



The Signal Mutual Indemnity Association (SMIA) Safety Committee meeting began at 8:00am Wednesday, October 23rd, Mansion on Forsyth Park – Savannah, Georgia

Signal Safety Committee Chairs:			
Sam Claxton	Chairperson	Marine Repair Services / CMC	Marine Terminal
Larry Gutierrez	MT Sub-Committee Chairperson	Gulf Stream Marine	Marine Terminal
OPEN	SY/MC Sub-Committee Chairperson		Shipyard / Marine Const
Committee Members (RED = not in attendance):			Subcommittee
Ron Allen	Signal Administration	ron.allen@signal-ct.com	MT
Erick Anez	Crowley Maritime	Erick.anez@crowley.com	MT
Ron Babski	Virginia Int'l Terminals	rbabski@vit.org	MT
Sage Babin	Performance Energy	sbabin@pesllc.com	SY/MC
Shane Bangert	ECR	Shane.bangert@ecrfab.com	SY/MC
John Belcher	Signal Administration	john.belcher@signal-ct.com	MT
Brian Blanchard	Southwest Shipyard LP	Brian.blanchard@swspl.com	SY/MC
Sam Claxton	Marine Repair Services/CMC	sclaxton@mrs-cmc.com	MT
Susan Connolly	APM Terminals	Susan.connolly@apmterminals.com	MT
Steve Kennedy	BAE Systems Ship Repair	steven.w.kennedy@baesystems.com	SY/MC
Mike Del Viscovo	Maheer Terminals	mdelviscovo@maherterminals.com	MT
Larry Gutierrez	Gulf Stream Marine	larryg@gulfstreammarine.com	MT (Chair)
Mike Haughton	Gulf Copper	mhaughton@gulfcopper.com	SY/MC
Robert "Rob" Henkel	Portwide Cargo Securing Co.	rhenkel@portwide.com	MT
Doug Hirsch	Signal Administration	doug.hirsch@signal-ct.com	SY/MC
Sam Lai	Signal Administration	sam.lai@signal-ct.com	MT
Rich Lubert	Signal Administration	Richard.lubert@signal-ct.com	MT / SY/MC
Courtney Russell	Signal Administration	courtney.russell@signal-ct.com	SY
James Sammons	Signal Administration	james.sammons@signal-ct.com	SY/MC
Phil Smith	BAE Systems Ship Repair	Phil.c.smith@baesystems.com	SY/MC
Terry Swinson	Signal Administration	terry.swinson@signal-ct.com	SY/MC
Sonia Vaquerizo	Signal Administration	Sonia.vaquerizo@signal-ct.com	MT
Committee Member alternates at this meeting:			
Guests:			
*MT	Marine Terminal Subcommittee Member		
*SY/MC	Shipyard/Marine Construction Subcommittee Member		



Wednesday – October 23, 2019 0800 – 1700

OPEN Session – Open to All Members

Welcome, Introductions and Housekeeping Items

Sam Claxton

Chairperson

Rich Lubert

SVP Signal Safety

Sam–

Opened the meeting with a Welcome to all the attendees.

Housekeeping and Safety items were covered included those with First-aid training. He then provided an overview and purpose of the SMIA Safety Committee and its Sub-committees.

All those in attendance provided a brief introduction of themselves, including all Member Guests, Speakers, and Members of the SMAISC. Sam encouraged those attending to network with others while at the meeting in an effort to learn new concepts and ideas they might be able to use when returning to their everyday operations.

Rich Lubert-

Rich introduced himself to the guests and committee members. As the new SVP of Safety and Member Performance Rich provided an overview of his experience and his goals for the work that the Safety Team will be focused on in the coming months.

Rich discussed the current level of Signal Total Claims and the Loss Time Claims, adding that we must as a Mutual work to reduce these numbers.

He shared the importance of Member Leadership being visible in the field and the need to better integrate this visibility and accountability into daily operations.

He provided an overview of the message that was within his presentation when he was with the Signal Mutual Board of Directors the week prior to the Safety Committee Meeting.

