

**Safety Review Committee**  
September 19, 2008  
10:00 AM – 12:00 PM

**Minutes**

| <b>Committee Member</b>     | <b>Representing</b>                        | <b>Present</b> |
|-----------------------------|--|----------------|
| Banda, Michael J.           | Computing Sciences Directorate             | <b>X</b>       |
| Bello, Madelyn              | Human Resources Advisor                    | <b>X</b>       |
| Blodgett, Paul M.           | Environment, Health and Safety Division    | <b>X</b>       |
| Dubon, Oscar                | Materials Sciences Division                |                |
| Francino Puget, Maria Pilar | Genomics Division                          | <b>X</b>       |
| Kadel, Richard W.           | Physics Division                           |                |
| Kostecki, Robert            | Environmental Energy Technologies Division |                |
| Leitner, Daniela            | Nuclear Science Division                   | <b>X</b>       |
| Li, Derun                   | Accelerator & Fusion Research Division     | <b>X</b>       |
| Lucas, Donald               | Safety Review Committee Chair              | <b>X</b>       |
| Lukens Jr., Wayne W.        | Chemical Sciences Division                 | <b>X</b>       |
| Martin, Michael C.          | Advanced Light Source Division             | <b>X</b>       |
| Nakagawa, Seiji             | Earth Sciences Division                    | <b>X</b>       |
| Ohearn, Jerry               | Facilities Division                        |                |
| Petzold, Christopher J.     | Physical Biosciences Division              | <b>X</b>       |
| Sopher, Ted                 | Information Technology Division            |                |
| Taylor, Scott E.            | Life Sciences Division                     | <b>X</b>       |
| Thomas, Patricia M.         | Safety Review Committee Secretary          | <b>X</b>       |
| Twohey, Daniel              | Directorate/Operations                     | <b>X</b>       |
| Wong, Weyland               | Engineering Division                       | <b>X</b>       |

**Others Present:** Hattie Carwell, Richard DeBusk, Julie Henderson, Mike Ruggieri, Bill Wells, Marty White, Mike Carr

**Chairman's Comments – Don Lucas**

- The minutes from the July 2008 meeting were accepted with some minor corrections.
- Berkeley Site Office (BSO) news – Julie Henderson announced that Hattie Carwell is retiring from the Department of Energy (DOE). Mike Carr has joined BSO. He is coming from Lawrence Livermore National Laboratory. He is a construction safety expert.
- Human Resources news – Madelyn Bello said that the LETS timekeeping system is being changed to let Work Leads approve timesheets as LETS designees for exempt employees.

- Proposed training – A Chemical Hygiene Refresher class will be required every 3 years. People who completed Chemical Hygiene before October 1, 2005 will be required to take the refresher. It consists of a shorter version of the course, or a challenge exam. The refresher emphasizes changes in the Chemical Hygiene Plan. Environment, Health & Safety Division (EH&S) is looking at whether other classes need refreshers. The intent is to be user friendly and convey the needed information. If a person attempts to complete a test 3 times and fails, they will be locked out of the course. People who are locked out should contact Carmen Ayala. The instructor will review the questions they missed.
- **MESH Status** – All the Management of Environmental Safety and Health (MESH) reviews have been initiated. The reports are being drafted.

### **Policy Decision: PUB-3000, Chapter 32, Job Hazards Analysis – John Seabury**

There have been continual improvements and fixes to the Job Hazards Analysis (JHA) system since it went live in June 2008. Further enhancements are planned for FY09.

The original goal was to have at least 75% of the Individual Baseline JHAs completed by September 30 to score a B+ on the contract performance criteria. LBNL decided to aim for at least 90% completion to score an A. As of the morning of September 19, 94% of JHAs had been completed. All the Divisions were over 80% complete except EH&S. They are working on getting JHAs done for the security guards and firefighters. New hires coming in are causing the completion numbers to fluctuate. The JHAs are capturing more people than the Job Hazards Questionnaires (JHQs), and picking up more training needs. 86% of the remaining non-compliant people are guests. 24% of the remaining non-compliant JHAs have been drafted and are waiting for review and signatures. Some of the non-compliant people have been requested to be dropped from the LBNL personnel roster. The Human Resources system has not caught up yet. Divisions having this problem should make a list of the people still waiting to be dropped on September 30. Questions may be sent to [jha@lbl.gov](mailto:jha@lbl.gov).

