Materials Sciences Division
Safety Committee Meeting

Jan 10, 2017

Materials Sciences Division Safety Committee

- Ergonomic program update.

- Work Planning and Control Activity Lead authority and responsibility

- MSD/MFD 10, 15 training and program changes

Ergonomic Program Update

- Ergonomic injuries are painful, persistent, easily preventable.
- Noah Schwartz, new Ergo manager for Division
- Ergo Advocates
  - Jasmine Harris
  - We need more Advocates!

WPC Activity Lead Authority and Responsibility

- Authority for Activity Lead delegated by Project Lead.

- Liability retained by Project Lead or Supervisor.

- Activity Lead responsible for:
  - Adding, removing workers on activities
  - Insuring supervisors sign for workers on activities
  - Insuring workers sign activities
  - Giving on-the-job training
  - Assigning authorization level

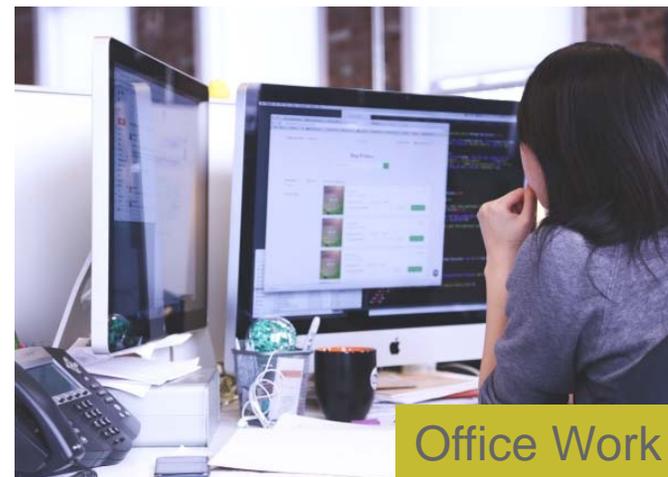# MSD/MFD 10, 15 training and program changes

- With Foundry/MSD split, MSD0010 and MSD0015 have split as well.

- New people in MSD take MSD0010, MSD0015.

- New people that will work in Foundry, should take MFD0010, and MFD0015.

LBNL Ergonomics Program Improving Comfort, Safety, and Productivity for all Berkeley Lab Employees
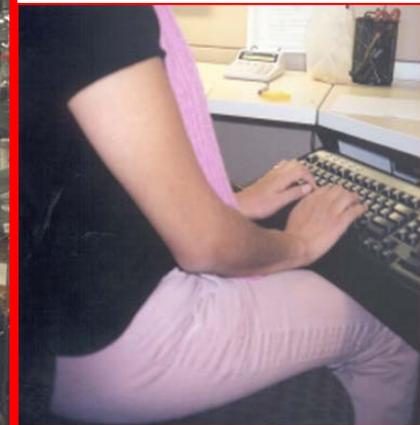
Presented January 10, 2017 by

