



EH&S Reporting Activities for August 2004

➤ Key Activities

- As of August 31st, Jefferson Lab had achieved **29** consecutive days without a lost-time injury. The Lab record is **455** consecutive days without a lost-time injury. There were three recordable injuries in August – an Administration division janitorial contract worker had an August 2nd thigh injury (one lost workday); an Accelerator Division Engineering Department contract technician had an August 17th back injury; and, an Accelerator Division Engineering Department technician had an August 19th finger injury. See the JLab lessons learned webpage at www.jlab.org/intralab/emergency/lessons/ for more information on JLab recordable injuries.

In the most current Office of Science (SC) Safety performance report of the ten SC labs for the first three FY 2004 quarters (ending June 30th), JLab is tenth or last in Total Recordable Case (TRC) rate and eight in Days Away Restricted or Transferred (DART) rate.

- EH&S Reporting conducted extensive reviews of three other August events for injury reporting. The reviews included discussions with division EH&S staff and site visits. It was determined that the three events did not qualify for recordable injury reporting.

➤ Other Activities

- Draft FY 2005 EH&S performance measures for the DOE/SURA contract were revised in August. The draft FY 2005 EH&S performance measures have been distributed for DOE and SURA management review. The fire protection (Highly Protected Risk) performance measure was proposed for deletion. JLab Affirmative Procurement program performance was proposed to replace the recycled solid waste performance measure.
- EH&S Reporting incorporated editorial changes for the revised EH&S Manual Chapter 5300, Occurrence Reporting, and associated appendices, from Director's Council review. The new DOE occurrence reporting order (ORPS) was implemented by JLab, effective December 1, 2003.
- Carter Ficklen served as the facilitator for the JLab Radiation Control Peer Review from August 30 – September 1. External panel members were from SLAC, Fermilab, and Lawrence Livermore Lab. Mike Spata, Accelerator Division Operations Department, served as the JLab line management representative on the panel. The JLab radiation control program received a score of 90 (the middle of the "Outstanding" range).
- Work Smart Standards (WSS) Set
 - EH&S Reporting continued working with the Policy and Manuals staff to incorporate a review of WSS Set items along with EH&S Manual updates. This

may be accomplished through an on-line system that is currently under development.

- **National Environmental Policy Act (NEPA)**
 - The start of preparation of the CEBAF and FEL Upgrade Environmental Assessment (EA) is awaiting notice from DOE.
 - EH&S Reporting is working with other Lab staff to address other NEPA items, including actions related to the new retention pond planned to be constructed later this year.

- **Storm Water Permit Items**
 - Construction Activity under Permit VAR 103277
 - Construction at the Phase 1 Addition to CEBAF Center began.
 - Best Management Practices under Permit VAR 040079
 - EH&S Manual Chapter 6733 is being revised to document a site Storm Water Management Program, which will address permit and regulatory requirements.

- **Environmental Management System (EMS)**
 - The working EMS database was transferred to MIS (thanks to Accelerator Division's EH&S & MIS staff).
 - The EMS Implementation Team and backups focused on completing the entry of data into the new MIS EMS database.

EH&S Policies & Manual Group Highlights

August 2004

➤ Policies & Manual Group Initiatives

- ✓ Work on the PMG module continued. Based upon lessons learned from the transfer of the EMS module to CIS, Wesley is making changes to the code and layout of the PMG module screens. We also created a relationships diagram (ERD) of the design. We developed a color scheme for the Level 1-4 reviews that will more closely coincide with the colors used for risk coding. We also added a capability to download the data to Excel for the quarterly color-coded table update. The format of this table was modified to simplify the module coding effort. At month's end, we were preparing the module for transfer to the MIS server.
- ✓ We provided a controlled copy of the EH&S Manual to the Counting House. Christina delivered it on August 6th, however there was no safe place to store it. Physics transferred the podium from the VARC to the Counting House and we delivered the EH&S Manual copy later that month. The VARC Controlled copy was placed on a table at the reception counter in lieu of a replacement podium due to the cost.
- ✓ Received agreement for DOE Site Office to relinquish their controlled copy of the EH&S Manual. They will retain a courtesy copy and will take responsibility for inserting the updates provided by the PMG.