The focus of the Safety Managers will be to meet with Members and their Leadership to share the importance of Member Leadership being visible in the field and drive a personal connection to engage employees to work safely and go home each night without injury. He shared that the Signal BOD's are interested in hearing from the safety team if Member Leaders are not getting this message as it is an important message to drive the reduction of injuries and injury claims. He conducted a short 'role play' to share how to have conversation with the workers. Other points included: Accelerate the change to a higher level of culture; Back to basics regarding PPE; Housekeeping; and Morning meetings.

Hand Protection

Brian Moseley
Technical R/D Manager
Showa Glove Company

Company Website: www.showa.com

Link to Presentation: [SHOWA - Safety Presentation Oct 23rd \(PPTx\)](#)

Brian provided the Committee an overview of his company and the products that they both have available and the innovations that Showa has given to the industry.

Showa is a Global company with knowledge of the various regulations in a multitude of regulatory bodies.

The company does not provide or manufactures cotton or leather gloves. They are a 'chemical protection company' by their own definition.

They invented the Nitrile gloves and were the first company to produce PVC gloves for commercial and industrial uses. They provide free on-site assessments of glove needs to control evaluated hazards, including gloves size, styles and types.

Brian also re-capped the 9 levels of cut resistance the ANSI now categorized gloves into. He provided the website "Chem-rest" as a resource to evaluate the right glove for the chemical exposure. (website address: https://www.chemrest.com/us_region/en/)

Wellness and Safety

Jack Curtis – Founder & CEO
Corporate Health Partners

Company Website: www.chp-inc.com

Link to Presentation: [CHP - Wellness – The Next Frontier of Safety \(PPTx\)](#)

Jack is the founder and CEO of the company and provided the Committee telling information on the need for wellness initiatives relating workers. His company has found that the Comorbidities (diabetes, hypertension, obesity, smoking and depression) all actively exasperate a worker injury and increase the time from work, the cost of care and overall health of the worker. Healthier workers through use of an integrated wellness program have more engaged employees, less absenteeism, and better productivity in additions to fewer injuries and lower WC costs.

Risk Assessment – Slips-Trip-Falls

Sam Lai, Signal Safety
Doug Hirsch, Signal Safety

Company Website: <http://www.signalmutual.com>

Link to Presentation: [Risk Assessment -Savannah - SMIASC Meeting Oct 2019 \(PDF\)](#)

Sam and Doug Sam led the short overview training element on risk assessments. the presentation was focused on Slip-Trip-Fall assessment. Provided the foundation of the risk assessment process,

concepts on evaluating the probability, severity and frequency of a risk and how to use the Hierarchy of Controls to determine the best risk reduction controls available to effectively reduce or eliminate the hazards found.

Walks with senior Member Leadership

Signal Safety

Lead by Rich Lubert, a discussion was held regarding driving moving engagement and visibility by Member Leadership. This included having Safety Committee Members conduct walks with their leadership. Photos or information on the walks could then be placed in the Newsletter to show the change that was taking place in the Mutual. The safety committee was challenged to create a walking-card or document to assist with this, so the message is consistent within the Mutual. The card will also be shared at the Board of Director meeting. In the near future.

- **Crowley Safety**

Erick Anez, Crowley Safety

Company Website: <http://www.crowley.com>

Erick provided the Committee an overview of the mission of Safety at Crowley how its mission is linked to the core values of the Crowley organization. The journey that they have been on to strengthen their program the culture of the organization was detailed by Erick. Erick noted that the new program has 'skin in the game' for all levels by having an intranet baseboard that all operations can see, and that the results ins the dashboard effects potential bonuses of personnel.

- **Innovating Performance – The Human Performance Seminar**

Courtney Russell, Signal Safety

James Sammons, Signal Safety

Company Website: <http://www.signalmutual.com>

Courtney and James a presentation that they created for Signal based on Human Performance and No Harm. The presentation and training session was under development for the last several months leading up the committee meeting.

Human Performance is an operating philosophy which acknowledges that people make mistakes. Human Performance is the way people think about and perform their work.

It identifies causes of human errors and provides specific tools to help eliminate them. Human Performance empowers employees to contribute equally to the safety and operational excellence of an organization. The HP process provides tools & techniques to minimize errors and/or prevent harm. With the goal of completing work correctly, the first time, safely with quality and production.

