

**Safety Review Committee
August 18, 2006
10:00 AM – 12:00 PM**

Minutes

Committee Member	Representing	Present
Ager, Joel W.	Materials Sciences Division	
Banda, Michael J.	Computing Sciences Directorate	X
Blodgett, Paul M.	Environment, Health and Safety Division	X
Cork, Carl	Physical Biosciences Division	X
Fletcher, Kenneth A.	Facilities Department	
Franaszek, Stephen	Genomics Division	X
Garbis, Carla	Directorate/OCFO/Human Resources	
Kadel, Richard W.	Physics Division	X
Kennedy, Burton Mack	Earth Sciences Division	X
Leitner, Daniela	Nuclear Science Division	*
Lucas, Donald	Environmental Energy Technologies Division	X
Lukens Jr., Wayne W.	Chemical Sciences Division	X
Martin, Michael C.	Advanced Light Source Division	X
Seidl, Peter A.	Accelerator & Fusion Research Division	
Taylor, Scott E.	Life Sciences Division	X
Thomas, Patricia M.	Safety Review Committee Secretary	X
Wong, Weyland	Engineering Division	X

Others Present: Hattie Carwell, Richard DeBusk, Howard Hatayama, John Muhlestein,
*Larry Phair (for Daniela Leitner), Linda Smith

Chairman's Comments – Don Lucas

The minutes of the June meeting were accepted.

Lasers on campus -- Decisions regarding changes to the laser safety requirements on campus are waiting for the McCallum-Turner review results.

Policy change review process -- Don gave a presentation at the Division Directors' meeting on the role the Safety Review Committee will have in reviewing and approving changes in LBNL safety requirements. Division Representatives should communicate with their Division Directors about proposed changes. Dr. Chu and David McGraw will recognize SRC decisions. The proposals are not always reviewed by the Safety Coordinators first. The SRC shouldn't be involved in wordsmithing/editing documents for clarity. Proposed changes should go through EH&S (Richard DeBusk) for editing and have legal review before coming to the SRC. By next month, we hope to have a system in place for reviewing changes. Don Lucas will decide what items should also have Lab Director approval.

E-mail addresses – There was a proposal to charge Divisions \$12.50 / month for each e-mail account instead of having storage charges. This proposal may have discouraged some people from opening accounts for their guests. E-mail has become one of our primary communication methods for safety information. Don Lucas proposed recommending to the Lab Director that everyone should have an e-mail account. There is no “routing system” to ensure everyone reads the e-mails. People would not have to have an LBNL e-mail account. They could provide an address at their home institution. There is also an auto-forwarding feature they can use. E-mails would not replace other communications methods. The system is not perfect. There are some people who don’t have their own computers. There are some general access computers available. Some people will not bother to forward or check their LBNL e-mail. The individual or their supervisor needs to update the LBNL directory to list the correct e-mail address. Guests are removed from the e-mail system at termination. The requirement should apply to badged personnel who work on site, not to remote users who never visit LBNL. Don Lucas asked for SRC approval to send an e-mail to the Lab Director recommending the Human Resources implement a policy that all new badged personnel have an e-mail account for the purpose of safety/policy communication. The recommendation was approved unanimously.

MESH Status: Division Directors’ MESH response presentations to the SRC are being scheduled:

- October – Advanced Light Source
- November – Materials Sciences and Facilities
- December – Physics
- January – Chemical Sciences

Peer Review/Audit Status – Howard Hatayama

The Tiger Team audit in 1990-91 was the last comprehensive DOE audit of LBNL safety systems. DOE has audited the NNSA sites, and are slowly working their way through the Office of Science labs. DOE has audited Argonne and Oak Ridge, and they will be visiting SLAC in September and LLNL in January. Our DOE audit has not been scheduled yet. LBNL has asked McCallum-Turner to do a review that will mimic the anticipated DOE review. A scoping visit was conducted August 8-9. There will be people from Brookhaven, Oak Ridge, and PNNL on the team. Documents and information about the review have been posted on the web at:

<http://www.lbl.gov/ehs/ism/external-audit/>

The auditors may use different terminology than is commonly used at LBNL. It will require active listening and feedback if questions are unclear or if they don’t understand our response. The auditors will want to spend time talking to lab staff. The auditors will be divided into sub-teams that will study different aspects of our safety program. John Seabury and Alyce Herrera have been working on organizing the audit and have established EH&S points of contact for each sub-team. The auditors will identify the

audit activities they want to perform and Divisions will suggest names of appropriate people to be interviewed.

