



The Signal Mutual Indemnity Association (SMIA) Safety Committee meeting began at 8:00am Tuesday, October 16<sup>th</sup> at The Admiral Hotel, 251 Government Street, Mobile, Alabama

<b>Signal Safety Committee Chairs:</b>			
Sam Claxton, Chairperson	Marine Repair Services / CMC		MT
<b>Committee Members (RED = not in attendance):</b>			
			Subcommittee
Ron Allen	Signal Administration	<a href="mailto:ron.allen@signal-ct.com">ron.allen@signal-ct.com</a>	MT
Ron Babski	Virginia Int'l Terminals	<a href="mailto:rbabski@vit.org">rbabski@vit.org</a>	MT
<b>Sage Babin</b>	<b>Performance Energy</b>	<a href="mailto:sbabin@pesllc.com">sbabin@pesllc.com</a>	<b>SY/MC</b>
<b>John Belcher</b>	<b>Signal Administration</b>	<a href="mailto:john.belcher@signal-ct.com">john.belcher@signal-ct.com</a>	<b>MT</b>
Brian Blanchard	Southwest Shipyard LP	<a href="mailto:Brian.blanchard@swwslp.com">Brian.blanchard@swwslp.com</a>	SY/MC
Robert Capelli	Orion Marine Group	<a href="mailto:rcapelli@orionmarinegroup.com">rcapelli@orionmarinegroup.com</a>	SY/MC
Sam Claxton	Marine Repair Services/CMC	<a href="mailto:sclaxton@mrs-cmc.com">sclaxton@mrs-cmc.com</a>	MT
Susan Connolly	APM Terminals	<a href="mailto:Susan.connolly@apmterminals.com">Susan.connolly@apmterminals.com</a>	MT
Steve Kennedy	BAE Systems Ship Repair	<a href="mailto:steven.w.kennedy@baesystems.com">steven.w.kennedy@baesystems.com</a>	SY/MC
John Davis	Crofton Diving	<a href="mailto:jdavis@croftondiving.com">jdavis@croftondiving.com</a>	SY/MC (Chair)
<b>Mike Del Visco</b>	<b>Maher Terminals</b>	<a href="mailto:mdelviscovo@maherterminals.com">mdelviscovo@maherterminals.com</a>	<b>MT</b>
<b>Larry Gutierrez</b>	<b>Gulf Stream Marine</b>	<a href="mailto:larryg@gulfstreammarine.com">larryg@gulfstreammarine.com</a>	<b>MT (Chair)</b>
Mike Haughton	Gulf Copper	<a href="mailto:mhaughton@gulfcopper.com">mhaughton@gulfcopper.com</a>	SY/MC
Robert "Rob" Henkel	Portwide Cargo Securing Co.	<a href="mailto:rhenkel@portwide.com">rhenkel@portwide.com</a>	MT
Doug Hirsch	Signal Administration	<a href="mailto:doug.hirsch@signal-ct.com">doug.hirsch@signal-ct.com</a>	SY/MC
Gunther Hoock	Signal Administration	<a href="mailto:gunther.hoock@signal-ct.com">gunther.hoock@signal-ct.com</a>	MT & MY/MC
Sam Lai	Signal Administration	<a href="mailto:sam.lai@signal-ct.com">sam.lai@signal-ct.com</a>	MT
<b>Paul Manzi</b>	<b>Crowley Maritime</b>	<a href="mailto:paul.manzi@crowley.com">paul.manzi@crowley.com</a>	<b>MT</b>
<b>Courtney Russell</b>	<b>Signal Administration</b>	<a href="mailto:courtney.russell@signal-ct.com">courtney.russell@signal-ct.com</a>	<b>SY</b>
James Sammons	Signal Administration	<a href="mailto:james.sammons@signal-ct.com">james.sammons@signal-ct.com</a>	SY/MC
Terry Swinson	Signal Administration	<a href="mailto:terry.swinson@signal-ct.com">terry.swinson@signal-ct.com</a>	SY/MC
Sonia Vaquerizo	Signal Administration	<a href="mailto:sonia.vaquerizo@signal-ct.com">sonia.vaquerizo@signal-ct.com</a>	MT
<b>Committee Member alternates at this meeting:</b>			
Steven Gann	Gulf Stream Marine	<a href="mailto:steveng@gulfstreammarine.com">steveng@gulfstreammarine.com</a>	MT
Robert Pottgieser	Crowley Maritime	<a href="mailto:Robert.pottgieser@crowley.com">Robert.pottgieser@crowley.com</a>	MT
<b>Guests:</b>			
Chris Owens	CTR Group	<a href="mailto:chriso@ctrc.com">chriso@ctrc.com</a>	SY/MC
Ryan Brentley	Master Boat Builders, Inc.	<a href="mailto:rbrentley@masterboat.net">rbrentley@masterboat.net</a>	SY/MC
Jason Holloway	Avoler Group	<a href="mailto:jholloway@avolergroup.com">jholloway@avolergroup.com</a>	SY/MC
Chris Holt	Host	<a href="mailto:Chris.holt@hostterminals.com">Chris.holt@hostterminals.com</a>	MT
Danny Rackard	Richway Transportation	<a href="mailto:Danr@rishardsoncompanies.com">Danr@rishardsoncompanies.com</a>	MT
Amy Phelps	Charles Taylor TPA	<a href="mailto:Amy.phelps@ctrplc.com">Amy.phelps@ctrplc.com</a>	CT Claims
Robin Barnes	Master Marine	<a href="mailto:r.barnes@mastermarineinc.com">r.barnes@mastermarineinc.com</a>	SY/MC
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Marty Cuthbert	Master Marine	<a href="mailto:m.cuthbert@mastermarineinc.com">m.cuthbert@mastermarineinc.com</a>	SY/MC
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Shane Bangert	East Coast Repair	<a href="mailto:sbangert@ecrfab.com">sbangert@ecrfab.com</a>	SY/MC
David Barr	ASPA	<a href="mailto:dbarr@asdd.com">dbarr@asdd.com</a>	MT
*MT	Marine Terminal Subcommittee Member		
*SY/MC	Shipyard/Marine Construction Subcommittee Member		

