

1ST OFFICER

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T-AP 110/HLH:mo
5100
13 December 1967

From: Master, USNS GEN. JOHN POPE (T-AP 110)
To: Commander, Military Sea Transportation Service, Pacific
(Code P-25)

Subj: Ship's Safety Committee Meeting; report of

Ref: (a) CMFI 5100

1. Pursuant to reference (a), the Ship's Safety Committee convened in the office of the Master at 0900, 13 December 1967. The following members were present:

Captain H. L. HEINZ	Master/Chairman
Mr. R. COLLINGE	First Officer/Safety Officer
Mr. E. C. QUINN	Chief Engineer
Mr. E. P. LAURENT	Chief Steward
LCDR, R. A. HAWKINS, USN	COMILDEPT
Mr. J. P. MONTENEGRO	Purser/Recorder

2. The meeting was called to order by the Chairman. He stated that the reason the meeting was being held at this time rather than the usual end of the month meeting was because the ship is scheduled to undergo an annual overhaul period at the completion of the present voyage. The Master chose this occasion to review the common safety problems encountered in shipyards so that Department Heads could thoroughly indoctrinate crew members on the subject, prior to going to the shipyard. The subject was discussed at great lengths.

3. The safety meetings of Department Heads were read and discussed. Each department had one safety meeting since the last Safety Committee Meeting; the safety topics discussed with the crew were well taken.

4. The following safety item was brought up for discussion:

a. The Commanding Officer, Military Department, raised the question of "no smoking" in troop compartments. He reported that some crew members during the course of their routine duties, either passing through or working in troop compartments, ignore the "no smoking" regulations, hindering thereby the proper enforcement of the regulation among troop personnel. The Chairman stated that troop compartments are designated as "no smoking" areas and this type of violation by crew members not only creates an imminent fire hazard but it also gives the impression that the regulation is partial, thus making its validity questionable by troop personnel. Department Heads were directed to ensure that "no smoking" in troop compartments is strictly enforced.

5. Injury Reports. The Safety Officer submitted the injury report. He stated that the only injury that occurred since the last Safety Committee Meeting was the self-inflicted multiple injury sustained by Richard C. Quarles, Wiper, and was, evidently, due to the employee's mental derangement.

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6. The subject of procedure in preparing injury reports was brought up for discussion by the Chairman. He directed all Department Heads to review and familiarize themselves with the provisions of CMPI 810 and COMSTS INSTRUCTION 5100.17, concerning injury reports. The following procedural points were discussed by the Chairman:

a. The responsibility of the Department Head to instruct men to report all injuries at once. Referrals to the ship's sick bay to be made by Department Head on NAVEXOS 107.

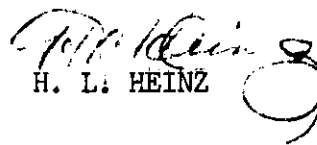
b. The report by the ship's doctor, informing the Master and Department Head concerned of the type, treatment, extent of injury and duty status of employee.

c. The submission of form CA-1 by the injured employee immediately after injury occurs.

d. The investigation of the injury. This must be done immediately after the injury is reported. Particular attention is directed to the investigation of: How the injury occurred; what caused it; unsafe conditions existing; unsafe act and unsafe personal factor. The form NAVEXOS 108 provides for the recording of all these facts, which give the information required to determine the main factor responsible for the injury and the corrective action necessary.

e. The submission of form CA-2. CMPI 810 and COMSTS INSTRUCTION 5100.17 set forth the requirements.

7. There being no further business, the meeting was adjourned at 0945.


H. L. HEINZ

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