

**Safety Review Committee
December 16, 2005
10:00 AM – 12:00 PM**

Minutes

Committee Member	Representing	Present
Ager, Joel W.	Materials Sciences Division	X
Banda, Michael J.	Computing Sciences Directorate	
Blodgett, Paul M.	Environment, Health and Safety Division	X
Cork, Carl	Physical Biosciences Division	X
Fletcher, Kenneth A.	Facilities Department	
Garbis, Carla	Directorate/OCFO/Human Resources	X
Hugenholtz, Phil	Genomics Division	X
Kadel, Richard W.	Physics Division	X
Kennedy, Burton Mack	Earth Sciences Division	X
Kritscher, Michael	Mechanical Safety Subcommittee	
Lucas, Donald	Environmental Energy Technologies Division	
Macchiavelli, Augusto O.	Nuclear Science Division	
Martin, Michael C.	Advanced Light Source Division	X
Mueller, Robert	Electrical Safety Subcommittee	
Rao, Linfeng	Chemical Sciences Division	
Schoenlein, Robert W.	Laser Safety Subcommittee	
Seidl, Peter A.	Accelerator & Fusion Research Division	X
Smith, Linda K.	Emergency Preparedness Safety Subcommittee	
Taylor, Scott E.	Life Sciences Division	X
Thomas, Patricia M.	Safety Review Committee Secretary	X
Wong, Weyland	Engineering Division	X

Others Present

Jim Bristow, Richard DeBusk, Carol Ingram, Eugene Lau, Susan Lucas, Phyllis Pei, Eddy Rubin

Genomics Division MESH Response – Eddy Rubin

MESH Team Leader Scott Taylor commented that of all the MESH reviews he has done, Genomics Division provided the best interaction and fastest response to issues raised in the review. Genomics operates in a complicated setting (60% LBNL/40% LLNL) and has undergone several reviews this year – MESH, self-assessment, DOE, etc. Division Director Eddy Rubin began the response by describing some of the actions taken and planned to improve the safety program.

A formal safety program is being established to integrate LBNL and LLNL. An MOU is being written. LBNL will take the lead in managing safety, and there will be uniform requirements for LBNL and LLNL employees.

A new safety manager will be hired for JGI. They are searching for a high-level safety professional.

The safety plan for JGI and Bldg. 84 is being formalized. Tony Linard represents the Bldg. 84 labs, and they participate in Life Science's safety committee. The safety committee in Walnut Creek has been expanded. There are representatives on the committee from all levels of the organization. Sue Lucas has played a crucial role. There are three working groups: safety culture, emergency action planning, and ergonomics. There are a lot of repetitive motion tasks at JGI. They worked with consultants to assess the risk of production line activities.

JGI employees developed a Safety Track database that is the central repository for receiving safety concerns from employees and tracking responses. The safety committee monitors and prioritizes the input at least weekly. The CATS system is also used. The Safety Track system has some features CATS does not have and LBNL EH&S is looking at other uses for Safety Track. JGI uses LBNL systems for accident reporting, AHDs, and laser inventory. Other communications improvements include posting safety meeting minutes and distributing a newsletter.

JGI received an ergonomics review report in September. In October, supervisors were trained in recognizing at-risk settings. Telling supervisors "safety is important" was not enough; supervisors need to know how to identify hazards. Workers are different sizes and move around the production line. Workstations need to be adjusted as people change. Supervisors are enforcing ergonomic controls, conducting surveys, and ensuring personnel are trained. Stretch software has been installed. Ergonomic evaluation requests are processed through the employee's home lab, with all information provided to LBNL.

Several steps have been taken to improve training. The JHQ has been re-written. Too many training waivers were being given, so guidelines were developed to indicate when waivers are appropriate. Management teams have been trained in the AHD process. First Aid training is provided for emergency response team members. A PGF-10 class is being developed for all visitors, including people who expect to be at the site for less than 30 days, because it was found that some visitors were staying longer than expected. All computer-based training must be done before new people are allowed to work.

Chemical hygiene is a concern in research areas. PPE requirements are posted. SAAs have been improved.

The Division Director does weekly management walkthroughs with the safety manager. Distance can be a barrier to communication with LBNL EH&S. They are holding weekly meetings to strengthen communications. They have learned they need to be proactive in asking for more support.

Carol Ingram commented that she has observed a wonderful awareness of safety by JGI management. She suggested they do more walkthroughs and they responded immediately. The entire facility is participating in the safety program.

Chairman's Comments – Weyland Wong for Don Lucas

The minutes of the November meeting were accepted with minor corrections.

New Members

Michael Martin will be the new representative for the Advanced Light Source. He has been at LBNL for 8 years, and works at the infrared beamline. His safety experience includes participation in beamline readiness reviews.

Mike Kritscher is replacing John Bercovitz as the Mechanical Safety Subcommittee chair.

January 20 Meeting with Dr. Chu

Subcommittee chairs are reminded to submit a brief summary of their activities for the year to Don Lucas for inclusion in our annual report to Dr. Chu.