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**Tuesday – October 16<sup>th</sup>, - 0800 – 1300 hours**

**OPEN Session – Open to All Members**

**Welcome, Introductions, Safety and Housekeeping**

**Sam Claxton      Chairperson**  
**Gunther Hoock   VP Signal Safety**

- Sam opened the meeting welcoming all of the local Members as well as the Committee Members in attendance. Introductions were made around the room.  
After the welcome Sam provided an overview of the OPEN session agenda and what the reason the subjects were chosen for those attending.
- Gunther continued with a personal welcome to the local Members in attendance.
- Gunter introduced a presentation from Stephanie Bishop of SSA Seattle, which provided information on the potential impact of diabetes in the workplace.

**Link to Presentation:      Diabetes Safety Minute NMSA (in PPTx format)**

**Worklete -**

**Nick Lanoil, Worklete**

**Company Website:      [www.worklete.com](http://www.worklete.com)**

**Link to Presentation:      [Worklete Signal SMIA 16Oct2018](#) (in PDF format)**

Nick provided an overview of his company, and the history how the company was developed. He then showed and discussed several overall Signal injury stats and described how the Worklete process could be used to reduce or eliminate the at-risk process that would lead to injury.

A part of the Worklete process is to have ‘boots on the ground’ and teach workers & supervisors how to move more effectively by using their core and several key positioning components.

Nick described what he called the ‘stages of movement competence. Which included:

- Unconscious incompetence
- Conscious incompetence
- Conscious competence and finally,
- Unconscious competence (or muscle memory)
- The process relies on change management concept.
- There interactive practice is based on: “Learn one (position) – do one (position) – teach one (position)  
He commented that their process is to make company specific, and that most deckplate folks like it, if it is initiated correctly and well. Because the see and fell the results almost immediately.



