

**Safety Review Committee  
November 17, 2006  
10:00 AM – 12:00 PM**

**Minutes**

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

**Others Present:** Steve Black, Richard DeBusk, Keith Gershon, Howard Hatayama, Carol Ingram, Matt Kotowski, Mike Kritscher, Eugene Lau, Sandy Merola, Robert Mueller, Dennis Nielsen, Georgeanna Perdue, Jack Salazar, Janice Sexson,

**Minutes of October Meeting** – Comments were received from Mark Freiberg.

**Chairman’s Comments – Don Lucas**

**PUB-3000 Review Process** – The proposed PUB-3000 changes for December will be posted in the new PUB-3000 e-room for review and comment. Anyone can comment on the proposed changes. To request addition of people to the e-room, contact Georgeanna Perdue or Curtis McDonald. The Biosafety Committee will review and approve proposed changes to the Biosafety chapter. The Biosafety Committee is independent of the SRC; however, the chapter will be posted in the e-room for comments. There will be a second meeting in January (Jan. 22) if needed to complete the PUB-3000 changes required by 10 CFR 851.

**MESH status--** The Integrated Safety Management (ISM) Board has not met to review the Divisions that received MESH reviews in 2005. These meetings are being scheduled.

The Safety Review Committee (SRC) cannot plan the 2007 MESH reviews until we know the review intervals for the Divisions. Materials Sciences Division and Advanced Light Source are scheduled to give their presentations to the SRC in December. The Materials Sciences Division report has been completed. The ALS report should be sent to the Division next week (Nov. 20-22). We will need to determine whether they are ready to respond in December.

### **Facilities Division MESH Response – Sandy Merola**

Sandy Merola, interim head of the Facilities Division, expressed his appreciation for the ISM process and anything that reminds the Division of safety as their first commitment. Facilities provides services and infrastructure to support research. Aging facilities and the hillside location present challenges. The Division's values include safety, quality, efficiency, and professionalism. Funding cuts have resulted in a reduction of 50-60 Full Time Equivalents, and another \$1 million in budget cuts is expected this year. Shared responsibility to care for others is an important ethical value. Because Facilities personnel have a ubiquitous presence throughout the Lab, they can play a special role in looking for safety problems.

Facilities has several ways of communicating with employees and involving them in the safety program. There are weekly communications from the Division Director. There are several safety committees. The Workers Observing Workers (WOW) steering committee is a mixture of union and non-union people. New hires receive an orientation during their first week of hire. There is also a new supervisor orientation.

There is an active self-assessment program. Cross-shop inspections are conducted 3 times/year. All the action items in the old LCATS database have been closed. The Division Director does a walkaround every 2 weeks.

Before performing tasks, Facilities workers complete a pre-task hazard analysis. Checklists are being improved. The Maximo work order database is linked to the HEAR database to provide information on hazards that may be present in the work areas. The hazard information is only accurate if the other Divisions keep the HEAR information for their spaces up-to-date. This needs to be strengthened.

Accident review teams emphasize improvement and share lessons learned.

There was an Observation that the Facilities Division may not provide adequate safety training to construction employees before they start work. A new orientation program is being developed. The checklist is being improved. A video is being developed.

There was an Observation that English is not the primary language of some Facilities staff, yet LBNL does not provide safety training or materials in any language other than English. Facilities is working with EH&S Division to determine how best to address this problem. The need now is mostly for Spanish language information, but this could change. There will be a meeting with Human Resources. EH&S Division used to have

assigned translators for several languages. All employees are required to have some minimum proficiency in English and should be able to understand a request to stop work. Language can be a barrier in understanding permit requirements.

There was an Observation that not all Facilities employees have access to the internet or e-mail. Not everyone knows how to use a computer, so just providing access will not solve the problem.

There was an Observation that the Division processes about 500 work requests per week (25,000/year). Understanding the work scope and hazards is a management challenge. Facilities will be partnering with EH&S Division to address this challenge.

There was an Observation that required training was 94% complete, which meets LBNL minimum standards, but some employees may not have completed all training they need to do their jobs safely. Sandy Merola has just received a list of the people needing training and is reviewing it. He is considering stopping work where training pertinent to safety has not been completed. SRC members commented that it would be helpful to be able to distinguish training required by regulations and standards from LBNL-initiated training requirements. Some employees don't have current JHQs. Two of them are temporary guests who will be leaving soon.

The MESH team found some safety problems during their walkthrough. There was a Concern that not all safety issues are being identified and corrected promptly. Facilities is providing walkthrough training to supervisors and increasing supervisor walkthroughs. The Division Safety Coordinator will provide assurance and report repeat problems to line management.

