



NAVAL POSTGRADUATE SCHOOL
OCCUPATIONAL SAFETY, HEALTH, AND ENVIRONMENTAL DIRECTORATE
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13 Mar 16

MEMORANDUM

From: Director, Safety, Health and Environmental, Naval Postgraduate School

Subj: COUNCILS, COMMITTEES AND MEETINGS

Ref: OPNAVINST 5100.23G

1. This memorandum is to document changes conducted since August of 2015, capturing current practices. This is to be used as interim policy until the Naval Postgraduate School (NPS) Occupational Safety and Health instruction can be updated in the summer of 2016. It is my policy to enhance leadership involvement, through strategic communication. Below are the following changes.

a. Council With the President: Brief the President on relevant topics, every two months, vs once a year, group is to be composed of The President, The Provost, and The Chief Of Staff. First meeting was held in January 2016. Tentative topics for this year:

- 1) January: Safety Mission, Hazard Identification and Mitigation
- 2) March: Risk Management, IG results.
- 3) May: Unsafe/Unhealthful (US/UH) reports and reduction.
- 4) July: Inspections and hazard abatements
- 5) Sept: Self-assessment, and strategic goals review.

b. President's Council (PC): The president's council is conducted weekly and lead by the NPS President, after the above meeting with The President, The Provost, and The Chief Of Staff, this office will formally brief the PC, summarizing points.

c. Deans, Charis and Directors Meeting (DCD): The DCD is chaired by the Provost and meets weekly on Mondays; safety topics are to be briefed weekly. The Provost, has allotted time for succinct briefs at the end of the meeting. Currently, topics briefed have been Training, Mishaps, and US/UH.

d. Chief of Staff (CoS) Briefs: Weekly briefs are provided to the CoS, records are maintained by the Safety Director.

e. Dean of Research Briefs: Bi-Monthly briefs are provided to the Dean of Research, records are maintained by the Research Safety Head.

f. Safety Committee Meetings: Previously these were held monthly. Now they are held quarterly, the CoS serves as chair. Last one conducted was 25 February 2016.

g. Safety Coordinator/Representative Meetings: No previous records found. Currently they are to be held quarterly and Chaired by the Director for Safety, these are to be lined up to be

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held prior to the above Committee meeting, in order to bring any identified issues. Last one conducted was 23 February 2016.

h. HAZMAT Coordinator Meeting: Currently they are to be held quarterly and chaired by the Director for Safety and coordinated by the HMC&M. Last one conducted was 17 December 2015.



A. L. COLÓN