environmental
14. Richard L. Lawing	IWTP
15. J.C. De Smit	East Seat Shop
16. Jerry Davidson	Facilities Maintenance
17. Leo Dominguez	TAESL – QA / Safety
18. Romel Clayton	Production Control / BIG / Safety

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	Yes	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	Yes			

1. Open Safety Items:

Date	Task	Responsibility	Status
2007	TAESL - Test Cell Temporary Fall Protection – all tasks require a Welder.	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	Chris Schultz / Leo Dominguez	In Work – Kip Richard
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 June 2007: 20
These injuries consisted of 1 accident, 1 abrasion, 2 bites, 1 contusion, 1 crush, 3 cuts, 2 disfigurement / dislocations, 2 injuries, 1 non-toxic agent, 5 sprains, 1 unknown.
 - b. **IH Announcement - Charles Mendez:**
 - **No Update**
 - c. **Medical Update - Kim Ealy:**
 - 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.
 - 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.*

ERT Update - Kip Richard:

 - First Aid cabinets are being moved and relocated to central locations causing the maps to be outdated. Met with Pete, Pat, and Holly for approvals to move cabinets, they know our needs and currently waiting on quote and Charles Mendez. – *Kip Richard – In Work*
 - Process Review Committee will take ownership and map out process, discuss with Chris Blue and Cindy and bring back to JSC for review and create a generic outline – *Troy Rhoads, Jerry Davidson, and Kip Richard – In Work*
 - e. **IWTP - Richard Lawing / Valerie Jones:**
 - Current concerns include spills on base. If any spills, contact IWTP for Spill Kits. Need to communicate and provide 'hands on' training for fuel spills. Need "Train the Trainer" and designate a Certified Trainer. *Barbara Garlick to send communication – In Work.*
 - 8 hours of Confined Space Training has been completed.
 - Please Note: Insure that the storm drains are covered during Fire Extinguisher demos during Health Safety Fair.
 - f. **Self Audit - Dennis Cassady:**
 - Currently editing and adding questions to the Audits and removing N/A fields from checklists.
 - A new checklist to be built - *Jerry Davidson and Dennis Cassady – In Work*
 - 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**

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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 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:

- New Hire Employee Packets with contact numbers and other 'need to know' information are posted on the web and are being distributed to new employees.
- Chemical Coordinator is working with shops to get listing of names *Leo Dominguez - In Work*
- 7 Basics for Eagle Program list is posted on the web site.
- Need Facilities Maintenance to clean up pigeon mess and look into moving pigeons.
- Need to remove equipment from outside Test Cell area because this is creating an environmental issue with rusting equipment and mosquitoes. Pigeon problem is costly even though it is cleaned up twice a year. *Troy Rhoads to elevate pigeon problem – In Work.*

Warehouse –Mike Osmer/ Doug May:

- Mike Osmer introduced Doug May who is replacing Larry Noble.

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. *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, August 14th 1300 in the TAESL Leadership Conference room.

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

TR: ts