

ESD Safety Committee Meeting 12/10/08: Minutes

Attending: Vivi Fissekidou, Tim Kneafsey, Seiji Nakagawa, Jil Geller, Carl Steefel, Mark Conrad, Ernie Majer, Barry Freifeld, Don Depaolo, Cristina Castanha, Todd Woods, Maryann Villavert, Rob Connelly, Paul Cook

X-Ray Stop work order was issued, for CAT scan lab:

Background: Last month Rad group shut down CAT scan lab because the PI was on medical leave. Neither Vivi nor supervisor knew that the CT lab could not operate in absence of PI (i.e. not working), and staff did not know PI was on medical leave. Will be conducting extent of condition. New PI taking training to comply w/ authorization – this takes one month.

Discussion:

Should there be a second person on each authorization to avoid stop work if responsible PI is absent? Rad committee does not approve having two PIs responsible for authorization as a requirement. Need 'flag' to check implications of extended leave regarding authorizations. All users under authorization need to know that presence of system supervisor is required for use of system. How does communication work between system supervisor to inform users if system supervisor is absent? Should HR make the link between the system supervisor and absence and authorization? Supervisor should know that staff member has authorization that requires presence at work. Authorizations are listed in every quarterly report, so department heads should know about authorizations.

ACTION ITEM: Raise this at next Town Hall.

- lack of understanding that with an X-ray System Supervisor absent, the x-ray equipment should not be used, and
- inadequate communication. "Absent" is defined in the memo as "away from the Lab for extended periods, such as medical leave or disability". The inadequate communication issue also needs resolution (HR to supervisor?, employee to supervisor?, line management?, etc).

Self-Assessment:

Comments on report: "The ESD report is excellent- probably the best, most thorough report I've read the last few years. Great job." Vivi will distribute the report.

Self-Assessment report and OCA validation were distributed to the ESD council and safety committee on 1/13/08.

HSS audit update:

- **HSS scoping audit visit on 12/4/08:** Two auditors visited LBNL to review the facilities and evaluate work practices. Auditors seeking out information, first visit to LBNL, did not seem familiar with institutional processes including JHA. They visited
 - 70-144-Carl Steefel (spent over 20min discussing JHA and lab processes)
 - 70A- CEB labs-Terry Hazen
 - 70A-4421-Mark Conrad
- External red team (Bob McCullen & a staff)- ESD 12/9/08: helping prepare for HSS, mainly focused on process, less inspection of lab (Seiji and Tim's labs), what do you do

in different situations, are people aware of processes, HSS people will know more about our processes than we do. Do we have procedures to maintain safety, do we follow them, and do people know.

- JHA & Formal Authorizations (RWA, BUAs etc.)
- Process questions: who authorizes work; what do you do when observing unsafe condition?
- New work- controls? How communicated to lab staff
- What you do when work scope changes? Evaluate the task and hazards and if already is addressed in JHA (which is usually broad enough) no change. If it is not UPDATE JHA
- Incomplete training ok if the employee does not perform the task? - NO The JHA authorizes the employee to perform the task, the control is the training
- Housekeeping

Discussion:

- Lab standdowns are valuable in educating staff.
- Group vs individual JHA – JHA group is convenience – as a module, but everyone has their own JHA. People who work in different groups – group leader can attach their group JHA to the individual, but only the supervisor can modify/override/waive, so could be disagreement between group leader and supervisor. Supervisor needs to communicate w/ group leader w.r.t. defining actual hazards. Supervisors may need to learn about hazards for employee from work or group leader.
- Bldg 64 shop authorizations –all documentation of authorizations must be available. How do you address issues of authorization of those authorized to authorize work? Issues of self-fabricated equipment - other labs require certifications by engineers etc. Equipment meeting specific hazard thresholds require engineering notes. Threshold for electrical work – power = IxV. It is most important to know why you think something is safe to use – know controls, design codes – and NOT that you have paper that says it is safe. Will have electrical AHD in future, discussed in SRC, will start pilot program before lab-wide requirement.
- The JHA authorizes the employee to perform the task subject to the controls (e.g. completed training) in the JHA.

ACTION ITEM: Decide if ESD should participate in the pilot program

- **Cross divisional LBNL red team** – too many activities in one room, housekeeping.
Specific items:
 - Holman (Kelly Montgomery, PB)
 - Leaking pump- pit tray under it/suggested the use absorbent wipes
 - 3inch lip in all shelf required
 - cable on top of cabinet- old abandon line
 - radiation box and pump no green inspection tag– old system/one open end
 - Hazen (Jack Bartley)
 - Too many equipment/items in the lab –looks cluttered

- Too many containers in SAA (70A-4463)
- Additional users added waste (70A-4463)
- Housekeeping behind autoclave (70A-4459)
- Equipment on trolley rack- not secured (70A-1105)
- Equipment on shelf not secured (70A-1105)
- Power strip inside glove box next to liquids (70A-1105)
- Bottles without label inside glove box (70A-1105)
- Andersen (Jack Bartley)
 - Chemicals stored on top of each other
 - “Radiation control” sign-to check it why it is there?

ACTION ITEM: Requirement for 3” lips on shelves

Training completion – still have 70 incompletes, some have been for over five months. Even includes some GERT. What should be done – it is supervisor’s responsibility. People aren’t getting notifications of training expirations.

ACRONYMS

CMS Chemical Management System

ES&H environmental safety and health

HR Human Resources

ISM Integrated Safety Management

JGI Joint Genome Institute

JHA Job Hazard Questionnaire

LLPI Labspace Lead PI

MESH Management of Environmental Safety and Health

OJT On the job training

PPE Personal Protective Equipment

PRD Performance Review and Development

SME Subject Matter Expert

SRC Safety Review Committee