

Wright-Patterson AFB, Ohio

Environmental, Safety and Occupational Health Newsletter

January 2002

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Sensors Directorate Uses Operational Risk Management to Ensure a Smooth Move

Mary Shelly

Operational Risk Management (ORM) is something we've all been hearing a lot about lately. But, has anyone really been using it to minimize risks? Well if you asked folks at the AFRL Sensors Directorate, the answer would be a resounding "YES"!

Ken Grier, Maj Gene Caudill, Lt Brad Worden, and Carl Johnson have all been involved in planning for an organizational move within the Sensors Directorate from Bldg 23 to Bldg 620. They thought about the potential problems that could occur when an entire office relocates and they realized that a lot of people moving a lot of stuff could quickly create safety hazards. When Mr. Caudill asked Carl Johnson, SN System Safety Officer for safety videos in order to provide safety training, Mr. Johnson directed them to Mary Shelly since she maintains a safety video library. When Ms Shelly understood the nature of SN's activities, she recommended that the SN folks apply ORM to their planning process, seeing a perfect application for ORM in the workplace.

The folks at SN agreed, so they put their Operational Risk Management skills to work. Lt. Brad Worden used the six steps of ORM to help anticipate problems that may arise during their organizational move and developed a presentation that will be used to train personnel prior to the move.

As part of the first step of ORM, "Identify Hazards", Lt. Worden identified the following obstacles his folks might encounter that could negatively impact their successful move:

- Slips, trips, falls - caused by leaving tools and work materials on the floor and isleways, leaving file and desk drawers open when not in use, not wiping up spills promptly, tripping on torn carpet or loose stair treads, cables stretching across floor; poorly-lit walkways and stairwells.
- Colliding with someone or something while moving through the hallways and offices.
- Personnel hit by falling objects while cranes are in use.
- Machinery that can cut or catch people or drop objects on people.
- Unsafe electrical situations that could cause a shock or fire while moving computers and other electrical equipment.



The second step of ORM is to "Assess Risks", or determine the degree of risk for each hazard in terms of severity and probability. For example, how likely would it be for collisions to occur as people move themselves and equipment through the hallways and work areas? If a collision does occur, how severe would the incident likely be to people and equipment? This process helps set priorities regarding where to place the

most attention and resources during the move. The following situations were considered when assessing risks:



- Could serious and/or life threatening injuries be caused?
- Could some hazards be eliminated immediately (i.e. minimizing storage of boxes or equipment in the hallways)?
- Do hazards affect only those people involved in the move or could other co-workers and/or visitors be affected?

Steps three and four of ORM are “Identify Risk Control Measures” and “Make Control Decisions”. For SN, these steps involved determining options for controlling hazards and minimizing accidents that may occur during an organizational move. For example, it was anticipated that injuries could easily occur from personnel improperly lifting heavy equipment and boxes. In order to reduce injuries, personnel will be trained on the following safe lifting techniques:

- Lift with the legs and not the lower back;
- Keep back straight at all times and bend at the knees;
- Lift objects from the side with one knee down rather than bending straight over;
- If objects are very heavy, ask for help or use a cart or other means of mechanical assistance where possible.



Steps 5 and 6, “Implement Risk Controls”, and “Supervise and Review” will both be used by ensuring that when people start moving heavy boxes and equipment, they do so in a safe manner per their training. For example, everyone, especially supervisors will be on the lookout for those needing assistance with moving heavy or awkward objects. Individuals will be reminded to ask for help from others or use mechanical means such as carts, forklifts, or cranes. Move facilitators and supervisors will enforce standards and controls that are in place to eliminate hazards. All people in the work area should remain alert for hazards introduced by unexpected events and changes to the plan, and take corrective action when necessary. If any individual notices an unsafe behavior occurring, the person doing the unsafe act should be notified. Problems should be elevated to supervisors as necessary.

According to Lt. Brad Worden, “The transition move from Bldg 23 to Bldg 620 has been a large undertaking for those involved with the preparation, coordination, and execution of the move. The transition team has spent countless hours ensuring that the move runs smoothly and that everyone and everything make it to 620. Although the main objective is to get everyone moved, the more important goal is to get everyone moved ‘without a single safety incident’.”