MESH Status

- Life Sciences, EH&S, and Genomics reports and presentations are complete.
- Computing Sciences and Directorate reports are being written.
- There is a concern that the MESH schedules have been falling behind this year. It was suggested that we start doing reviews earlier in the year, and set firm deadlines for divisions. We should put together a schedule, get Dr. Chu's approval, and hold divisions to it. Interviews can be done by teleconference for directors with difficult travel schedules. MESH teams should plan to write their own reports. The reports can be simplified and the questionnaire attached.

SRC Website

It was suggested in a previous meeting that we create a password-protected portion of our website to post draft documents for committee members' review. Information Technology suggested that we consider using "e-room". It has many nice features, but it would take some effort to learn to use the system and it may not be worth the time for occasional users. There is also a cost of \$12 per user per month. The consensus was that a password-protected website would better meet our needs.

EHS052 Manual Lifting Training– Richard DeBusk

30 – 35% of our injuries have been from lifting. Most resulted from poor planning or lifting techniques. Some job classifications are particularly at risk. Supervisors can also

assign training requirements to individuals at risk. Improving training could be an effective measure in reducing injuries. The back safety course has been offered infrequently. People like the “Move Smart” training, but it was found in accident investigations that they have trouble remembering it because there is no refresher class or follow-up reinforcement of the messages. The “Move Smart” contractor is expensive and it has been a struggle to get funding approved every time. We would like to have more LBNL-specific information in the class, such as specific information on the lifting aids available and how to use them. EH&S is working with contractor (EORM) that did the ergonomics work for JGI to develop an LBNL-specific “LiftSmart” course. A pilot session will be conducted in January, and the course will be offered 4 times/month initially. There will also be a refresher course.

To capture the population most at risk, it was proposed that the JHQ question be changed to: “Do you routinely (more than twice a week) lift objects that weigh more than 20 pounds?” Answering “yes” would trigger a requirement to complete EHS062 LiftSmart and EHS066 LiftSmart Refresher. The policy change was approved by SRC members by unanimous consensus.

EHS Incident Reduction Plan – Richard DeBusk

LBNL’s 15-year accident trend is good, but not good enough to meet DOE goals. We need to accelerate our rate of improvement. Our accident rate for October – December is now at .7, our best quarter ever. Our injury cases tend to be highest at the beginning of the calendar year. It could be because there are more hours worked, as work is delayed at the beginning of the fiscal year until the budget is known.

There are several initiatives planned for January to raise awareness. There will be safety banners, and safety reminder bookmarks will be handed out to people at the gates as they return to work. We would like the safety program to be more employee-driven, beginning with greater supervisor/PI involvement. Several steps are being taken to increase involvement: self-assessment criteria have been revised, incident investigation is being improved and training will be provided, communications and awareness are being increased, employee recognition is being encouraged, ergonomics and laser programs are being improved, and special attention is being focused on the groups at highest risk for accidents (Facilities and Engineering). Engineering Division worked with EH&S to develop a Safety Communications for Supervisors course. EH&S is also preparing slides that divisions can use to discuss safety topics at meetings and there will be mini-courses for management. These courses will address hazard recognition. Managers can invite safety experts to go along on walkthroughs, but it is important for the managers to talk to people about safety. SRC members recommended that directors also be encouraged to take regular EH&S courses relevant to their divisions. Dr. Chu will be issuing a management memo about safety. Some other labs have tried “hours worked without an accident” signs, but found that they discouraged accident reporting and caused morale problems. There will be a contest to create slogans for safety posters. It has been proposed that an Associate Lab Director / Division Director executive EH&S Council be formed to provide more input on strategy.

We want to improve tracking and communication of “lessons learned” from near-miss incidents. The ratio of incidents to accidents indicates that some near misses may not be reported. Some employees have the perception that they may be punished for reporting a near miss. This is a problem because lessons learned from near misses help us prevent accidents.

Currently, only PNNL is meeting the Total Recordable Case (TRC) goal. There is a meeting scheduled with other labs in January to discuss how they are calculating their accident rates. Some labs are tracking actual hours worked beyond 40 hours/week, and including user hours. There may be differences in how hours and accidents are treated for guests, students, and subcontractors. While we want to ensure the performance reporting is fair, committee members commented that it is more important to ensure we continue to care about the safety of everyone at LBNL.

Some labs have a required subcontractor orientation class. Safety provisions in service contracts are being strengthened, but we are not sure the requirements are always communicated to the contract personnel who visit our site. Training could be required before a contractor is issued a badge. Orientation materials could be placed on our website so training can be completed before contractors arrive. Escorts for visitors and service contractors need to be trained.

Lessons learned are not always being seen by personnel. Not everyone reads Today at Berkeley Lab or the View. If we put the headline in TABL and a link to the article, we can measure how many people are actually reading it. A variety of media should be used: publications, bulletin boards, postings in rest rooms, “1 minute 4 safety” presentations, etc.

The meeting was adjourned at 12:10 PM
Respectfully submitted,
Patricia M. Thomas, SRC Secretary