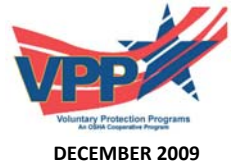




Maintenance Center Albany Voluntary Protection Program Newsletter



VOL I ISSUE 6

DECEMBER 2009

OPERATION VPP – PROTECTING OUR PEOPLE, SECURING OUR FUTURE

Communications Committee Members
Cliff Farmer - Chair Danny Coker Amy Cox Regina DePriest John L. Johnson Audra Knox Phillip Reed Mike Rogers Stewart Snoddy Donnie Wingate

Useful Safety Tool – MCA Industrial Hygiene (IH) Survey

“A comprehensive Industrial Hygiene survey of Maintenance Center Albany (MCA) was conducted during January through May 2009 by Mr. John Sorenson, Industrial Hygienist of Naval Branch Health Clinic (NBHC) Albany. The purpose of this survey was to identify health hazards present, assess actual health risk, and recommend controls where needed, as well as to assess your Occupational Health program status.”

This helpful tool is located on the Risk Management Office Website at <http://www.logcom.usmc.mil/maintctr/safety.asp>

The IH Survey is helpful

for identifying the Personal Protective Equipment that should be used for each individual task within the Maintenance Center. The hazards within each shop are also listed.

Everyone should be aware that this resource is available and where to locate it. This is extremely important for people working in areas that are new to them.



The screenshot shows the Marine Corps Logistics Command website. The main navigation bar includes links for Recruiting, HOMC, Units, Career, Marine OnLine, Marine 4Life, News, Family Readiness, Publications, Locator, and Links. The left sidebar contains links for Home, Org/Departments, Working Groups, Logistics Apps, BeneSuggs, Phone Numbers, Employee Links, Command Library, and Welcome Aboard. The main content area is titled 'MCA Risk Management' and features a green cross icon. Below the icon are links for 'Safety Main Page', 'Commanding General's Safety Statement', 'MCA Commander's Safety Message', and 'Final MCA Survey 2009' (circled in red). At the bottom, there is a reference to OSHA CFR 1910.

Concentrated Efforts for December

7-Dec-09

Inspect all furniture and identify damaged items

14-Dec-09

Increasing awareness of bicycle safety within MCA

21-Dec-09

Increasing awareness of Material Data Safety Sheets (MSDS)

28-Dec-09

Ensuring all understand how to report a mishap or near miss.

TCIR & DART Rates for October

For the month of October, we had 9 mishaps recorded for TCIR and 5 for DART giving us the following rates for October.

TCIR: 8.83

DART: 4.91

Calendar YTD TCIR: 4.63
up from 4.21 in September

Calendar YTD DART: 3.58
up from 3.45 in September



Employee's Right to Know

(Submitted by Lamar Petties)

Access to Employee Exposure and Medical Records

The purpose is to provide employees and their designated representatives a right of access to their personal medical records and relevant exposure records as required by CFR 1910.1020.

Preservation of Records

Unless a specific occupational safety and health standard provides a different period of time, each employer shall assure the preservation and retention of records as follows:

1. **Employee Medical Records-** Medical record for each employee shall be preserved and maintained for at least the duration of employment plus thirty (30) years, except that the following types of records need not be retained for any specific period:
 - a. Health insurance claims records maintained separately from the MCA's medical program and its records;
 - b. First aid records(not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the MCA's medical program and its records; and
 - c. The medical records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.
2. **Employee Exposure Records-** Each employee exposure record shall be preserved and maintained for at least thirty (30) years, except that:
 - a. Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years; and
 - b. Material Safety Data Sheets (MSDS) and records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name, if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years; and
 - c. Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the standard

Employee Access- All requests to access medical and exposure records and analysis based on those records must be submitted by using the forms provided for that purpose. The Occupational Health Clinic will assure access of each employee and/or their designated representative, to all exposure and medical records concerning the employee's work conditions or workplace within 15 working days from the day the request is made. If the record cannot be provided within 15 days, employee or designated representative requesting the record shall be informed with the reason(s) for the delay and the earliest date when the record(s) can be made available.

Employee Information- Upon an employee's first entering into employment; the MCA Deputy Commander shall inform new employees and at least annually, the Supervisor shall inform current employees, covered by this section, of the following:

- The existence, location, and availability of any records covered by this section;
- The person responsible for maintaining and providing access to records; and
- Each employee's rights of access to these records

Record Location- In compliance with Federal Occupational Safety and Health Administration (OSHA), 29 CFR 1910.1020, Maintenance Center Albany (MCA) is required to provide employees access to their workplace exposure and medical records. The Occupational Health Clinic will maintain all applicable medical and exposure records for all employees. Examples of medical and exposure records include noise, or toxic air contaminates, and treatment of workplace injuries or illnesses.

The Risk Management Department shall keep a copy of the OSHA Standard and its appendices, and make copies readily available, upon request, to employees.