When asked if ORM was a useful tool in planning the move, Lt. Worden responded, “Because this move involves over 200 people and several thousand pounds of

equipment and office supplies, we needed an efficient tool to help us identify and eliminate safety hazards. Operational Risk Management proved to be a great decision-making tool that we could use to deal with hazards both before and during the move. **For example, ORM helped us anticipate several areas where personnel may injure their lower back while lifting boxes and computers, such as lifting in and out of trunks and car seats.**

We made this aware to the personnel, instructed proper lifting techniques, and gave suggestions on how to avoid a damaging situation while lifting objects in and out of the car. Overall, ORM has been very successful in identifying potential hazards prior to the actual move. Although we feel confident that the move will be successful and uneventful, if something were to arise during the move, we believe we will be able to eliminate the hazard using the ORM process.”



Some people think of ORM as merely a safety program. While it is certainly well suited to identify and minimize safety hazards, ORM is also a project planning and management tool. ORM can be successfully used with just about any task, from the most simple to the most costly and complex. It can also be used at home, for example when planning a home-improvement project, vacation, budget, or party.

Many people say ORM is “just common sense”, but it is important to realize that what one person may do as second nature may not have occurred to another, and visa versa. This is why the tools of ORM work best when used in a team setting. If your organization has a dilemma or an upcoming project that you want to ensure runs smoothly, gather a team of people with varying backgrounds and work ORM as a group. You’ll be amazed at the potential problems and solutions that are brought up among the group, and how, when you work together and apply the tools of ORM, your project will run more smoothly and safely, as the folks at AFRL/SN have demonstrated.



Download one of the following ORM presentations and use ORM today:

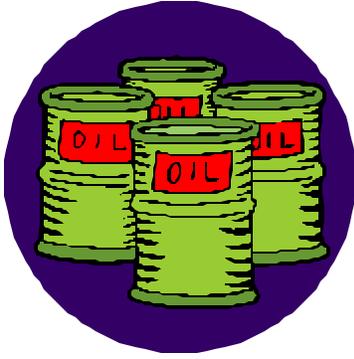
Awareness Level ORM Training:

https://www.asc.wpafb.af.mil/asc/safety/orm/exec_training.ppt

Level II ORM Training:

https://www.asc.wpafb.af.mil/asc/safety/orm/orm_level_ii_training.ppt

The ASC/SEG Safety Office teaches ORM training. If you or your unit would like to schedule ORM training, contact Chuck Swankhaus at x43390.



445TH Aerospace Ground Equipment Shop Uses Environmentally Friendly Practices

Aaron Mouser
Unit Environmental Coordinator
445 Airlift Wing

Business as usual is not the norm in the 445th AGE shop, however exploring a less expensive and a more environmentally friendly way to do business is. The 445th Aerospace Ground Equipment shop has included the use of Re-Refined Engine oils to the list of Affirmative Procurement items they purchase, saving hundreds of dollars a year in operating costs.

Re-Refined oil has replaced the previously purchased “virgin” oil, decreasing the cost of a fifty-five gallon drum by about a dollar a gallon. The 445th AGE shop purchases 10+ drums yearly reflecting a substantial savings. Once used, CE removes the oil from the used oil tank and it is recycled and sold for energy recovery.



Used oil filters removed from the equipment are also handled in an “Environmentally Friendly” manner. Aaron Mouser, (445th Environmental Manager) obtained a centrifugal unit that removes 99.9% of the oil from used filters. The unit is called a FILTER-FUGE and is available through GSA. This unit spins the used filters at a high RPM, removing approximately 1 quart of used oil from every four filters processed. Prior procedures required only the draining of filters for 24 hours and disposing of the filters in the dumpster. Now oil removed from filters is drained into the used oil tank for CE removal. The used filters are turned in to MWR as scrap metal. This process allows for an additional 400 pounds of scrap metal to be recycled and greatly reduces environmental impact.

These are just two examples of how the 445th Aerospace Ground Equipment shop continually looks for new, cost effective and inventive ways to decrease environmental impacts.

**If you would like more information on these technologies,
contact Aaron Mouser at (937) 257-5996**

**For more Pollution Prevention ideas, contact Raymond Baker
with Environmental Management (937) 257-2184 x253**



Are You Using Recycled Paper and Re-refined Motor Oil?

Raymond Baker
Affirmative Procurement Program Manager
Office of Environmental Management

A message from your friendly "Buy Recycled" guy, Raymond Baker:



In accordance with Executive Order 13101, the Resource Conservation and Recovery Act, and DoD policy, ALL base organizations (contractors included) are required by Executive Order 13101 to purchase printing and writing papers that contain at least 30% post-consumer recycled content paper. Office Runway, located in Bldg 1, Area C (257-6500), sells 30% post-consumer paper at \$26.00/case. They take orders over the phone and will deliver the paper right to your doorstep within one day.

