

Minutes of ESD Safety Committee meeting 12/16/04

Present: Peter Persoff, Deb Williard, Seiji Nakagawa, Todd Wood, Jil Geller, Mike Ruggieri, Kryshna Aviña.

Future meetings are scheduled for 1:30 p.m. on last working Thursdays of each month:

- 1/27/05 1:30 PM room 90-1099
- 2/24/05 1:30 PM room 90-1099

1. There will be an SAA inspection by the City of Berkeley sometime in January. There was a discussion of the upcoming SAA inspections by the City and LBNL's Office of Assessment and Assurance. It is important that ESD do well in this inspection -- the only thing that prevented ESD from being "all green" in LBNL's annual self assessment this year was one item in one SAA that had been there for over a year. Mike Ruggieri will find out what the scope of the City of Berkeley's inspection will be and notify Jil Geller. (Follow-up – Howard Hansen and Jil will conduct a "friendly" SAA inspection January 4; Jil will send out the SAA reminder "one-pager" to all SAA custodians.)

2. A follow-up to the possible EH&S incident from last month: it was, determined to be in fact, a work related injury (ergonomic). This First Aid incident triggered a Supervisor's Action Analysis Report (SAAR). However, this was not a recordable accident, so it is not a mark against the division, but it will be documented in the SAAR. The worker has since had an ergonomic evaluation and will be followed up.

3. Follow-up to items from last month:

- Bo will review the ISM plan before presenting to LBNL management.
- LCATS: The Division Safety Coordinator has some discretion as to what to include: we will not list those fixed at the time of inspection, nor any that are judgment calls. Only objective violations will be listed and tracked. Joyce Pfeiffer is entering the corrective actions identified at the time of the fall walkthroughs. Bolting earthquake hazards by Facilities is in progress.
- Division Council determined that the students taking the JHQ will be adequate to address student safety.

4. The minutes of the meeting of Nov. 18, 2004 were approved with no revisions.

5. Tim wrote back regarding the drainage in 70-143. J. Mankini believes his solution (grading the ground above the leak) has solved the problem of the floor floods. But Jil Geller was there last week, and the problem is apparently not fixed. There may be an electrical hazard due to the proximity of electrical devices close to the standing water. Tim will continue to follow up this issue.

6. EH&S has published the Lab's SA Report. ESD was commended for the following "noteworthy practices": No recordable injuries; a functional health and safety website; our effort to change the culture of the lab; designating a single PI as point of contact for a

particular lab; our general cooperation and effectiveness; and our practice of using Laboratory Safety Primers.

Improvement is needed in the following areas:

- There needs to be better tracking and control of the SAAs (see item 1 above)
- The OSSEPP form needs to be modified. There was discussion of what needs to be included in the safety training requirements for the OSSEPPs. There should be project-specific requirements as opposed to global requirements (that is, first aid and CPR should not be required unless specifically necessary).

ACTION: Jil Geller will make this change in the OSSEPP form now; further revisions of the OSSEPPs will be discussed at our next Safety Committee meeting (with input from Tom Daley and Todd Wood).

7. One of the concerns noted in ESD's EH&S Quarterly Report is chemicals left behind when people leave their lab space, which results in considerable expense to the Division. Maryann Villavert, ESD's Business Manager, is working on developing a procedure for ensuring that PIs are responsible for taking care of the chemicals and to be sure that they are responsible for their disposal. The Chemical Management System should be utilized for this.

ACTION: Jil Geller will check with HR regarding "checking-out" procedures when someone leaves the Lab.

8. Since staff is required to update their Chemical Database annually, the Safety Committee recommends that at that time, it would be a great opportunity to rid themselves of unwanted chemicals/inventory, and what they don't need, can either be considered non-hazardous waste, hazardous waste, or removed for storage. Chemical owners should print out their inventory, use this to mark chemicals they want to dispose of, and forward it to Jil. She will collect all these and who will send them to Howard Hansen, who will indicate which ones can be disposed of as non-hazardous. The suggested timeline for this is a due date of February 1, 2005.

ACTION: Jil will compose a general announcement for an annual update, asking lab personnel to also check for chemicals that are not yet in the system. Jil will get guidance from the CMS expert regarding rules for barcoding "hardware-store" items (paint, caulk, glue etc.)

9. Howard Hansen will be asked about what needs to be done regarding the Legacy Materials stored in Building 51 after it has been decided which materials will require disposal (probably to be handled by Tim and Seiji).

10. January will be Peter Persoff's last month as Chair of the Safety Committee. Both Peter and Jil asked the Committee members to consider "volunteering" for the post that will be ultimately appointed by Bo.

11. The meeting was adjourned.