



# Laboratory Directorate Operations Safety Committee



## ATTENDEES

July 15, 2014

Melanie Alexandre/EHS ergo	Korie Levitan/LD	Phil Weiss/OCFO
Heidi Clarke/IPO	Ross Lyon/Public Affairs	Tammy Welcome/OCA
Troy Cortez/LD	Vera Potapenko/HR	Kat Wentworth/DSC
Andrea Faizi/IA	David Stein/OCA	Mike White/EHS ergo
Caroline Hutchison/OCFO		

## AGENDA

- Follow-up on action items from May mtg (5 min)
- Conversation with EHS's Mike Wisherop & Candace Flores re: Safety Concerns process (20 min)
- Round table (30 min)

## MINUTES

MW: Review safety concern process. A safety concern can be entered by filling out the form on the webpage [http://www2.lbl.gov/ehs/refs/safety\\_concern.shtml](http://www2.lbl.gov/ehs/refs/safety_concern.shtml) by email ([safetyconcerns@lbl.gov](mailto:safetyconcerns@lbl.gov)) or mention to an EHS safety rep. Each concern is evaluated and prioritized based on cost, feasibility and impact. Some issues take longer to address. The enterer is contacted to follow up more complex concerns and sometimes for onsite visits of issues in progress. Sometimes concerns are not just simple maintenance but can take longer. Simple concerns can be addressed in a week to 2 months. Estimates can take months. Candace will send out a closure message with a survey. As of now, there is no automation to the system and work progress cannot be tracked.

KW: Safety walkaround 30% completed. (117 out of 385)

MA: Observed more students just working on laptops which can pose possible ergo risks.

Advocated for wider use of speech recognition.

TW: Proposed we begin talking about next year's SA.

Topics could be:

- Injury management and reporting for different classification of Lab employee
- F\$M usability (Mel and Phil agree that this is already being covered by F\$M team)
- EHS communications issues

RL: There is a communications counsel. We could get on the agenda if we have specific issues to address.

HC: TechTransfer has new name (Innovation and Partnerships Office) and DD (Elsie Quait-Randall). Related ongoing parking issue with stacked cars right next to building. EHS installed



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unmarked pillars to keep cars from parking, but some unaware pedestrians tripped and fell over them.

KW: Kat and HR Leadership Team working with Dr. Pete Estacio on guidelines for injury management and reporting for different classification of Lab employees.

RL: Public Affairs is working with EETD on Kitchen Ventilation Safety publications [See article](#) on Brett Singers research.

KW: Next meeting topics: Results of off-site safety survey; FY15 SA topics; telecommuting policy and agreement updates; lunch and learn topics; FY15 traffic and pedestrian safety updates

## HR Discomfort Reporting Survey Results

The HR Ergonomic Risk and Discomfort Survey had a great response rate (71% of Employees, 50% of Supervisors) and gathered information that will be useful in creating a work environment that is even more supportive and safe for HR employees. From the executive summary:

A survey was conducted of both Employees and Supervisors within the HR organization. Of Employee respondents, 61% had experienced significant musculoskeletal discomfort over the last 3 years (28/46). Results reveal low rates of Employees (30%) who discuss workload risk with their Supervisors. Also, there are high rates of Employees (39%) who delay or never report discomfort. However, there are encouragingly high rates of discomfort resolution in employees who chose to self-manage, rather than report, discomfort. In 83% of cases (5/6), self-management of some kind was effective. A relatively high number of employees (6/25) who reported discomfort and received ergonomic recommendations are still experiencing discomfort. A unified effort from management and the safety team is necessary to manage these recurring discomfort cases.

In general, improvements can be made to proactively address and follow up on ergonomic-related issues, including increased communication and process clarification.

### *Recommendations to Management for Improving Communication about Workstation Safety*

1. Model behavior you want to see
2. Support employees who prefer to "self-manage" their safety
3. Report Employee discomfort, whatever the source
4. Monitor existing discomfort and injuries
5. Ask frequently and in multiple ways about discomfort and workload



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## ACTION ITEMS

- Mel and Mike will consider a “Lunch and Learn” series. Possible topics: speech recognition software & shortcuts
- Everyone: discuss possible topics for FY15 Safety Self Assessment with your groups and send recommendations to Kat