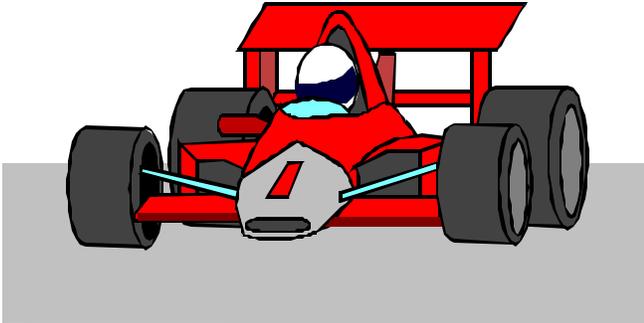
Double-Sided Printing: When printing documents, don't forget to set your printer to "print on both sides". This can be done under 'properties' on the print queue. So you don't always have to remember to do this, set your printer default to print double-sided. If your printer does not have this capability, make sure that when making copies on a copier, print those double-sided.

Re-refined Motor Oil: Executive Order 13101 also requires that we use re-refined motor oil in all of our government vehicles, including GSA vehicles. Currently, vehicle maintenance located in Bldg 60, Area C, is authorized as a GSA vendor and uses re-refined oil. The hours of operation for Bldg 60 are 0700-1600. You can drop your vehicle off in the a.m. and pick it up in the p.m. or call them at 74008 for an appointment. Grease Monkey, a quick lube auto center located at the corner of Spinning Road and Linden Avenue (only 3 miles from the 22B Gate and about a 10 minute drive from Gate 15A), also carries re-refined oil exclusively for WPAFB vehicles. Hours of operation are 0800-1800 and they do accept the Voyager Card. If you go to Grease Monkey, be sure to ask for the America's Choice re-refined oil. Grease Monkey provides about a 15 minute full service oil change (includes tire pressure check, wash windows, vacuum inside, check & top off fluids, grease joints) and the cost for the re-refined oil is the same as their virgin oil.



The re-refined oil is certified by the American Petroleum Institute and endorsed by Ford, Chrysler, GM, Volvo and Mercedes-Benz. For you NASCAR fans, in 1996 Golden West Motorsports was the NASCAR Winston West Champion.

They ran re-refined oil in their car for 3 years and never had an engine blow. Raymond Claridge, owner of Golden West Motorsports, stated the following about re-refined oil:



"Race-car motors can cost as much as \$35,000 and we're not going to take chances with that kind of investment. Re-refined oil has proven that it can stand up to the incredible stress and temperatures produced by our car. We use the product straight out of the bottle. It's a winner."

So on your next GSA oil change, take it to either Bldg 60 or Grease Monkey. Please provide both positive and negative feedback to Raymond Baker. Please get the word out to all of your Vehicle Control Officers and Monitors. As always: "Recycle, Buy Recycled, and Close the Loop on Recycling".

Questions or problems with using recycled paper, re-refined motor oil, or other Affirmative Procurement items?

Contact Raymond Baker, Affirmative Procurement Program Manager at the Office of Environmental Management, (937) 257-7152 x253.



A Winter Safety Message

Lester L. Lyles, General
USAF Commander



With winter here, we need to shift our way of thinking and change the way we do things. It's no surprise that winter brings an increase in slips and falls from icy and slippery surfaces. Those same slippery conditions also cause vehicular hazards and the associated cold can cause hypothermia, frostbite, or worse, unless we take proper precautions. Fire and carbon monoxide hazards also increase when we start using furnaces, stoves, and fireplaces in our living quarters again. As commanders and supervisors, I expect you to focus on preventing mishaps in the following high-risk areas:

- Proper attire for weather conditions, both on- and off-duty
- Heating system maintenance, including checks of all smoke and carbon monoxide detectors
- Vehicle operations during inclement weather, with emphasis on seat belt use
- Alcohol use

Last year the Air Force lost 46 members (84% of our total off-duty deaths) in vehicle mishaps; several of these involved alcohol use. With the increasingly inclement weather, driving conditions can deteriorate rapidly. Therefore, we must plan, prepare, and execute our winter travel with greater attention to risk management. Furthermore, our travel concerns should not be limited to those involving just cars and trucks. We forget it's been many months since we used our skis, snowmobiles, etc.; so plan some practice time before heading out on the trail.