Goals and Objectives for 2009

1. Provide at least 15 opportunities for all civilian employees to be involved in VPP.
 2. Reduce DART and TCIR rate by 20%
 3. Increase the use of fall protection.
 4. Establish and mark 100% of personnel doors for every shop.
 5. Fifty percent implementation of VPP
 6. Baseline JHA developed to 100%.
 7. Provide 10 hour OSHA training to 50% of civilian workforce
 8. Expand and improve the use of fixtures to reduce risks.
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MCA VPP Current Activities

Management Leadership and Employee Involvement Subcommittee

The Management Leadership and Employee Involvement Sub-committee has completed several more of their VPP Phase 1 team taskings over the past several weeks. The team has 64 taskings to complete as part of the Maintenance Center's application process for VPP Star status. In early December, a team member will be traveling to a VPP

Star site in Alvarado, Texas. The team member will meet with their staff to obtain useful feedback, advice, and lessons learned by the site in their VPP application process. This visit will provide invaluable first hand information and guidance from an actual VPP Star location.

Submitted by Rick Pavlik

JHA Team

Equipment Specific Lockout/Tag-out Procedures

The JHA team is currently in the process of writing Lockout/Tag-out (LO/TO) procedures for each specific electrical disconnect in the Maintenance Center. These procedures have been written on work order media that is indelible. Wall file holders have been ordered, so that the procedure will be stored in a consistent manner throughout. The file holders will be located to the immediate left or right of the appropriate disconnect and will have the procedure inside for the proper procedure for disconnecting that power panel and locking it out with proper

identification of the person responsible for the lockout. The procedures will tell you who will be effected by the LO/TO and who is authorized to do Lockout/Tag-out. The workspace for each disconnect is being painted to indicate that the area should not be blocked. Working office spaces will have tiles removed and replaced with orange tiles in front of the electrical disconnects so that the orange will remain when the floors are waxed.

Submitted by Carlos Cruz



Slogan Contest Runner-Up — Mike Kancilja with New Banners Using His Slogan Submission



Get Up, Go Out, and Do Something!

Submitted by Skippy Reed

Here is yet another Health and Wellness Success Story from a Maintenance Center employee.

Martin Norman has been using his wellness time wisely to prepare for his first Marathon. He was one of 30,000 runners that traveled to Washington DC to run the Marine Corps Marathon on Oct. 25. He was notified in June that he was selected to join the MCLB Team to participate in this run. He then started training consistently for 18 weeks (sometimes training for two plus hours at a time). During the early stage of the race, Martin saw a runner's shirt that said, "Pain is Weakness Leaving the Body". He said that this Quote stuck with him and gave him the power to overcome the pain that he



Maintenance Center Employee -Martin Norman

started to endure at the end of the run. Martin stated that he would absolutely run this race again. The level of motivation, support, and team camaraderie was out of this World.

He remembered seeing a Blind double amputee with his team of hand cyclist and Marines in full gear finishing the full 26.2-mile race. If that isn't motivating, I don't know what is. Being part of a team, representing the Marine Base in Albany, and achieving something as big as your first marathon is so encouraging and is something of which to be proud. Personally, accomplishing a goal that I told myself 2 yrs ago, "I want to run a marathon one day" and achieving it at age 26 is so rewarding.

According to Martin, "Basically, to sum this up, it was one of the most gratifying and painful times of my life all at the same time. I thank God for this opportunity and knowing that through Him all things are possible..."

Health & Wellness Opportunities *Local Runs & Marathons*

Saturday, January 09, 2010

RED NOSE MARATHON & HALF MARATHON

1007 Broadway - COLUMBUS
MARATHON - 7:00A.M., HALF MARATHON - 8:00A.M.
SHELLY DINKIN: 706-685-4274 shelly.dinkin@kellogg.com
<http://www.columbusroadrunners.com>

BERRIEN COUNTY RECREATION DEPARTMENT

5K/1M 5K Run - 8:00am 1 Mile Run / Walk - 9:00am Start at Berrien Recreation Center Location 1015 Exum Road - NASHVILLE, GA
Contact King Bridges @ 229-686-6576 ext. 28

Saturday, January 23, 2010

YMCA RUN AROUND THE TOWN 5K

Old Elementary Gym - LEESBURG 5K - 8:00A.M., 1 MILE
7:45A.M. JUDY POWELL: 229-759-9770
leebranch@albanyareaymca.org

Saturday, January 16, 2010

ABAC FITNESS 5K

Abraham Baldwin Agricultural College
TIFTON 9:00A.M.

JIMMY BALLENGER: 229-391-4939

14TH ANNUAL MUSEUM OF AVIATION FOUNDATION RACES

Robins Air Force Base - WARNER ROBINS
MARATHON & HALF - 8:00A.M.,
5K RUN/WALK - 8:15A.M.

JOHN HUNTER: 478-335-3426 hunterjh@cox.net
<http://www.active.com>