**United States Coast Guard – Mobile Sector**

**MSE2 Chris**

- Company Website:** <https://www.atlanticarea.uscg.mil/Our-Organization/District-8/District-Units/Sector-Mobile/>  
**Link to Presentation:** [USCG Presentation 16Oct2018](#) (in PPTx format)

- Chris focused his presentation to the open session attendees on the applicability of the Maritime Transportation Security Act (MTSA) as it relates to 33CFR 105.105

Primarily this affects facilities that receive: vessels Certificated to carry over 150 passengers; vessels subject to the SOLAS; Commercial vessels over 100 gross register tons; Barge fleeting facilities regulated to carry CDCs, and all facilities that handle LNG; and those capable of transferring oil or hazmat. The MTSA does not apply to: An oil/natural gas production, exploration or development facility; A mobile facility; An isolated facility with lack of road access and facilities owned/operated by U.S. for military purposes.

**SafetyPlusWeb**

**Rob Cowden, Principal  
SafetyPlusWeb**

- Company Website:** <https://safetyplusweb.com/>  
**Link to Presentation:** [SMIA - SafetyPlusWeb Data Presentation](#) (in PPTx format)

Rob introduced the open session attendees to his company and services. They started as a safety professional consulting company that struggled with capturing and mining the data that they gathered. They created SafetyPlusWeb for their own use and now market it as a stand along platform for companies that need stronger management of the leading, lagging and other indices at play in a company safety department.

**Port of Mobile – History and Future Path**

**David Barr, Safety Manager  
Port of Mobile**

- Company Website:** <https://www.vigor.net>  
**Link to Newsletter:** [ASPA - MonthlySafetyUpdate Sep2018](#) (in PDF format)

David provided information on the Port of Mobile (Alabama State Port Authority). The Port has a strong safety committee and David described some of the reasons that he feels the committee works well at the Port of Mobile. These included using news headlines that are recent and relevant in the meeting to emphasis the points being made. The committee allows no visitors, as a way to enable freedom to speak and pass information. They also relate off-the-job safety to recent incident and discuss safety innovators. David also brought a selection of the PPE used on the Port and described their effectiveness.



**Closing of the OPEN Session of the Safety Committee Meeting**

**Sam Claxton**

Sam brought the meeting to a close the OPEN session of the SMIA Safety Committee Meeting, by thanking all attendees for taking their time to attendee, network and learn from the information that was shared and provided.

**The OPEN Session was adjourned at 1230 hours on the October 16<sup>th</sup>.**

**Signal Mutual Committee Meeting – All Committee Members**

**Convened @ 1330 – 1430 hours, on October 16<sup>th</sup>** and the committee then broke into Subcommittees.

**Reconvened @ 0805-0900 hours on October 17<sup>th</sup>** and the committee then broke into Subcommittees.

**Updates**

**Gunther Hoock**  
**VP Signal Safety Services**

Gunther opened the Safety Committee meeting in the afternoon by providing information on multiple citation osha inspections. He continued by describing how quickly the monetary citations can build with serious and willful level citations.

Gunther held a discussion with the Safety Committee Members at large, regarding two of the presentations provided at the OPEN session. These were “SafetyPlusWeb” and “Worklete.” The group reviewed the potential opportunities to place them in the Safety Services Incubator to see if utilizing these on a small scale within the membership may open innovative ways in the maritime industries to reduce incidents and create better data to give direction to actionable solutions to address trends.

The committee chose the Worklete opportunity to move into the incubator project at this time.

**Doug Hirsch**  
**Signal Safety Manager**

Doug recapped a multiple citation osha inspection that occurred in 2018 and reinforced how citations can build upon each other creating multiple willful or serious citations due to the same hazard located by inspectors on a single inspection. He also showed that OSHA has cited maritime companies for willful or repeat violations, after finding a hazard that was initially cited by an inspector at the company’s facility in different state and in year prior.

Doug provided information and example photo of ineffective LOTO and LOTPlus processes dealing with shore-power connection, specifically within Shipyard operations. He commented that there seems to be a lower awareness of the true risk of an electrical incident when working on or around high-voltage systems (+440-volt systems). His examples reinforced that when working with maritime shore-power, there is regularly a ‘dis-connect’ between the “how-we -do-it here” and a company’s “SOP.” There are a number of times the in-field actions do not follow process of LOTO, or LOTPlus, or NFPA70E non-mandatory standard.

