



## JEFFERSON LAB EH&S COMMITTEE MEETING

January 9, 2004

9:00 AM - 10:00 AM, CEBAF Center A110

### ATTENDEES:

#### JEFFERSON LAB EH&S COMMITTEE MEMBERS:

James Murphy (Chairman)	Robert May
Carter Ficklen	John Kelly
Sandy Prior	

#### JEFFERSON LAB EH&S Committee Advisors:

Bruce Ullman

#### OTHER ATTENDEES:

Hugh Williams	Eric Hanson
Smitty Chandler	Barbara Morgan
James Turi	

1. Agenda was accepted as written
2. ITP "Expiration/Never-Taken" – Bruce Ullman led the discussion. He distributed handouts showing ITP statistics that include 421 expired/never taken courses (34 different courses and 250 employees) and user/contractor statistics include 886 expired/never taken courses (24 different courses and 441 users/contractors).

#### Suggestions for solving this problem include:

- Automatically removing the course after a period of time if it has not been taken – This was rejected as a course vital to a job function may be deleted.
- Keep the policy as is – This has not proven effective.
- Re-train Supervisors – Give Instruction of how to add and/or remove courses from individuals ITP's. Re-emphasize that only "vital-to-job-function" courses should be on an ITP.
- Make up-to-date ITP's for employees a Performance Appraisal item.
- Deny access to buildings and accelerator site when courses are expired.

The committee agreed that expired ITP's was a safety leading indicator. Jim will discuss the suggestions with Christoph. John Kelly will discuss them with Kelly Caccetta.

3. The Electrical Safety Improvement Team has contacted Keith Gershon, from LLNL to visit JLab and assess our electrical safety procedures. They have also contacted local companies and will contact inside sources to assess these same policies. Smitty Chandler will be conducting individual interviews with staff "in the trenches." The team's initial progress report is scheduled for submission by February 1, 2004. They anticipate that this report will be submitted early.

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The Materials Handling Safety Improvement Team is scheduled to meet on January 27, 2004.

The Personal Protective Equipment Initiatives Team has submitted a survey to supervisors requesting information regarding PPEs in use. They received a good return and are compiling the results.

**TO DO:**

1. Jim to discuss ITP suggestions with Christoph Leemann, perhaps this should be a policy issue for Director's Council.
2. John Kelly to discuss ITP suggestions with Kelly Caccetta.
3. LTT Training for Management - D. Skopik