➤ EH&S Manual Updates

- ✓ Chapter 2410 *Applicable Regulations and Contractual Commitments* – Per a request from the author dated 7/20/04. The Level 3 review of this chapter has been skipped and the chapter is ready for Level 4 review. At month's end, we were awaiting a summary of changes from the author. Anticipate submitting chapter to Director's Council in September 8th package.
- ✓ Chapter 3310, *Standard Operating Procedures and Operational Procedures*, sent out for Level 3 review on 8/25/04. Comments are due back by 9/9/04.
- ✓ Chapter 5200, *Incident Investigation* – Sent comparison document of level 3 changes to author for review on 8/12/2004. The chapter will be included in the September 22nd Director's Council package.
- ✓ Chapter 6140, *Cranes & Hoists*, Comments were compiled and sent to the author on 8/9/2004. We are awaiting the author's feedback prior to the start of the Level 3 review.
- ✓ Technical Appendix 6210-T2, *Extension Cord Safety* - Final changes were completed. The technical appendix should be ready to go into a Director's Council package in September 2004. We are awaiting a summary from the author. See [PMG-2004-56-01](#). [Update: The appendix will be included in the September 22nd Director's Council package.]
- ✓ Chapter 6220, *AC Electrical Power Distribution Safety* – On 8/12/04, at the request of the outgoing ESS Chair, chapter was reassigned to Paul Powers, the

EH&S Policies & Manual Group Highlights August 2004

- principal Electrical Safety Subcommittee member overseeing its update. The chapter will be included in the September 22nd Director's Council package.
- ✓ Chapter 6240, *Electrical Equipment Construction* – At the request of the outgoing ESS Chair, the chapter was reassigned to John Musson, the incoming Electrical Safety Subcommittee chair who will oversee its update. We are awaiting new author's feedback. See [PMG-2004-07-01](#).
 - ✓ Chapter 6630, *Respiratory Protection* - Awaiting author's feedback before initiating Level 3 review. [No change from previous month].
 - ✓ Chapter 6850, *Regulated Medical Waste Management*, completed Level 3 review and will be sent to Director's Council for approval in September 8th package.
 - ✓ Chapter 6732, *Spill Prevention, Control, and Countermeasures*, completed Level 2 review on 8/10/04. Christina is compiling the comments.
 - ✓ Chapter 3210, *Hazard Identification and Characterization*, prepared for Level 2 review. Chapter and appendices will be distributed on 9/2/04.
 - ✓ Chapter 6420, *RF and Microwave Radiation*, completed a Level 3C review. Author comments were provided on 8/24/04. The chapter should be ready to go into a Director's Council package in September 2004.
 - ✓ Chapter 6440, *Static Magnetic Fields*, sent out for Level 2 review. Comments requested by 9/9/04.
- **Director's Council Packages [Level 4 Review]**
- ✓ Director's Council package submitted on August 11th containing Chapter 5300. Comments and approvals from Director's Council were received on Friday August 27th. Comments were forwarded to author for reconciling.
 - ✓ RadCon Supplement completed Level 3 review and was submitted to Director's Council on August 25th. Comments and approvals from Director's Council were received on Tuesday, August 31st. [Note: RadCon Group Manager requests the supplement be placed on hold until it can be assessed with regard to the peer review recommendations. He estimates 2-4 weeks to make this determination]
- **EH&S Manual Revision Status – Color Coded Table**
- ✓ The color coded table of EH&S Manual chapters and appendices (dated July 8, 2004) can be viewed at:
http://docushare.jlab.org/Get/File-8112/Color_coded_table-4-29-04.xls.
Next update will be in October 2004.
- **Items in Backlog**

EH&S Policies & Manual Group Highlights
August 2004

- ✓ Facilities Management Director submitted a concern about Chapter 3330 regarding cross-divisional stop work situations. [Update: Spoke to Rusty on 9/7/04. He is aware that this item is outstanding but will not get back to it for a couple more weeks.]

- ✓ In an effort to reduce the current backlog of environmental chapter updates and the associated EP Supplement, we proposed focusing on 1-2 chapters per month. This will keep the chapters moving and will reduce the administrative burden on the author who is heavily involved in the EMS initiative. The author concurs with our proposal. Status updates with milestones have been posted to the affected chapters.