Safety Advisory Committee
November 1, 2013
1:30 – 3:00 PM

Minutes

Committee Member	Representing	Present
vacant	Materials Sciences Division	
Bello, Madelyn	Human Resources Advisor	
Blodgett, Paul M.	Environment, Health and Safety Division	X
Bluhm, Hendrik	Chemical Sciences Division	X
Christensen, John N.	Earth Sciences Division	X
Dardin, Steve	Physics Division	*
Franaszek, Stephen	Genomics Division	
Fujikawa, Brian	Nuclear Science Division	*
Giuntoli, Patricia	Computing Sciences Directorate	X
Lunden, Melissa	Environmental Energy Technologies Division	
Martin, Michael C.	Advanced Light Source Division	X
Sauter, Nicholas	Physical Biosciences Division	X
Seidl, Peter	Accelerator & Fusion Research Division; SAC Chair	X
Taylor, Scott E.	Life Sciences Division	X
Tomaselli, Ann	Information Technology Division	X
Tucker, Eugene	Facilities Division	X
Thomas, Patricia M.	Safety Advisory Committee Secretary	X
Wong, Weyland	Engineering Division	X

Others Present: Michael Carr, Julie Drotz, Jim Floyd, Michelle Flynn, Howard Hatayama, David Kestell, Mike Kritscher, Glenn Kubiak, Bob Mueller, Tammy Welcome, Bill Wells, Mike Wisherop, *Rhonda Witharm (for Physics and NSD)

EHS Document Management Pipeline – Mike Wisherop

Mike Wisherop presented a summary of document changes EHS has recently completed or is currently developing:

- Engineered Nanoparticles medical surveillance – There is an ongoing pilot program of offering medical exams to people working with engineered nanoparticles. The changes will be incorporated in the ESH Manual under the Health Services and Chemical Hygiene sections when they are reformatted.
- A major revision to the Continuity of Operations Plan was completed and related revisions were made to the Requirements and Policies Manual, with links to the ESH Manual.
- The requirements for reporting National Fire Protection Association Health Hazard 3+ chemicals in greater than lab-scale qualities has been

incorporated into the ESH Manual, and LBNL operations were reviewed for compliance. Chemical quantities in all areas are now below the reporting threshold.

- The new Lockout/Tagout Program requirements were rolled out on October 1. The Electrical Safety Program is being reviewed and will be revised next.
- The requirements of DOE Order 458.1 are being folded into the Radiation Control Manual. This change has a significance rating of B. Seven draft policies have been developed for the Regulations and Procedures Manual.
- Medical examination requirements are undergoing legal review.
- The smoking area policy takes effect November 15. It is expected to be signed before the effective date.
- The new Controlled Substances Policy and program have been completed.
- Michelle Flynn is working on revisions to the Technical Area Release Policy. The goal is to have a reliable list of areas where hazards exist and people to contact for information about hazards in each area. This will be a topic for further discussion next month.
- The On-the-Job Training policy is being revised. James Basore will come to SAC to talk about it next month.
- The reformatting of the ESH Manual and Requirements and Policies Manual is ongoing. There are 3 policies and 7 programs left to complete.

EHS Assurance Program – Jim Floyd

The purpose of the EHS Assurance Program is to promote continuous improvement in prioritized areas of EHS performance. The first step was to sort EHS programs by the potential severity of consequences if there are problems. The next step is to identify key performance parameters in each program:

- Effectiveness of controls;
- Compliance;
- Efficiency;
- Culture;
- Trending;
- Feedback and improvement.

To understand where we are going, EHS looks at recent information and asks what the trends are. To find the trends, they need to gather reliable data continually. Some of the data comes from incident reports and Division Self-Assessments. EHS must be able to roll up the results and explain them to LBNL, DOE and UCOP management.

Andrew Peterson is the project lead. A work group has been formed, including Bill Wells, Amy Ecclesine, and Brad (?). They are working with McCallum-Turner to develop performance measures and define templates to help analyze

opportunities for improvement in each program. One of the first programs they are looking at is fall protection. They are identifying action items for each of the performance parameters and generating a Strengths, Weaknesses, Opportunities, and Threats (SWOT) chart. Next, they develop a consensus about the priorities for improvement, and the residual risks of non-prioritized items. An example is the way the risks were prioritized in the electrical safety program and improvements are being phased in each year. Planned improvements will be tracked as a part of management metrics. Improvement Plan performance, safety culture, and efficiency are leading indicators.

Jim Floyd asked for SAC participation in design and planning, execution, and review and analysis of the assessment program. SAC could form a subcommittee to look at Lines of Inquiry to ensure consistency in quality, implementation of improvements, and pass on Lessons Learned.

Glenn Kubiak asked how the Division Safety Coordinators could also be involved. Tammy Welcome commented that the DSCs will be collaborating in self-assessments of compressed gas safety and off-site safety this year. Tammy Welcome is reviewing the FY13 Division Self-Assessments and providing information to EHS program managers / subject matter experts. Andrew Peterson and Jim Floyd will talk to the DSCs about how they can help.

There was a question about how Protective Services' assurance programs will be affected by their reorganization. They are still integrated into the EHS assurance team.

Howard Hatayama also offered Office of Contractor Assurance assistance.

Lab Managers – Scott Taylor

Life Sciences Division performed a self-assessment on how research groups manage their labs. Principle Investigators provide general oversight and funding, and tend to delegate day-to-day management of labs to someone in their group. They found that there is no institutional training in how to be a lab manager, and some designated managers lack knowledge of essential tasks. PIs and lab managers are not clear on the scope of their responsibilities. Lab manager is often a rotating personnel assignment and we can't afford the risk of new people learning by making mistakes. They may not recognize hazards; for example, one group was found using a Bunsen burner on top of a flammable materials cabinet. Checklists are not enough. They need a combination of mentorship, aids, and training. It is important to assist the Lab Managers because they will be the "Activity Leads" in our new Work Planning and Control system, and they need to be able to identify hazards.

Glenn Kubiak said Sandia Lab found that peer training is most effective. Sandia set up monthly meetings for people with similar responsibilities to share knowledge. Institutional training courses are not dynamic enough to meet changing needs or specific enough for each research environment. Mike Martin commented that Advanced Light Source uses peer training for beamline scientists. The first step is identifying all the people acting in the role – it can be more or different people than you initially expect. There are various types of lab managers, e.g., bio lab managers, laser lab managers, etc., who may need separate peer groups.

If LBNL wants to move toward Line Management Responsibility, we must provide tools. Lab "how-to" guidebooks can be useful in sharing knowledge and experience. Area Safety Leads can also play a role in coaching people in their work areas. The Work Planning and Control system will allow "how to do it right" videos to be attached to activities. Subject Matter Experts should be involved to ensure the accuracy of information presented in videos. Jeff Miller can provide tools and training in how to write scripts and make videos.

Michelle Flynn is starting to work on socializing the Project Lead and Activity Lead concepts.

The meeting was adjourned at 2:30 PM
Respectfully submitted, Patricia M. Thomas, SAC Secretary