Melanie Alexandre, EHS Ergonomist

It is not always easy to recognize ergo hazards…

Chemical Spill

Lab Work

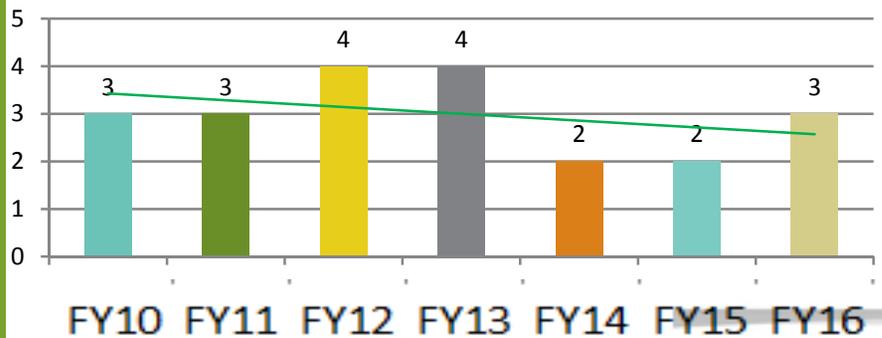Laceration/Cut

Office Work

Understanding Ergo Hazards

1. Repetitive Motion
   - Same muscles used over and over again…keyboarding, clicking, pipetting

2. Sustained/ Static Positions
   - Holding one position while elevated/extended or prolonged sitting/standing

3. Awkward postures/motions
   - Bent or twisted

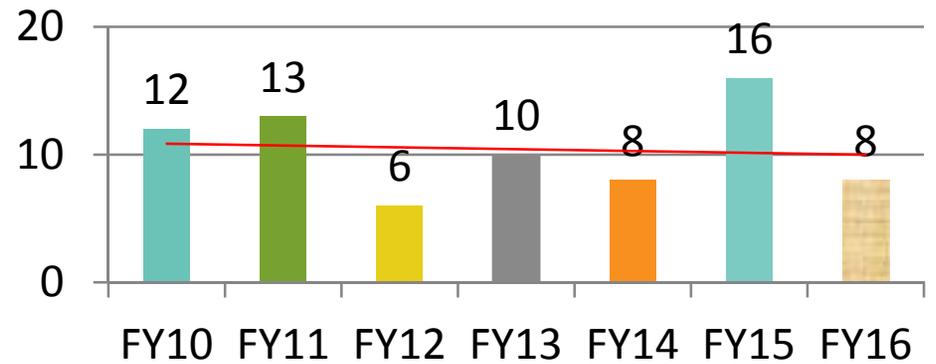4. Insufficient rest breaks
   - Need movement for blood flow

FY16 Ergo Program provided 1200 ergo evals
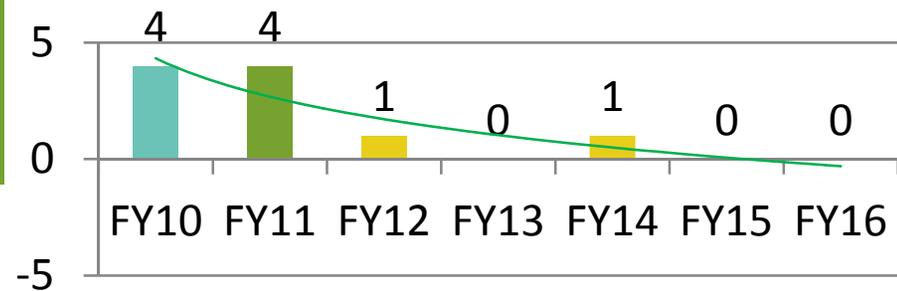
Ergo-related Recordable Injuries

Office Injuries Per Fiscal Year

FY10	FY11	FY12	FY13	FY14	FY15	FY16
12	13	6	10	8	16	8

Lab Injuries Per Fiscal Year

FY10	FY11	FY12	FY13	FY14	FY15	FY16
3	3	4	4	2	2	3

Material Handling Injuries Per Fiscal Year

FY10	FY11	FY12	FY13	FY14	FY15	FY16
4	4	1	0	1	0	0

Ergo injuries can be long-standing and impact an employees quality of life

Environment / Health / Safety DIVISION

Ergo is best when part of your safety habits

Here's what you can do…

- Move often
  - Good rule of thumb 3-5 minutes every 45-60 minutes
  - Tired of sitting… try standing

- Plan work to avoid awkward and static postures as well as repetitive tasks

- Avoid working directly on laptop

- Speak up if you have…
  - a recommendation to improve or simply a process
  - concerns about your own comfort

- Look out for each other… consider being an 'Ergo Advocate'

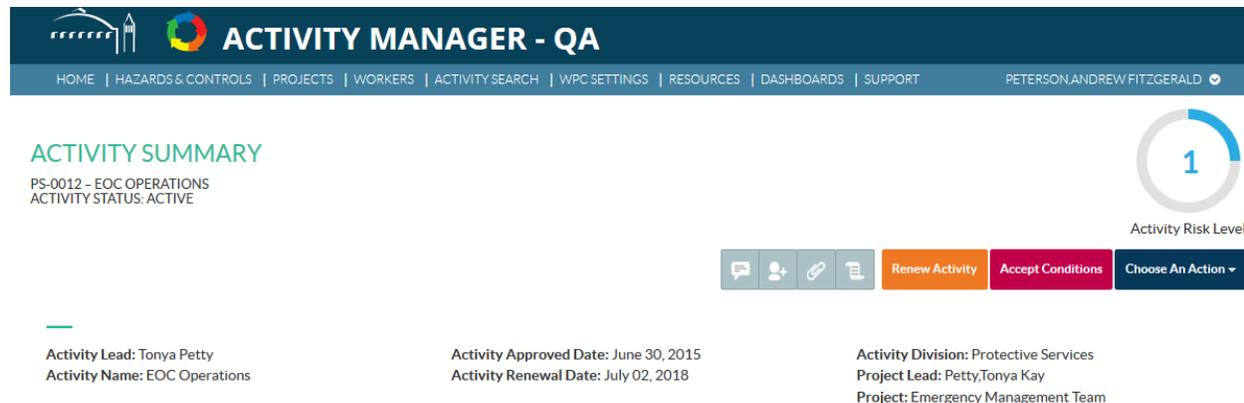Environment / Health / Safety / Security
DIVISION

