

ESD Safety Committee Meeting Minutes
September 9, 2009

Attending:

H.H. Liu, M. Conrad, J. Christensen, T. Kneafsey, B. Freifeld, B. Collins, T. Hazen, J. Dionne

1. First aid- ERGO pipette: employee visited medical for non-occupational knee injury and discuss thumb pain that may not be related to repetitive lab work but instrument playing.

2. JHA discussion:

- **PEMP Measures:**
 - **5.2.3** Implementation of the JHA processes will be verified and validated as part of the work authorization process. **FY 2009 Target:** 95% of affected staff will have active and accurate JHAs signed by the worker and respective supervisor/work lead.
 - **5.2.5** Complete required safety-related training identified through the Job Hazard Analysis program. **FY2009 Target:** Maintain at least a 90% completion rate for each division throughout the year. BSO will run a training report from the LBNL database on the last workday. On 9/9/09, ESD had ESD 96% training completion
- **ESD JHA reviews:** Vivi reviewed the JHA of all staff in Ecology, Geochemistry and Climate Departments. Main issues:
 1. A number of staff still have no detailed group work scope
 - i. group JHA update after the individuals' JHAs were approved. (the work scope updates do not automatically transfer to the individuals' JHA)
 - ii. work lead/supervisor approved without manually updating the scope
 2. Individual work scopes should point to the group(s) ones or include enough information to address any additional tasks listed.

The JHA team to import updated scope in all JHAs and request global approval by work lead. Vivi will send an email to all supervisors to have the JHAs automatically be uploaded and approved.

MSD keeps new staff/guests badges until JHA and training are completed. Vivi to get more information on the program implementation.

3. Dept. Heads' Walkthrough completed. The main issues identified include requesting ergo for new employees, salvage old computers; housekeeping both in main lab and office and for labs the inspection logs were not filled consistently.

- Climate – 8/24 & 27/09
- Geophysics – 9/8 & 10/09
- Hydrogeology – 9/10-11/09
- Ecology – 9/15/09
- Geochemistry – 9/22/09
- Technical & Admin. 9/30/09

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4. Annual Self-Assessment of ESD ES&H programs, policies, and processes due on 10/16/09. The ESD employees were requested to take the online survey:
<https://spreadsheets.google.com/viewform?formkey=dFFHMXdjZzNWck5TeHZKamlhcnRPSEE6MA>

5. Safety committee attendance has not been consistent. Staff rotation was recommended, new members were identified by the dept. heads and Vivi will discuss with Don. The following staff were recommended to be rotated: T. Kneafsey, E. Broidie, C. Castanha,