**Sam Lai**  
**Signal Safety Manager**

**SMIA Safety Committee Charter.**

Sam read and discussed the SMIA Safety Committee Charter which details the Committees purpose, the Member responsibilities, and that the Committee is responsible to the Board of Directors. He opened the floor to comments regarding the length of tenure (or Committee Member term limits). Ron Babski, James Sammons, and Gunther Hoock provided comments and opinions.

**Gunther Hoock**  
**VP Safety Services**

**Practicing Perfection, Inc. (PPI)** -- As preparation for the Mobile Meeting the committee had been asked to read at least a portion of the book "6-hour Safety Culture" by Tim Autry. Tim will be presenting at the "Town Hall Meeting", during the Orlando General Meeting.

Tim's company Practicing Perfection, Inc. (PPI), is a company that assists clients in error elimination and improving human performance.

Some of the points discussed included:

- Accountability – processes – behavior and 'why' we do what we do.
- Human performance – human error.
- Desire versus required / compliance.

This is being considered as an 'incubator project' to see if it could be effective in our Membership. PPI test project would possibly be funded by the Board. Allowing one Member company through the incubator project to see how it works for our Members.

Comments were fielded from the Committee. Ron Babski's comment was that he felt more vetting is required before jumping into PPI, adding that the member who take this on must have a favorable leadership environment.

**James Sammons**  
**Signal Safety Manager**

**The Hile Group** -- James raised the possible incubator project of The Hile Group. This company is currently being utilized by one of the Signal Members and believes strongly on their methods of driving change and improvement. The Hile group works hands on with a company to drive Cultural transformation. A part of this process is an in-depth multi-causation incident analysis process.

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**Signal Mutual Sub-Committee Meeting - Marine Terminal Subcommittee**

**Convened @ 1430 hours, on October 16<sup>th</sup>**  
**Reconvened @ 0900 hours, on October 17<sup>th</sup>**

**Introductions –**

**Sam Claxton**

- Role definition

**Projects**

- Focused and simplified JSAs for field use.  
The idea from the subcommittee is to create a product that is more of a “how to” product along with instructions, rather than just forms alone. The product would include, updated forms, samples, job aids, training tools and SOP’s.
- Leading Indicator Project – Ron Babski provided samples of leading indicators that he utilizes at the terminal.
- SMS (Safety Management System) starter kit –  
Possibly using the SEE Audit.
- SAW-Reefer service platform  
This was initially created by APMT. The subcommittee will clean it up for all Signal Members to utilize.

**Projects that are currently In-progress and/or Ongoing**

- SAWs
- SEE Assist Manual (Sam training mechanism for SEE audit elements, with test)
- Safety Culture Survey
- FOS (Focus On Safety - Tool Box Talks).

**Safety Culture Video - Steve Gann**

- Preview of each scene and intent and video.

**Safety Video Viewing**

- PMA
- ILA - Charleston

**Worklete Feasibility Discussion**

- Occupations where Worklete could be utilized in the Marine Terminal Industry
  - Lashing, entering-exiting equipment, baggage handlers
- Regional Member concentration areas
  - Virginia, Miami, other locations with steady labor

- Members that may be able to utilize a system such as Worklete.
  - Portwide
  - Eller ITO, United, Metro, Florida Stevedoring,
  - DCo
  - Quanta Oil/Gas

### **Focus on safety (Sam, Ron & Team)**

- Status and new assignments 10 for each Subcommittee Member volunteer

### **Safety Culture Survey Project (Sonia & Team)**

- Status update, question selection and validations stage.
- Next step send to Sub-SC member to respond and have 3 survey applied to each org. levels.
- Brochure and/or promotional materials, Gunther/Terry.

### **Terminal Tool Box Kit – Project (Sam)**

- All by individual topics (Regulatory Program, Policy, Best Industry Practice, Training, Tests, safety talk, JSA/JHA, Audit/ Inspection Checklists)
- Regulatory first, list of topics available.
- Change name to not “tool box”, “LOTO” Safety.... Kit, Package, Combo...

### **SEE Audit Assist Manual Training Items**

- What we have, generic items (see SAM PPT)
- What we need (see SAM PPT), how we approach it?, processes and technical.
- Call for volunteering needed materials, materials to be sent to John.

### **Incubator Projects**

- Committee Heads to schedule a call, led by Sam and Gunther.