Closing of the OPEN Session of the Safety Committee Meeting

Sam Claxton

Sam Claxton thank all the local Members for attending the OPEN Session of the SMIA Safety Committee.

The October 23, 2019 OPEN Member Session of the SMIA Safety Committee adjourned at 17:20.

Signal Mutual Safety Committee Meeting -

The Committee Re-convened @ 0800 hours, on October 24th, 2019

Signal Mutual Incubator Project Update

John Belcher Signal Safety

John provided an overview of the Incubator project.

Worklete: This project is set up to begin in the field shortly. Current partners in the project are Crowley and APM

StrongArm: At the time of the meeting no Member has offered to take trial of this technology. Doug and John have reached out to one additional Member and at the time of the Committee meeting they had not yet made a decision and conducting the trial with StrongArm.

John brought up potential future Incubator technology trials such as: Information Management Systems (EHS Insight); and AI for security cameras.

Integrating a Sustainable Safety Culture into the Maritime Industry

Rich Lubert SVP Signal Safety

Rich introduced the Committee to his drive for an injury free culture Opened the meeting with a Welcome to all the attendees. He has seen a number of Members and has a drive to achieve safety excellence across the Membership. Rich presented the information he provided at the Signal Mutual Annual General Meeting held in Bermuda in August.

He stated as a person just entering the Mutual, he sees that Signal Mutual Members are on an overall path to improve along safety excellence path

The next drive is defined step-change improvement with focus on leadership visibility, organizational accountability, back to basics, and culture change

Safety journey can be facilitated & expedited through more:

- Leadership visibility
- Management chain accountability ... Operationalization
- Safety back to basics
- Culture of safety ... making safety personal
- Safety Management System digital technology

He concluded that he believes that good safety drives enhanced productivity and overall business performance, and he is looking forward to assisting Members in the Journey.

Signal Mutual Sub-Committee Meeting - Marine Terminal Subcommittee

Convened @ 0845 hours, on October 24th, 2019

Focus on Safety (Sam L., Rob B, and committee)

- Overall status of Focus on Safety publication, the majority are already posted on Signal website.
- New assignments of 10 FOS topics for each volunteer were noted and file distributed by Ron Babski.

Marine Terminal Toolbox Kits and/or SEE Audit Assist Kits Project (Sam Lai)

Note: all training in kits must be provided by competent persons.

- All required support programs, document and materials to comply with individual topics (Regulatory Program, Policy, Best Industry Practice, Training, Tests, Safety Talk, JSA/JHA, Audit/ Inspection Checklists)
- Regulatory topics were addressed first and already provided and in process of “scrubbing” and review.
- Additional topics to be included:
 - Fall protection
 - Traffic Safety
 - Rigging
 - Heat Stress
 - Scaffolds
 - Wheel Services
 - IIPP Manuals
 - Lashing
- 2 person teams were group to develop some of the pending Kits topics
 - John B. and Larry G. to develop PIT Kit.
 - Sam L. to develop BBP Kit.
 - Ron A. to develop Heat stress BBP Kit.
 - Sonia V. / Mr. Flanagan to develop HAZMAT kit (DOT).

Safety Culture Survey Project (Sonia- and SC Team)

- Status update, validation stage completed. Thanks to the participation of VIT.

Next steps:

- Data analytics and data display graphs for critique by team next safety committee.
- SOP for implementation and deployments, including the scope and roles of Signal during application of survey and members.
- Brochure and/or promotional materials, Terry.

Strategic Planning Session for Next MT Subcommittee Priorities and/or Project Selection (Led by Sam Lai)

Framework for Brainstorming session was to formulate the following.

- Goals
- Stakeholders
- Barriers
- How to overcome the barriers
- Critical Success Factors

Strategic Plans/Priority for the SMIASC to address top hazard exposures– MT Sub Committee were listed in the brainstorming session and tallied up in the file attached, top hazards/issues will be addressed in the next meeting.

