

## **ESD Safety Committee Meeting Minutes February 11, 2009**

**Attending:** Todd Wood, Cristina Castanha, Carl Steefel, Seiji Nakagawa, Tim Kneafsey, Paul Cook, Maryann Villavert, Mark Conrad, Vivi Fissekidou.  
Guest: Kim Abbott

1. **Open discussion about the HSS audit preparation and results**, how it affected our practices, lessons learned and process improvement, any ideas as how to maintain the momentum.

What can we do to move on given feedback on HSS expectations?

- Introduce regular stand downs in the labs
  - Good feedback for stand down effectiveness, opening communication
  - Carl recommended shorter stand downs every 6mo to talk about new hazards, rules, administrative updates
- Not necessary to use a stand down, instead expand the monthly LLPI walkthrough
- Multi purpose labs how to ensure safety
- Area Leads- roles and responsibilities are on line with LLPIs
  - LLPI-Area Safety lead should be required to sign authorizations. All authorizations (i.e., RWA, BUN) have no signature requirements for safety area lead/ LLPI - Carl found that a BUN was issued after the fact. The LLPI should know about new work, we need to improve communication
- BSO: (i) we are not watching people work enough/will match observations with planned walkthrough activities and (ii) how does ESD oversee contractors working off-site
- Paul Cook: higher level personnel observing work won't be in the lab to know what's going on because they do not know all work requirements
- Employees should remember they can "STOP WORK"

2. **Electrical/Loto requirements for subcontractors**

- Mark Conrad is going through process
- invite Keth Gershon to further discuss in next meeting  
Action: Keth Gershon was invited on SC meeting 3/11/09

3. **Electrical equipment testing-** Review of equipment with UL stickers.

- Each lab assigns a person responsible. EHS0381 Training completion is required.
- Some equipment have some (but not all) parts with UL stickers
- Homemade equipment to be tested and if not approved will have to be discontinued

4. **Safety committee rotation**

- Carl mentioned that we should have more LLPIS on committee, LLPIs with big labs, i.e., Tetsu, Glen, Ben etc.
- Vivi to further discuss with Don