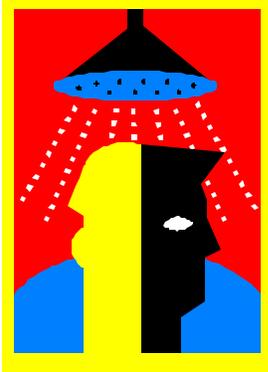
Throughout the winter, our goal continues to be preserving the lives of our Wright-Patterson family by preventing mishaps. We must continue efforts to educate our family members on the need to use available seatbelts, helmets, and other protective equipment. Reducing injuries and saving lives lessens the terrible impact such losses have on family and friends and helps keep us operationally effective. Now is the time to use our Operational Risk Management toolkit to manage the hazards of wintertime activities. Let's work together to ensure our Wright-Patterson family, worldwide, has a safe, enjoyable, and memorable winter.



A Safety Tip from One of our Readers on How to Handle Suspected Chemical Exposure

Doug Abner
AFRL/SNDI

"I just read the Environmental, Safety and Occupational Health Newsletter for November - December 2001. In that newsletter the author suggests that , 'if you already have handled it ... WASH your hands with soap and water - better yet shower - to prevent powder from spreading. Do Not Use Bleach or Other Disinfectant on Your Skin.' "



"However, removing clothing prior to showering may spread any powder that was transferred during handling or opening the suspected Anthrax package or letter. It would be better to first get the clothes and hair wet. This would prevent any powder from becoming airborne during clothes removal. The showering could then proceed as usual."

Thanks for the good advice, Doug! If anyone has other comments or advice to share with this newsletter, send them to Mary Shelly.
mary.shelly@wpafb.af.mil

While we're on the subject: **Washing Hands Can Cut Down on Illness, Increase Production**



American businesses can expect the cold and flu season to cost them around \$15 billion in lost productivity. It's surprising, then, that more workplaces don't encourage their employees to take precautions to stop the spread of germs, such as using proper handwashing techniques. A recent survey by the Soap and Detergent Association found that at least 40 percent of American workers don't wash their hands often enough or long enough, and that 58 percent of employers don't encourage better handwashing habits.

"While most people can employ good cleaning habits, antibacterial products and disinfectants to fight germs at home, they have much less control over their work environment," said Nancy Bock, SDA's director of consumer affairs. "That makes proper hand washing the first line of defense against germs in the workplace. Washing often, about five or more times a day, is the first step. But you also need to wash your hands the right way, washing thoroughly with soap and water for at least 15 seconds."

The SDA suggests employers post reminders about proper handwashing techniques in employee restrooms and break rooms, saying there is a correlation

between employer support for handwashing and compliance. The group also recommends these handwashing practices:



When to Wash Hands at the Workplace:

- Each time you use the restroom.
- Before and after staff meetings if food is served.
- After scanning newspapers or magazines in your break room.
- Before and after your lunch.
- After using your friend's keyboard or tools.
- Before and after a meet and greet activity in your office.
- When using shared office equipment such as phones, faxes, etc.

Washing Your Hands the Right Way:

- Wet hands with warm running water prior to reaching for soap, either in bar or liquid form.
- Rub hands together to make a lather. Do this away from running water so the lather isn't washed away.
- Wash the front and back of hands, between fingernails and under nails. Continue washing for 15 seconds or more.
- Rinse hands well under warm running water.
- Dry hands thoroughly with a clean towel or air dryer.
- Alcohol-based hand sanitizers or gels or antibacterial wipes are useful alternatives if soap and water are not available, such as when traveling or outdoors.



Some other hygiene tips, courtesy of Kimberly-Clark Professional, for stopping the spread of germs include:

- Look for enclosed toilet paper systems that let you touch only the product that you need, reducing the potential for cross-contamination. Toilet paper in an enclosed system is also protected from dirt and moisture.
- If you have a choice, pick a restroom with no-touch faucets and toilet flushing devices. That way you can use the restroom without touching a lot of handles or levers that may harbor germs.
 - Shut the faucet with a paper towel after washing your hands and also use it to open the door handle before throwing it away. Remember to wash your hands correctly. If you do, you will have greatly reduced the chances of spreading germs, including those that have developed resistance to antibodies. Disease-causing germs can enter your body when your unwashed hands touch your nose, mouth or open wounds.



This article was downloaded from the following website:
<http://WWW.PROCESSREQUEST.COM/apps/redir.asp?link=XbcigaefCG,YdgijjeFB&oid=UbiefBl>.



