

ESD Safety Committee Meeting 10/8/08: Minutes

Attending: Vivi Fissekidou, Tim Kneafsey, Maryann Villavert, Paul Cook, Seiji Nakagawa, Jil Geller, Eoin Brodie, Rob Connelly Mark Conrad, Bill Collins, Carl Steefel

- ✓ Number of safety committee emails – try to reduce number of emails, people aren't reading them and attachments too long – but how to keep people informed? Propose that Vivi send out bulleted items biweekly. Don't send attachments, members can request attachments. LLPIs aren't responding to important emails requesting input that Vivi needs, e.g. LOTO only 3 responses from all LLPIs (about 20 total).
- ✓ Mark's AHD lapsed, and experiment not in use. Rob will ask Larry whether anything needs to be done.
- ✓ Welcome Department Heads!
- ✓ Good review for ISM audit! Feedback that ESD is a good place to work! (Vivi sent out email this morning). Get list of common ISM-audit questions? See write-up w/ email. Vivi will also send out questions for January audit.
- ✓ January ISM audit – will have half-day safety stand-down in all labs before audit (per DD retreat). May be this month? Vivi will get more info. LLPI monthly inspection should address this.
- ✓ LLPI monthly walkthroughs are not consistently being done. Vivi's audit: 34 labs listed, 6 under construction, Vivi walked through 20 labs. Jan-Sept 2008 – not sure if documented but done. 2 labs 9/2, 2 labs 8/9, 5 labs 7/9, 2 labs 5/9, etc. Some labs don't have current work, some PIs are traveling. Auditors will ask us to meet requirement in ISM, which is monthly. ISM plan now is in revision. Do we want to reduce frequency? Or enforce monthly. Actual walkthrough is easy and substantive. Vivi is sending monthly reminders. 1st week in November probably Department Head walkthrough. Propose to collect LLPI inspection logs during DH walkthrough for DH's to evaluate. Agreed to keep monthly LLPI inspection requirement in ISM.
- ✓ Spot award – Dominique organized training for students and facilitated JHA completion.
- ✓ Subcontractors JHA – applies to all contractors doing 'hands-on' work. Criteria summarized in ppt presented by Vivi. Can do this during the procurement period, pre-work meeting/SJHA. SJHA different from JHA. Will be effective by end of October. Labwide must comply by end of December. Maryann and Vivi are in "Discovery Phase" and will develop business process, communication plan and training plans. Most training will be only GERT. Extra costs by subcontractors for training? Foresee a lot of problems regarding doing this for hourly repair subcontractors and getting their training accomplished with courses offered only a few times. This campaign started with the mercury spill at the Foundry last year. Refer to chapter in Pub 3000 about SJHA.
- ✓ Self-Assessment questionnaire– got 32 responses (11%). Vivi distributed responses. Main comment is that we need new employee orientation-ESD-specific. Need to

improve communication w/ HR. DH's remind supervisors that all new hires and guests meet Vivi. More frequent rotation of Safety Committee members in the division. Supervisors need to be more aware of requirements. Simple explanation of ISM – a couple of cards as example. Give short class on ISM? ISM At a Glance? How to get people to learn ISM? Not everyone knows what triggers AHD and other authorizations. Auditors liked questionnaire and that it was sent to all division personnel.

- ✓ Training compliance – Shouldn't employees and supervisor get an email from database when classes are required. Vivi is sending emails, and summarizes this in quarterly report. But shouldn't it be automatically generated? Vivi will ask EH&S training database people.
- ✓ ISM Plan revision – so far 4 people commented. Others should send comments.
- ✓ Laser audit – only Ben Gilbert's lab
- ✓ SRC – LBNL recieved A+ grade on JHA completion and B+ on training completion – need to communicate the success. Divisions should have town hall meeting to train employees how to answer ISM questions in January audit. Consulting company will perform audit- expect rigorous investigation. Reminder - New hires – no training req'd if under line-of-site of supervisor – but this applies only FOR 30 DAYS since hire.

ACRONYMS

DH – Department Heads

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/SJHA Subcontractor JHA

MESH Management of Environmental Safety and Health

PRD Performance Review and Development

SRC Safety Review Committee

Pub 3000 – LBNL's ES&H Manual