

Safety Review Committee
December 21, 2007
10:00 AM – 12:00 PM

Minutes

Committee Member	Representing	Present
Banda, Michael J.	Computing Sciences Directorate	
Bello, Madelyn	Human Resources Advisor	
Blair, Steven A.	Facilities Division	
Blodgett, Paul M.	Environment, Health and Safety Division	X
Cork, Carl	Physical Biosciences Division	X
Dubon, Oscar	Materials Sciences Division	X
Francino Puget, Maria Pilar	Genomics Division	
Kadel, Richard W.	Physics Division	
Leitner, Daniela	Nuclear Science Division	
Li, Derun	Accelerator & Fusion Research Division	X
Lucas, Donald	Environmental Energy Technologies Division	X
Lukens Jr., Wayne W.	Chemical Sciences Division	X
Martin, Michael C.	Advanced Light Source Division	X
Nakagawa, Seiji	Earth Sciences Division	
Smith, Linda K.	Information Technology Division	*
Taylor, Scott E.	Life Sciences Division	X
Thomas, Patricia M.	Safety Review Committee Secretary	X
Twohey, Daniel	Directorate/Operations	X
Wong, Weyland	Engineering Division	

Others Present: Richard DeBusk, Melanie Gravois, Joe Gray, Mary Gross, Howard Hatayama, Julie Henderson, Ira Janowitz, Tony Linard, Florence Mou, Mike Ruggieri, John Seabury, *Tammy Welcome (for Linda Smith), Bill Wells

Chairman's Comments—Don Lucas

Minutes of November meeting were reviewed.

2007 MESH status:

- Engineering Division MESH response presentation is scheduled on January 18, 2008.
- Nuclear Science Division MESH response presentation was completed at the November 16, 2007 meeting.
- Life Sciences Division MESH response presentation will be given today.
- Environment, Health and Safety Division MESH response presentation is scheduled on January 18, 2008.
- Directorate / Operations Division MESH review is still in progress. It will be completed in early 2008 and included in the 2008 annual report.

2008 MESH planning: The role of the Office of Contract Assurance in facilitating MESH reviews is being discussed. There may be a new administrative position created to assist safety committees.

PUB-3000 SRC Chair approvals:

- The second sentence in Section 1.2 moved to the front of Section 1.3 to introduce the ISMS Management Plan. A new sentence was added to 1.3 regarding property and environmental protection to retain those concepts in the high-level policy/management statements.
- The title “Deputy Director for Operations” was changed to “Associate Laboratory Director for Operations/Chief Operating Officer” in three locations, the Section 1.3.2.2 section header & Table of Contents entry and in the 2nd paragraph of section 1.3.5. The bullet “Manages EthicsLine....” was moved below from 1.3.2.11.3 to 1.3.2.2.
- Sections 1.3.7.1 and 1.10 were changed to provide links to the 10 CFR 851 Worker Health and Safety Program and the Procurement Guide for On-Site Subcontractor Safety Plans.
- Section 1.6 was changed to indicate the current process and telephone number for reporting employee concerns.
- New language was added to Section 3.9 to document LBNL’s compliance with medical surveillance program requirements in 10 CFR 1910.1450 and 10 CFR 851.
- New Section 8.13.6 was added to address requirements for heating tapes and cords as discussed and resolved through the SRC.
- Section 10.6.3 was changed to document the policy regarding verification of health and safety documentation before starting work on construction projects.

The annual meeting with Dr. Chu is scheduled on January 25, 2008. Subcommittee Chairs were reminded to submit their annual reports.

MESH Presentation: Life Sciences Division – Joe Gray

Life Sciences Division Director Joe Gray thanked the review committee.

The MESH report asked that the LSD ISM Plan be changed by moving the text on student training from the Training Section to the Accountability section. LSD added a statement to the accountability section and an arrow in the Accountability section, directing the reader to the Training section. Joe Gray described student training as one of LSD’s biggest issues.