The training completion scores went down as more training needs were identified, but have started to improve. Training completion on September 19 was up to 85%. EH&S is increasing the number of classes offered and adding more on-line training to help people complete their training by the end of the fiscal year. They are holding some large classes in auditoriums. EHS0010 Introduction to EH&S at LBNL and EHS0059 Ergonomic Self-Assessment (Remedy Interactive) were the most-needed courses. A total of approximately 45,000 person-classes were required (averaging about 6 classes per person). A consultant has been brought in to offer the Fire Extinguisher Safety class twice a day.

The proposed changes to Chapter 32 were posted in the PUB-3000 e-room. There were no comments from SRC members on the e-room.

There was some duplicate information found in Chapter 24 and Chapter 32. Chapter 24 describes the training program. The duplications will be eliminated.

The language in Chapter 32 is being changed to clarify that there is no “grace period” for requirements in work authorizations. Direct supervision may be substituted for some controls during the first 30 days. There was a comment that many students need training courses that are only offered once a month and is not available on-line, especially radiation safety and biosafety courses. There are logistical issues because the students do not all arrive at the same time. Divisions should inform EH&S in advance of the students’ arrival and the instructors will try to provide the training needed.

There was some language about JHQs and how JHAs would be phased in. This language will be removed because it is no longer needed.

The proposed changes to Chapter 32 were approved by a vote of all SRC members present, with no objectors.

#### **Discussion Items:**

**PUB-3000, Chapter 6 --** John Seabury plans to suggest changes to PUB-3000, Chapter 6 soon. EH&S is considering revisions to the table describing formal authorization requirements to require Activity Hazards Documents (AHDs) for oxygen deficiency hazards and some cryogen uses and magnetic fields. They are also adding information about qualifications required for researchers doing electrical work. AHDs will not be required for nanoparticles at this time.

**Staff definition --** “Staff” is being defined as people active in the Human Resources database. The Human Resources (ATRIS) and badging office systems are not connected. We can’t tell who has a badge by looking at the HR system. People with DOE badges also have access to the LBNL site. The General Employee Radiation Training (GERT) is site-specific. We need to ensure that everyone who has unescorted site access completes GERT.

**PUB-3000 Minor Changes –** Bill Wells described some minor changes to PUB-3000. Chapter 6, Appendix B, includes requirements for explosives. The procedure for obtaining safety shoes has been updated and linked to the Chemical Hygiene and Safety Plan, PPE section. These are not policy changes. References to the Hazard Management System (HMS) that replaced the Hazards Equipment and Authorizations Review (HEAR) database will be updated soon.

**Lockout-Tagout (LOTO) –** Richard DeBusk described a letter Dr. Chu sent to all Division Directors asking them to review their LOTO programs and respond by the end of October with either a statement of full compliance or a plan to come into compliance. EH&S provided recommendations to Division Safety Coordinators on how to respond, and offered assistance. One problem in determining compliance is the variety of locks that has been allowed. We are going to be transitioning to all red locks for LOTO.

There was a question about locks used by subcontractors. It was suggested that LBNL could provide our standard locks and tags to subcontractors.

**DOE Health, Safety, and Security (HSS) Review** – The DOE Office of Independent Oversight is coming to review LBNL. LBNL is the last DOE Lab to be reviewed. There will be a scoping visit December 3-4, a planning visit January 12-15, and the actual review will take place January 25 – February 5. We expect 12-15 auditors to be here for 2 weeks. They will be interviewing people at all levels and visiting work sites to determine whether the people doing the work know our rules. Based on the experience of other labs, we can expect many corrective actions. We should work on identifying our own deficiencies and have corrective action plans in place in advance of the review. We can expect a follow-up visit in 2-3 years.

The Berkeley Site Office is bringing about 10 people during the week of September 29 to do a pre-review. LBNL submitted an Integrated Safety Management (ISM) Declaration. The auditors will be verifying that we have ISM systems in place. They will be talking to workers to check the accuracy of JHAs.

We can expect that the HSS Review team to look at Noncompliance Tracking System (NTS) and Occurrence Reporting and Processing System (ORPS) reports and self-assessment reports to determine areas of focus for their review. We can expect questions about work authorizations, hazards, controls, and how ISM is applied to work. EH&S is developing review preparation plans.

The meeting was adjourned at 11:15 AM

Respectfully submitted, Patricia M. Thomas, SRC Secretary