We have a “no harm/no foul” agreement with the DOE Berkeley Site Office (BSO). There will be auditors looking at BSO also. This is an opportunity for improvement, not a judgment of performance. Any information about the audit findings for LBNL will go to LBNL. This will not be an OSHA compliance audit; however, the auditors will inform LBNL of any safety issues they encounter that must be addressed. All findings that LBNL accepts as valid will be tracked in CATS.

There will be a “Today at Berkeley Lab” (TABL) article the week before the audit. Howard Hatayama and/or John Seabury can come and talk to Divisions. The Divisions are being encouraged to use signs, e-mails, and/or meetings to let people know what to expect. There will be TABL articles on key aspects of Integrated Safety Management. Engineering Division and Genomics are putting up posters. SRC representatives and Safety Coordinators are encouraged to discuss the information with their Division management.

Heating Tapes and Cords Guidelines

Discussion of this issue will be deferred to a future meeting because the people asking for the discussion could not attend. Committee members need more information about the draft guidelines. The Committee would also like to have a presentation about the “Authority Having Jurisdiction” program that is being set up to review non-listed equipment.

Incident Investigation Process – Richard DeBusk

Not all injuries or incidents need to be investigated. The supervisor or safety coordinator should document why a decision was made not to investigate. Committee members suggested that a positive decision should be required to initiate an investigation rather than a negative decision (not investigating would be the default position). Trends or patterns should be considered in deciding what types of incidents to investigate. Committee members also suggested putting job titles rather than names in PUB-3000.

Some training in incident investigation is being provided for safety coordinators and liaisons. A more highly trained person will support each investigation. The investigators are appointed by their Division Director. EH&S will ensure there are enough trained investigators. Generally, recordable injuries will be investigated.

The dates reports are due has been changed to the maximum allowed. Entry into the OSHA log must begin within 6 days. The investigation process also covers ORPS investigations. Subject matter experts in radiation safety and environmental releases have been trained as investigators. LBNL does not have an ergonomics expert trained as an investigator at this time.

The new process will go into effect in September. Don Lucas asked for a vote on the overall policy change. Minor wording changes should be submitted to Richard DeBusk. Richard DeBusk agreed to make the changes suggested during the meeting. The Committee voted to approve the incident investigation policy as amended, with no objectors.

Don Lucas and Richard DeBusk are working on developing a policy review checklist by next month. The SRC needs to be careful to ensure we know exactly what we are approving. The Committee asked to see any new proposed PUB-3000 changes at least 7 days in advance of voting on them.

10 CFR 851 Progress – Richard DeBusk

LBNL is on schedule for compliance with the new DOE safety regulation. On February 26, 2007, the requirements that are already in our contract will be enforceable. On May 25, 2007, all provisions of the regulation will be enforceable. EH&S has requested funding for resources. The work is being done by a contractor now. LBNL is working with DOE and other labs to share lessons about compliance issues and methods. DOE Oak Ridge reviewed our status in July and said we are on track. The steering team, led by Howard Hatayama, is in place. Legal counsel is involved. New CATS entries are being reviewed weekly for reportability on a trial basis. About 40 entries per week are being reviewed. Only 2 have been reportable – a fall hazard at Blackberry Canyon and a fall hazard in a research area. Division Directors, Deputies, and Safety Coordinators have the opportunity to review draft reports before they are submitted, but they must be submitted on schedule. Deficiencies need to be corrected on schedule. We can change the due dates. Not closing CATS on schedule could be a noncompliance. Overdue CATS are distributed monthly at the Safety Coordinators meeting. We are testing the screening process and criteria and demonstrating our ability to comply.

EH&S is developing the required Safety Plan. A draft is expected in November or December 2006, with the final due February 26, 2007. The plan is a “pointer” to requirements. The plan is enforceable.

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