The MESH report asked that additional safety training to Building Managers. LSD has asked Building Managers to support Self Assessment, but line managers retain the primary responsibility. Training for Building Managers will be increased.

The MESH report recommended that the safety committee meet more often. The safety committee meets as needed (4 times in 2007); however, safety is also a standing item on the monthly advisory committee agenda, and the advisory committee members take safety items for discussion with their department or group.

LSD has been maintaining a separate space hazards database. They are in the process of transitioning to the improved institutional database (Hazards Management System). Their space hazards data has been transferred to the HMS. They will continue to maintain both databases until HMS is improved to provide a more readable space hazard review for PIs.

Overcrowding will continue to be a problem. The quality of some of the facilities is more of a problem. People don't maintain old, run-down facilities as well as nice, modern ones. A clean, well-organized space is important to safety. Bldg. 74 is being renovated, Bldg. 55 is closing, and they are hoping for a new building. Donner Lab is a major problem because it needs extensive upgrading.

LSD is working with EH&S to update their JHQ and training videos. LSD wants to continue to present classes to small groups as they find this method of training most effective.

An individual was found doing Biosafety Lab (BSL) 1 work in a BSL-2 location without proper protective equipment. This lab is now BSL-2 and appropriate training is required for all.

The MESH report noted that biomaterials and chemicals were left behind in Donner by a retired PI. The retiree is at Stanford now and has remained in touch. He continued to collaborate on the laboratory cleanout after retirement. A student was hired to complete the clean up. All chemicals are now ready for hazardous waste pick-up.

LSD is trying to use the CATS system, which is complex and difficult to use. They are working with the Office of Contract Assurance to clarify confusion about the system.

The MESH review validated the correction of several findings in Donner Lab. There were also several Noteworthy Practices mentioned, including division funding for ergonomics, a half-time Deputy Safety Coordinator, small group New Employee Orientation and safety training, and safety committee mini-minute safety postings.

Subcontractor Safety – Howard Hatayama

Several SRC members have expressed concern about the policy of assigning responsibility for subcontractor safety to the Principal Investigators who hire them. Howard Hatayama stated that the Line Manager must be responsible to ensure vendor work is being done safely. There is no way that EH&S Division can take the responsibility. We need a consensus on how PIs can implement this policy. There was a question about whether PIs must become experts at repairing their equipment. Howard

Hatayama said the PIs need to know what kind of work the person is doing, and who to call for help. Subcontractors are held responsible for not causing hazards to other people working in labs through their contracts. LBNL (and the PI) will be held responsible if an incident occurs. We are working on developing processes to ensure we are exercising due diligence.

PUB-3000, Chapter 32 Job Hazards Analysis – John Seabury

John Seabury proposed amendments to Chapter 32 in response to lessons learned from the pilot process and comments from the SRC last month:

- The issue of requiring workers to sign their JHAs was discussed with Human Resources. It was agreed that an employee signature is required. Refusals to sign will be actionable by the appropriate HR Center.
- The chapter has been clarified to indicate that the JHA replaces the JHQ and will have the functionality now contained in the JHQ.
- It has also been clarified that the baseline JHA is an electronic process, and removed the Appendix C individual baseline template.
- The term “group” has been changed to “work group” to avoid confusion with training groups in the EH&S Training database.

Chapter 32 was approved as proposed by all SRC members present with no objectors.

PUB 3000, Chapter 6 Safe Work Authorizations—John Seabury

The last major re-write was in the year 2000. The chapter is being updated to incorporate changes in policies and practices since then:

- Three levels of authorization are described: formal, facility-based, and line management. The Job Hazards Analysis will replace the division ISM Plan as the authorization document for line management authorizations.
- The name of the hazards database has been changed from “HEAR” to “HMS”.
- It has been clarified that operating divisions are involved in obtaining and maintaining facility-based work authorizations.
- There will be a major review of trigger levels for formal authorizations in the near future. Electrical hazards, environmental risks, cryogenics, magnetic fields, and explosives use are being considered. SRC members asked for an estimate of how many additional AHDs will be required.