The MESH team also identified several Noteworthy Practices, including employee orientation, communications, active safety committees, the WOW program, line management walkthroughs, the amount of focus on safety, and the dedication of the staff.

MESH team leader Joel Ager commented that the team was impressed with the diversity of the division and the volume of work Facilities performs. He encouraged the continued improvement of the database systems and linkage between them. He asked that MESH action items be entered into the Corrective Action Tracking System (CATS). Other SRC members commented that overdue work requests entered through CATS were a problem for the other divisions. LBNL management needs to provide adequate resources to address unfunded institutional items. EH&S Division and Facilities are working on a prioritization process.

### **Proposed Changes to PUB-3000**

Richard DeBusk provided introductory comments regarding the ambitious schedule for reviewing PUB-3000 changes during November – February to ensure compliance with 10 CFR 851. The first draft of the Written Health & Safety Program is available for review.

## **Chapter 18 Lockout/Tagout – Keith Gershon**

Most of the changes are editorial. There are major changes to the Group LOTO procedures. The controlled recordkeeping option has been eliminated. The use of this option may not be compliant with OSHA regulations. The procedure now includes a supervisor briefing and use of a group lock box. Another significant change is the elimination of obsolete tags. Regulations require that a single type of tag be used for LOTO throughout LBNL. There are some other minor changes, such as eliminating the requirement to put a name on a lock if the name is on the attached tag.

An SRC member asked if all older equipment can be locked out. There are adapters available to make most older equipment lockable. Where that is not possible, a controlled tag-out procedure may be used.

There was a problem at a panel in 55A where a demolition contractor moved a live wire in a panel. For demolition jobs, the room(s) to be demolished should be electrically isolated by LBNL electricians by de-energizing, verifying absence of power, and cutting wires to create an air gap before the contractors start the demolition work. Electricians who work for C-10 Licensed Electrical Contractors must be certified by the State of California. This requirement has been included as a proposed addition to Chapter 10. SRC members asked that PUB-3000 Chapters 8 and 10 be checked to ensure LBNL's demolition policy is clearly described.

Other comments from SRC members were:

- Ask the technical editor to check the terms used to describe people to ensure conformity with the new definitions in Chapter 1 adopted in October.
- Ensure LOTO-trained employees are notified of the changes in Chapter 18.
- Remove the references to Stores. Locks may be obtained from EH&S Division or by each division.

The proposed changes to Chapter 18 were approved by a vote of all SRC members present with no objectors.

## **Chapter 24 Training – Jack Salazar**

The significant changes include:

- Adding an instructor competence process;
- Asking the SRC to approve new courses;
- Reducing the time to complete required courses from 6 months to 3 months from the identification of the requirement. Most courses are being offered every 1-2 months, and more courses are being provided on-line. An exception is training required by formal authorizations, which must be completed before starting work. SRC members asked that courses not be required before they are available, and that obsolete courses be removed from the database promptly.
- The Job Hazards Questionnaire (JHQ) will be required to be completed by people working at LBNL for more than 30 days. Guests can complete a JHQ and take some courses on-line before arriving at LBNL. They do not have to have an

employee ID number or LDAP password. They can be given on-the-job training and work under the supervisor's authorization until the required courses are completed.

The proposed changes to Chapter 24 were approved by a vote of all SRC members present with no objectors.

### **Chapter 26 Shop Safety/Power Tools – Matt Kotowski**

The existing Chapter 5 is being broken into smaller units by subject matter. The main change to the shop safety and power tools sections is to remove irrelevant and outdated information. The only new policy is to prohibit use of in-ear listening devices, such as ipods or cell phone ear buds, while operating machinery.

SRC members asked that the terminology for categories of people used in the chapter be checked for conformance with the new definitions adopted in October.

There was a request that a written list of authorized shop users be required. A potential drawback is that if there is a written list, any deviations would be enforceable under 10 CFR 851. A list of authorized users would not be practical for hand tools.

There was a question about whether Chapter 26 applies to robotics. Chapter 26 was not intended to address robotics. Bob Mueller commented that there is a group looking into safety requirements for robotics. There may be a need for a robotics chapter as these systems are becoming more common.

There is a requirement not to eat or drink in shop space. There were questions about how "shop space" should be defined. Industrial Hygienists can provide interpretation of this requirement for specific areas.

There was a request that chapter authors be more explicit about how the new requirements will be communicated.

The proposed Chapter 26 was approved by a vote of all SRC members present with no objectors.

### **Discussion items:**

The Traffic and Pedestrian Safety Subcommittee report was deferred to a future meeting.

The meeting was adjourned at 12:10 PM

Respectfully submitted,

Patricia M. Thomas, SRC Secretary