Quarterly Blood Drive at AFRL – Open to ALL

From Gen Reynolds' "WIGO" email news, 3 Dec 01:

“Armed Services Blood Program -- Since the Korean War, the military blood program has provided over 1.5 million units of blood to treat the sick and injured on the battlefield. Currently, the ASBP collects over 120,000 units a year to treat military personnel and their families. While 57% of the DoD population is eligible to donate, fewer than 6% provide the blood needed for all of us. Every day, military hospitals transfuse 300 blood products, and each person's donation can help up to three other people. Because of some of the new restrictions on donors, military blood centers have to increase their collections by 40,000 donors a year. As commander, I'm committed to ensuring you have the time (and motivation) to give blood if you wish to--so we can make up this shortfall.”

Support our Troops and Donate Blood – How?

Donate at the Base Medical Center: Call the Blood Donor Center at x70580 and schedule a time to donate. The Donor Center is on the 2nd Floor.

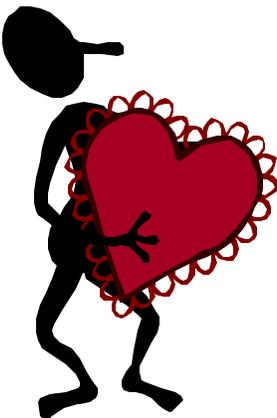
OR

Come to the next AFRL BLOOD DRIVE: Quarterly Blood Drives are now being held in the Bldg 653 AFRL/ML Cafetorium. Walk-ins are welcome and encouraged! Free food and drinks are provided for all who come to donate.

2002 Blood Drive Dates at AFRL

All blood drive times are from 0800-1430

12-13 March
25-26 June
8-9 October
18 December



ESOH Training and Opportunities

RCRA Hazardous Waste Training:

Mandatory for all employees who generate hazardous waste. Issue Point (IP) Managers, Hazwaste generators, primary and alternate Initial Accumulation Point (IAP) managers, Unit Environmental Coordinators (UECs), and supervisors of all these individuals must take annual RCRA training.



2002 Initial Training: 17 Jan, 21 Mar, 16 May, 18 Jul, 19 Sep, 21 Nov 02
Schedule with Shelly Baty - 77152 x281

2002 Annual Refresher Training - AFRL Only:
24 Jan, 28 Mar, 23 May, 25 Jul, 26 Sep, 14 Nov 02
Schedule with Mary Shelly x59000

2002 Annual Refresher Training - Organizations other than AFRL -
21 Feb, 18 Apr, 20 Jun, 15 Aug, 17 Oct, 19 Dec 02
Schedule with Shelly Baty - 77152 x281

Environmental Compliance, Assessment and Management Program (ECAMP) Training (ENV220)

This course is designed to give students knowledge to successfully plan and execute an internal or external compliance assessment (such as ECAMP), prepare required reports, and direct the follow-up actions. For more information on the course visit [AFIT's Website](http://cess.afit.af.mil/env_020/default.htm) (http://cess.afit.af.mil/env_020/default.htm).



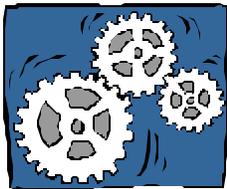
You must sign up for the course through your Training Focal Point (TFP). Contractor registration should be coordinated through their assigned organization's TFP also. Additional paperwork is required for contractors to attend this course. **Please contact the course facilitator, Karen Thompson, 88 ABW/EMO at 72010, ext. 211 for questions regarding ECAMP. (The next Base ECAMP Evaluation is scheduled for the week of 6-10 May 02.)**

CPR Training



Required for electrical and confined space workers per 29 CFR 1910.151. The American Heart Association recommends CPR refresher training every two years and the American Red Cross recommends CPR refresher training every year. CPR training (per the American Heart Association) is **taught at the Base Hospital every Tuesday** provided that there are enough students for a class.

Contact Marcia Wilson at x79347.