January Enhancements to Work Planning and Control – Activity Manager

The EHS Division will be releasing several new enhancements to Activity Manager early this month (Release 23). Here are the highlights:

1. **Improved ease of accepting activities**

EHS has received feedback from stakeholders that workers want a simpler, more intuitive method to accept conditions on an activity. A new "Accept Conditions" button will be added to the Activity Summary and Worker Details pages for workers assigned to the activity.

2. **Simplified authorization levels**

There are currently four authorization levels in Activity Manager: 1) Not Authorized to Work, 2) Work with Supervision, 3) Work Unsupervised but Not Alone, and 4) Work Alone.

Work Unsupervised but Not Alone was designed to be selected as an authorization level for work in machine shops and for high hazard work where the LBNL Work Alone Policy might apply. EHS has received feedback that the distinction between Work Unsupervised but Not Alone and Work Alone can be confusing.

To simplify, EHS is incorporating work alone as a control into the controls section of Activity Manager, and Activity Leads can describe the specifics of when the Work Alone Policy applies for the particular activity. This allows the authorization levels to be simplified down to three: 1) Not Authorized to Work, 2) Authorized to Work Under Direct Supervision, and 3) Authorized to Work.

As part of this enhancement, activities will be automatically updated so there will be no effort required on the part of the Activity Leads. Work with Supervision will automatically change to Authorized to Work under Direct Supervision, and Work Unsupervised but Not Alone and Work Alone will be changed to Authorized to Work.   When a worker is assigned to an activity, the default authorization level will be set to "Not Authorized to Work".

EHS does encourage Activity Leads to review their activities to ensure that any tasks that require a second person to be present per the Working Alone Policy is clearly communicated in the activity.

3. **On-the-job training (OJT) documentation functionality**

Some activities cover work that has requirements that OJT be documented. EHS is incorporating simple functionality that allows an Activity Lead to describe OJT and document who received it and when. Use of the OJT function is completely optional and has been added as a paperless way to document OJT.

With this new function accessible under "Choose an Action," you can describe the OJT in any degree of detail desired. You can add attachments and provide any comments after the OJT has been added to the activity and saved. The list of workers on the activity will be pre-populated under the drop-down Chevron on the right hand side of the screen. If OJT does not apply to a worker, they can be deleted from the list. Deleted workers can be added back to the list if needed.

After Activity Leads or Designees have provided the OJT, the date of OJT, the name of the trainer and any comments can be added to document that OJT was provided.

4. **Mandatory comments to close editing**

A weakness of Activity Manager is tracking changes. When an activity is edited, it is usually difficult for a reader to know what specifically has changed. EHS is adding a dialog box which will appear when you select "Finish Editing." The goal is for Activity Leads to provide a brief description of the edits so that readers will have a basic idea of the edits that were made.

5. **Notifying worker when they are added to a risk level 3 activity**

Currently workers added to risk level 3 activities do not get notified until after their supervisor approves their participation. Activity Leads and workers have asked EHS to notify workers when they are added to a risk level 3 activity and have the activity appear on the Activity Manager home screen. Workers will still not be able to "Accept Conditions" for the activity until after the supervisor approves their participation, but they will be able to review the activity and see the training requirements.

Next Enhancements

February Timeframe (Release 24)

1. Laser management database interface

Activity Manager will interface with a new laser management database and will allow the user to pick a laser from the inventory of existing lasers.

March Timeframe (Release 25)

1. Presentation of hazards and controls

Currently hazards and controls are presented on separate screens, and the list of controls often mixes hazard controls, meaning you may see a control for hazard A followed by a control for hazard B followed by another control for hazard A. A lot of feedback has been provided that this presentation is confusing and makes it difficult to determine which controls apply to which hazards. This is particularly true on some of the more complex activities with 40+ hazards and 100+ controls.

To address this weakness, training controls will be pulled out of the list of controls and listed on a separate tab in the activity. Remaining controls will be presented by hazard category, so for example, all controls for using chemicals will be presented under the hazard "chemical," all the controls for using compressed gases will be presented under the hazard "compressed gases," etc. These two enhancements will greatly improve the clarity of the required controls for each hazard.