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

Convened @ 0845 hours on October 24, 2019

• **Subcommittee Opening Comments & Introductions**

Doug Hirsch, Signal Safety

Doug opened the subcommittee work session with an overview of what was planned for the days and projects that were currently underway. This allowed the local Members to understand the reasons for the projects and follow what tools were needed if they choose to assist in the projects.

• **Engagement and Visibility**

Phil Smith, BAE

Phil provided an overview of how BAE works to drive engagement within their company. This included the production of a series of pocket size cards that assist a leader in preparing for a walk in the field. These cards provide hazard ID and controls of specific operations.

• **Focus on Safety**

Doug Hirsch

The SY/MC subcommittee has been working on the FoS Safety Meeting documents through a number of meetings. The overall stats and total count were provided by Doug as well as those awaiting final Signal Safety Review/Edits prior to publishing on the Signal Mutual website. The main work in this project is the Signal Review. Doug Hirsch has the responsibility for this element. This project while substantially complete will continue into the future on a periodic basis to keep refreshing the material on the site.

• **Signal “SEE” Audit (Safety Evaluation for Employers) – SY/MC**

Doug Hirsch

Doug completed a review of the work completed on the SEE Audit Assist Manual elements. The results were:

Section One - Executive Commitment:

Input from the Subcommittee: Complete.
Final Review by Signal: Of the 55 Sections, 23 require review.

Section Two – Worker Involvement

Input from the Subcommittee: Complete.
Final Review by Signal: Of the 18 Sections, 1 require review.

Section Three – Organizational Integration

Input from the Subcommittee: Complete.
Final Review by Signal: Of the 61 Sections, 3 require review.

Section Four – Metrics and Continual Improvement

Input from the Subcommittee: Complete.
Final Review by Signal: Of the 32 Sections, this is Complete

Section Five – Best Practices

Input from the Subcommittee: Complete.
Final Review by Signal: Of the 63 Sections, this is Complete

• **Signal Mutual ESL Overview**

Doug Hirsch

Doug provided an overview of the training provided executives at the August, Bermuda BOD. He covered the intent of this training, the elements and an overview of the 5-year loss history of the Mutual. This information provides the Committee an understand of the message Signal works to engage their senior management. In addition, if provided data of the top 5 injury types and to some degree the hazards that the Mutual past five years of data highlighted.

• **Recent Injuries and Operational Alerts**

Subcommittee

A roundtable conversation was held regarding recent incidents by Members and Mutual. This highlighted the need to expand the understanding of these items to the Mutual on a wider scale. James discussed the Operational Alerts, their purpose and the need to produce these in a timely manner to instill changes that could reduce similar incidents from occurring again.

• **Subcommittee Business**

Doug Hirsch

John Davis the Subcommittee Chairperson for the SY/MC subcommittee stepped down from the position prior to the October Meeting. The Subcommittee all recognized the hard work that John had done on the committee and wishes him success in the future.



The Subcommittee voted at this meeting for a new Chairperson. Phil Smith from BAE graciously agreed to take the open position. His first meeting as Chairperson will be the February 2020 meeting.

**The SMIASC Shipyard / Marine Construction Subcommittee
Meeting adjourned at 1515 hours on October 14, 2019.**

Doug Hirsch

Signal Mutual Committee Meeting – All Committee Members

The SMIASC General Committee Meeting re-convened as a group on Wednesday, October 24, 2019 at 1515 hours.

General Meeting Closing Comments

Sam Claxton

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

Subcommittee Reports

Shipyard/Marine Construction Subcommittee

Doug Hirsch provided the Shipyard/Marine Construction Subcommittee update. See the Shipyard/Marine Construction Subcommittee minutes that follow for detailed information.

Marine Terminal Subcommittee

Larry Gutierrez provided the Marine Terminal Subcommittee update: See the Marine Terminal Subcommittee minutes that follow for detailed information.

Sam Claxton.

Sam Claxton thanked the Committee for supporting him during his tenure as the Committee Chairperson. This meeting was the final meeting Chaired by Sam, as the incoming Chairperson, Larry Gutierrez will lead the meeting in February 2020.

Meeting Day Two adjourned at 15:30 hours, October 24, 2019.

Sam Claxton, Chairperson

--- End of Meeting Notes ---