### **Video viewing**

- I chose to look the other way and discussion.
- ILA-MX video library and prices (Sam C.)
- PMA Videos share, Gunther.

### **Mobile video – providers (R. Babski)**

- Discussion of avail. Criteria, vendors, functionality.
- Video violation process for VIT.

### **Leading Indicators Definitions**

- Indicator samples provided by Ron B, with participation of James S. and Charly Nalen.
- Correlation of Leading vs. Lagging. Susan.





**Agenda for next meeting Subcommittee Meeting**

- FOS update.
- SEE Comparison with 45001.
- Safety Culture Survey Development Status – Instrument validation, 1<sup>st</sup> test. (1 hrs).
- Tool Box – Packages revision.
- KPI – Leading indicator definition form?
- JSA Form simplification?
- Roadmap to Safety Excellence – or Overall strategy. Step one (analytics), safety KPI's (leading and lagging) diagnostics of compliance, culture, SMS status, accident corrective actions), ROI. Management by Objective, planning, tracking. Implementation of Signal Safety Products. Measure again/more analytics.

**Adjournment**

**Sam Claxton**

**The SMIASC Longshore / Terminal Subcommittee adjourned for the final day at 1600 hours on October 17<sup>th</sup>.**

**Signal Mutual Sub-Committee Meeting - Shipyard / Marine Construction Subcommittee**

**Convened @ 1430 hours, on October 16<sup>th</sup>**

**Reconvened @ 0900 hours, on October 17<sup>th</sup>**

**SEE Audit Elements for the Shipyard Members**

**John Davis, Chairperson**

- Evaluated what was missing from the Subcommittee within the SEE Audit Elements.
  - Broke down into two groups and added missing: forms and checklists.
- Reviewed the submitted items as a group, evaluating the additional items added. Completed items were put into the Signal format or were assigned to a Subcommittee Member to complete. The remaining items were taken over by to groups in the subcommittee and they were edited, and resources needed were added.
  - Sam and Doug were asked to review those items submitted for gaps or omissions. Including within the areas of: Regulatory, Testing, Training, Safety talks, and audits / checklists

**Goal and objectives for the next year SMIASC SY/MC Subcommittee**

- Initial Project was developed by John Davis of creating a monthly survey to Shipyards and marine construction Members regarding information in these two industries that they should be well versed on in most cases. The survey will be used to inspire Members to learn more on the subject.
  - 12 topics were developed, with several given publication dates. The questionnaire /survey will be designed to take less than 5-minutes to complete. The intent will be to cover such areas as regulations, baseline audit information; etc. These were:
    - On Boarding what to expect from a knowledge base standpoint
    - Confined Space
    - PIT (Forklifts)
    - BBP (Bloodborne Pathogens)



- Fall Prevention Program – Publish Date: April
  - Scaffolding
  - LOTO / LOTP (Lockout – Tagout or Lockout TagsPlus)
  - Hotwork / Welding
  - Hand Protection
  - Eye Protection
  - Hearing Protection
  - OSHA Recordkeeping – Publish Date: January
  - Fire Protection – Publish Date: October
- The first survey will be planned to be sent out by the first week in January.

**Adjournment**

**John Davis**

**The SMIASC Shipyard / Marine Construction Subcommittee adjourned for the final day at 1600 hours on October 17<sup>th</sup>.**

**The SMIASC General Committee Meeting re-convened as a group on Wednesday @ 1600, on October 17<sup>th</sup>, 2018.**

**General Meeting Closing Comments**

**Sam Claxton, Chairperson**

Sam opened the final session of the Safety Committee, with a recap of the past two days.

**Subcommittee Reports**

**Shipyard/Marine Construction Subcommittee**

John Davis provided the Shipyard/Marine Construction Subcommittee update. See the Shipyard/Marine Construction Subcommittee minutes for detailed information.

**Marine Terminal Subcommittee**

Sam Claxton provided the Marine Terminal Subcommittee update: See the Marine Terminal Subcommittee minutes for detailed information.

**Meeting Day Two adjourned at 1645, October 17<sup>th</sup>, 2018**

**Sam Claxton, Chairperson**

**--- End of Meeting Notes ---**