Weyland Wong asked John Seabury to take a look at the terms used in Section 6.2.1, which requires direct supervision of people who have not completed required training. “Supervise” is not the right word for peer oversight, which is more commonly done by Work Leads. The term “Work Lead” is not well established yet in all documents. Scott Taylor also cautioned that full Work Lead responsibilities should not be demanded for peers performing oversight of trainees. Divisions want to be able to limit the responsibilities of Work Leads. John Seabury agreed to make changes.

Weyland Wong also commented on Section 6.6, which requires Division Directors to evaluate and assure safety of workspaces. He asked that work practices be added. Ira Janowitz added that the ergonomics problems at the Joint Genome Institute were related to the level of activity and how equipment was used, not the equipment design. Several members commented that we should be careful not to put more responsibilities on management than they can implement, and recommended clarification that the Division Director's responsibility for assurance is exercised through the Line Management of the Division. John Seabury will consider these changes in the next revision.

Chapter 6 was approved as discussed above by a vote of all SRC members present, with no objectors.

PUB-3000, Chapter 17, Ergonomics – Ira Janowitz

LBNL faces many ergonomics challenges in offices and labs. The trend is to implement research-based, practical approaches with options to make the workstation fit the worker.

Section 17.3.1 will explain that Division Directors may appoint Ergo Advocates. Section 17.3.8 describes the roles of the ergo advocates.

The Remedy Interactive software system will produce data indicating potential ergonomic problems for follow-up by the ergo advocates. The software originally contained e-mails from a fictional "Sara" which were confusing and often deleted as suspected spam. That feature has been fixed. Information Technology Division conducted a pilot and worked with people in the "red" zone to reduce their discomfort. Section 17.4.1 will make Remedy the first line of defense (tier 1) to protect computer users from ergonomic injuries. Tier 2 is a screening evaluation by the ergo advocate. Tier 3 is evaluation by a professional ergonomist for people experiencing discomfort, complex problems, or non-computer problems. Use of Remedy will be required for people who indicate on their JHA that they use a computer more than 4 hours/day. This requirement can be programmed into the JHA. Remedy will replace the EHS060 training course. Divisions may require more training and/or evaluation. There was a comment that the 4 hours/day specification is vague. Does this mean more than 4 hours on an average day, or short term? Does it include off-site use and non-LBNL computer use? There was also a question about laptop use. There is a laptop module inserted in Remedy. The JHA will require that people who use laptops greater than 2 hours/day take Remedy. The supervisor and worker should discuss the worker's computer use patterns when developing the JHA.

Section 17.4.2 describes the ergonomics display room. To meet everyone's needs and avoid overloading the ergonomics technician, people are being asked to either visit during established walk-in hours, or schedule an appointment.

Section 17.4.3 describes the ergonomics database. The improved evaluation reports describe issues, recommendations, status of action items, and assigned responsibilities. There is also an on-line product catalogues. The product information can be copied and pasted into the evaluation report. There are short and long form report options, and a case management log for EH&S monitoring.

Section 17.4.4 describes telecommuting agreements. There was a comment that a question about telecommuting needs to be added to the JHA. The telecommuting agreement is being standardized and updated. It will include directions about what to do if there is discomfort, and where to send pictures of the workstation. EH&S is working with Human Resources and Information Technology to develop the new agreement.

Material handling and lifting guidelines have been updated to incorporate the American Council of Government Industrial Hygiene chart. The policy of a 50 lb. lifting limit remains.

Weyland Wong asked that non-policy language be removed from the scope statement in Section 17.2. He also called attention to Section 17.3.1, which places requirements on Division Directors to ensure ergonomics safety.

Don Lucas asked that additional SRC comments on Chapter 17 be posted on the e-room. An electronic vote can be taken after the comments are addressed.

The meeting was adjourned at 11:30 AM

Respectfully submitted, Patricia M. Thomas, SRC Secretary