

Safety Review Committee
April 15, 2005
10:00 AM – 12:00 PM

Minutes

Members Present

Michael Banda, John Bercovitz, Paul Blodgett, Ben Feinberg, Ken Fletcher, Phil Hugenholtz, Richard Kadel, Mack Kennedy, Don Lucas, Augusto Macchiavelli Robert Mueller, Karen Ramorino, Linfeng Rao, Pat Thomas for Peter Seidl, Linda Smith, Scott Taylor, Weyland Wong,

Members Absent

Joel Ager, Robert Schoenlein, Hisao Yokota

Others Present

Tom Caronna, John Chernowski, Richard DeBusk, Eugene Lau, Phyllis Pei, Donna Spencer

**10:00AM – 10:20 AM Closed Session –
SRC Members and EH&S Personnel Only**

BSO/LBNL Interaction -- the LBNL Perspective – Phyllis Pei

10:20AM – 12:00 PM Open Session

EHS Incident Reporting to BSO/DOE – Phyllis Pei

LBNL did not meet the Berkeley Site Office (BSO) expectations or Occurrence Reporting and Processing System (ORPS) requirements for timely reporting of two recent bone fracture accidents. The reasons include unclear new requirements to report “significant” safety incidents to BSO, outdated procedures in PUB-3000, and LBNL personnel not understanding the importance of timely reporting. EH&S is working with BSO to update procedures and clarify instructions for reporting safety incidents. Corrective actions include:

- Refresh and train additional personnel in ORPS reporting;
- Clarify BSO notification threshold and disseminate above information to Division Directors Meeting, Safety Review Committee, Coordinators, Liaisons and OIA;
- Add topic to EHS Supervisory training course;
- Establish process with Transportation Dept. regarding vehicle accidents that include injuries; and
- Update PUB-3000 to be consistent with ORPS manual requirements and

make more accessible within Lab web pages.

The basic elements of the notification process are as follows: Whenever a significant safety incident occurs, the division should immediately notify EH&S and OIA, who will provide guidance on the type of reporting required. EH&S and the division will jointly develop a one-paragraph description of the incident. EH&S management will notify the BSO management. The division will notify their BSO Program representative. BSO will decide whom to notify within DOE.

Phyllis asked for input on the details of how to implement the notification system most effectively. She presented a draft table of types of incidents that may require notification and the notification time limits. There were questions about who within EH&S should receive the initial notifications from divisions: the liaison, subject matter expert, Division Director/Deputy, and/or Health Services. The Committee recommended that the instructions for the initial notification be kept as simple as possible. There should be one central ES&H event reporting telephone number (possibly 5514). Calls to the reporting number should be monitored 24-hours/7-days by people trained in the reporting requirements. The number should be reachable from off-site locations. The procedures should ensure timely reports are submitted when supervisors are on vacation. There needs to be some clarification as to what types of regulatory violations need to be reported. Minor deviations from regulatory standards are usually tracked through the LCATS database. Information about the types of accidents that are occurring should be made available to all LBNL personnel. The identity of the accident victims must be kept private. An LDAP password should be required for access to the accident descriptions.

Some committee members have received calls from our workers' compensation vendors requesting information about accidents. Such inquiries should be referred to legal counsel or Health Services.

BSO/LBNL Interaction -- the DOE Perspective – Donna Spencer

Donna Spencer is the Berkeley Site Office liaison to the Safety Review Committee. Donna has worked for the federal government for over 20 years, including 15 years at DOE, with 8 years at the Berkeley Site Office. She is an electrical engineer by training, and has worked primarily in ES&H oversight.

Donna described some recent changes in the BSO organization. Aundra Richards has replaced Dick Nolan as Director and Site Manager. Aundra reports directly to Don Ergschloe, the Chief Operating Officer for Ray Orbach in the Office of Science. The Oakland field office was closed and its functions moved to BSO. The Oak Ridge Operations Office provides ES&H expert support to the BSO on an as-needed basis. The BSO staff has doubled and they are in the process of hiring a Deputy Director and a Safety Engineer for construction safety. Hattie Carwell is the Operations Team Lead. The Operations Team mission is to ensure DOE's expectations are met. Joe Krupa is the Program/Project Team Lead. Each major program/project and ES&H functional area has a designated BSO representative.

The Office of Science has directed the BSO staff to maintain current awareness of conditions and activities at LBNL. Ray Orbach expects daily reports from Aundra Richards. The Operating Principles signed by Dr. Chu and Dick Nolan commit LBNL to providing transparency, with access to information and facilities. Donna's objectives in monitoring SRC activities are to identify LBNL successes, areas of interest, and improvement strategies and discuss them with Hattie Carwell. Hattie will be working closely with Phyllis Pei and will discuss concerns with Phyllis before elevating them to the Office of Science. The SRC asked for a quarterly "state of the Lab" briefing from Donna to provide feedback on DOE's impressions of LBNL safety programs. Donna asked to have the appropriate BSO program representatives invited to the MESH review in-briefings and out-briefings.

Comments from the Chair

The minutes of the March meeting were approved.

There will be a discussion at the next SRC meeting on how to improve the Lessons Learned program.

Energized Electrical Work Permits – Bob Mueller

The purpose of the energized electrical work permit is to implement the NFPA 70E standard. There will be two types of forms – the A1 briefing/permit form for LBNL work and A2 for subcontractors. The A2 form will be similar to a form Facilities is already using. DOE holds LBNL responsible for ensuring service contractors meet NFPA 70E requirements. Work on energized electrical equipment must be justified. Some types of electrical work will not require a written permit; however, the supervisor has to be aware of all work and ensure a shock hazards are analyzed. The A1 form can be used by supervisors as an outline for verbal or written safety briefings. A written briefing is not required, but is highly recommended, especially when there is no standard operating procedure for the work.

The Electrical Safety Subcommittee has been working on clarifying the definitions of the modes of operation. The distinction between classes, modes, and permit numbers remains confusing. The decision tree is written primarily for qualified electrical workers and would be difficult to use for most supervisors and researchers. If the work is to be done by matrixed electrical technicians, the electrical engineering supervisor can do the safety briefing and assist in applying for the permit. The PI needs to ensure the process is taking place. It is more difficult when there is no engineering supervisor. It would be better to have an on-line questionnaire that would lead supervisors through a sequence of questions and then tell them which permit/briefing requirements are applicable. We will not be able to develop such a tool immediately. We have about 60 qualified electrical workers on site and the Electrical Safety Subcommittee members who can provide assistance. Tom Caronna is developing a course for people who work on 118 – 208 V

plug-and-cord equipment. Information about the requirements needs to be included in supervisor training. Supervisors who have already completed the supervisor safety course will need updates.

The SRC acknowledged the work of the Electrical Safety Subcommittee members. Revised forms will be sent to the SRC members for approval and/or comment.

Safety Awareness – Richard DeBusk

In response to the recent increases in accidents, EH&S is increasing safety communications to encourage all LBNL personnel to think before acting. The communications initiatives include articles in Today at Berkeley Lab and the View and bus posters.

Three people from DOE Oak Ridge will visit Berkeley Lab during the week of April 18-22 to help us prepare for the mid-May electrical safety audit. We expect them to review the electrical safety accidents that have occurred over the past 2 years and the associated corrective actions.

The meeting was adjourned at 12:00 PM
Respectfully submitted,
Patricia M. Thomas, SRC Secretary