Operational Risk Management (ORM)

To sign up, contact Chuck Swankhaus at 43390

ORM is a tool anyone can use to help with planning and decision-making in order to reduce or eliminate potential risks and increase efficiency. The Safety Office (ASC/SEG) has made two ORM briefings available over the Internet. Click on the following links to learn more about ORM:

Awareness Level ORM Training:

https://www.asc.wpafb.af.mil/asc/safety/orm/exec_training.ppt

Level II ORM Training:

https://www.asc.wpafb.af.mil/asc/safety/orm/orm_level_ii_training.ppt

Health and Wellness Center (HAWC) Classes

The HAWC has a wide variety of Health and Fitness classes available. All classes require pre-registration but remain free of charge. Classes will be held at the newly remodeled Hangar 22 (Bldg 571) Area B - Wright Field Fitness Center. Many briefings can be individualized and brought to your organization. **For more information on Health and Wellness Center services and to register for a class, please call the HAWC at 904-9355.**



Smoking Cessation -

Lunchtime Class 11:00 - 12:00, Evening Class 5:00-6:00
Patches are available for civilians and active duty military.

Call the HAWC x49355 and speak to Pat Kehl for information about the next 5 day "DO IT" Tobacco Cessation Program.



Environmental, Safety and Occupational Health (ESOH) Awareness Training

22 Jan, 10 Apr, 14 Aug, 19 Nov 02

Sign up with Mary Shelly x59000

This course covers a broad range of topics and requirements that apply to all of us at Wright-Patterson, including mandatory training requirements. This course is highly recommended for all employees on Base, including contractors. Supervisors are highly encouraged to attend.

2002 Public Health Training Schedule

All Training will be held at 1300 in the Public Health Classroom in Bldg 675, Area B. If needed, more classes will be added to the schedule. To sign up for training or work specific education, please contact the Public Health Office at 255-2515.

Hazardous Communication (HAZCOM) Training

5 Feb, 26 Apr, 26 Jul, 25 Oct 02

This course is a Train-the-Trainer course that provides mandatory HAZCOM training to supervisors and safety reps responsible for their organization's HAZCOM program. Hazcom Training per 29 CFR 1910.1200 is required for all employees who use, handle, or may be exposed to hazardous materials upon initial assignment to that job (if not already receiving Chemical Hygiene Training per 29 CFR 1910.1450). HAZCOM refresher training is required whenever a new chemical or hazardous process is introduced into the work area or it is evident an employee needs refresher training. Otherwise, there is no "annual" requirement for HAZCOM training.



Ergonomics Training

22 Feb, 24 May, 23 Aug, 29 Nov 02

Open to all interested DOD and military workers. Focus will be on Repetitive Motion Illnesses. If you would like in-depth ergonomic training that is more job specific, Public Health is available to do that on a one-to-one basis.



Chemical/Biological Emergency Actions

12 Apr, 12 Jul, 11 Oct 02

Course covers emergency actions to take for self-protection against potential Biological and Chemical Exposure. Open to all interested Base personnel.



Reproductive Hazards in the Workplace

8 Feb, 10 May, 9 Aug, 8 Nov 02

Open to workplace supervisors, safety reps, and any interested Base personnel.

Laser Hazards



8 Mar, 14 Jun, 13 Sep, 13 Dec 02

Open to workplace supervisors or Safety Reps.

Asbestos Awareness

22 Mar, 21 Jun, 20 Sep, 20 Dec 02

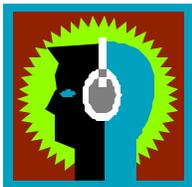
Mandatory for all building managers and CE personnel.



Hearing Conservation (General)

4 Mar, 6 May, 1 Jul, 9 Sep, 4 Nov 02

Open to all base employees, recommended for all employees routinely exposed to noise.



Hearing Conservation (Supervisors)

4 Feb, 1 Apr, 3 Jun, 5 Aug, 7 Oct, 2 Dec 02

Mandatory for all supervisors and safety reps working in shops that work around hazardous noise.



Heat Stress

17 May, 15 Jun 02

Open to all interested personnel.

Chemical Hygiene

1 Feb, 2 Apr, 7 Jun, 6 Sep 02

Open to all AFRL supervisors and safety reps.



Wright-Patterson ESOH Web Sites:

ENVIRONMENTAL MANAGEMENT:

<http://www.abwem.wpafb.af.mil/em/>

HEALTH & WELLNESS CENTER:

<https://www.asc.wpafb.af.mil/wellness/>

SAFETY:

<https://www.asc.wpafb.af.mil/asc/safety/index.html>

PUBLIC HEALTH:

New Home Page with lots of great links!!

<https://wpmc3.wpafb.af.mil/amds/ph/index.htm>

If you have any suggestions or comments for this newsletter or if you would like to be added / removed from the distribution list, please contact Mary Shelly (937) 255-9000.