



JEFFERSON LAB EH&S COMMITTEE MEETING

February 4, 2005

9:00 AM - 10:00 AM, ARC Room 333

ATTENDEES:

JEFFERSON LAB EH&S Committee Members:

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

JEFFERSON LAB EH&S Committee Advisors:

Bruce Ullman	Erik Abkemeier
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Other Representatives:

Note: Other representatives are welcome to attend the meetings.

Christina Krasche	Hugh Williams
Bert Manzlak	Mark Waite
John Musson	

1. Agenda was accepted as written.
2. Safety Topic – Motor vehicle safety. A recent "fender bender" involving one of the attendees served to remind us all of the importance of using extreme care when crossing through stopped traffic to make a left turn. On coming cars in the lanes you're turning into cannot see you.
3. Reminder - Charles Morecraft will present "Remember Charlie" on February 7, 2005 in CEBAF Center Auditorium. Accelerator Staff are invited to attend at 9:00am and all others at 1:15pm. Please have staff attend either session if there are scheduling conflicts.
4. Bert Manzlak reported that the Gas Cylinder Safety Team plans to finish its work by the next meeting of the JEHSC. The team's final report will address the issues that have been raised about current JLab gas cylinder storage and purchasing practices. The report will make recommendations so that the JEHSC can determine what if any changes need to be made.
5. Discussion regarding scrolling signs at the lab. The SWIS System would provide an excellent means of communicating safety and other Lab announcements indoors without detracting from the beamline information currently displayed. Suggestions for location of an outdoor scrolling sign included the corner of the EEL and in front of the Test Lab.
6. EH&S Training Subcommittee suggested modifying Aspen to duplicate the CIS feature that allowed anyone to view any ITP. The HR Director has concurred with

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this proposal. To determine whether it is worthwhile to implement this feature, the EH&S Committee suggested that its members provide Bruce Ullman with requirements of their department supervisors, safety wardens, and others who may have a need to view a range of ITPs on a periodic or regular basis.

7. John Musson reported on the Electrical Safety Subcommittee's work updating the EH&S Manual electrical safety chapters. Until the chapters updates are complete, interim appendices have been prepared for the following EH&S Manual Chapters:

6220 AC Electrical Power Distribution Safety
6230 Electronic Equipment Safety

These interim appendices incorporate the laboratory policy for control of Mode 2 and Mode 3 electrical work as approved by Director's Council on November 10, 2004. Appendix 6220-T1 also includes an Electrical Safety Work Permit based on requirements in NFPA 70E, Electrical Safety in the Work Place.

8. Review of the DOE Site Visit, February 7 through 11, 2005. Attached is a list of Do's and Don'ts for those individuals who will be involved. It is asked that interviewees and escorts contact Carter Ficklen (x7007, Pager 584-7007) immediately after their session. Carter will ask about the interview/tour and any questions or issues that may have come up. This may allow us to identify any problems and resolve them while the Team is here.

Also, attached please find a Draft Agenda for the week. On Monday, February 7, 2005

9:00 AM – Discussion regarding status of electrical safety actions that resulted from the July 15, 2004 “Report of the Jefferson Laboratory Electrical Safety Improvement Team. – Bob May to provide a list of attendees

9:30 AM – Discussion regarding Laboratory’s self-assessment of electrical hot work issues – Bill Merz was selected to attend this discussion

10:00AM – Discussion regarding the status of electrical deficiencies from OSHA Punch List – Paul Powers was selected to attend this discussion

10:30AM – Discuss regarding the status of implementation of NFPA 70E at Jefferson Laboratory – John Musson and Paul Powers were selected to attend this discussion

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Preparations for DOE-SC Electrical Safety Review Team

Here are some items for your consideration as we prepare for the upcoming review;

Philosophy

The Review Team is from our customer's headquarters – it is an important opportunity to show how well we work here at JLab. Be positive – have confidence - we do things right.

Be professional and courteous – they are busy and have a job to do also.

When the Team leaves, the impression they take with them will receive wide distribution – individual actions are key to making it an impression we will all be proud of.

Interaction with Team Members – Interviews, Observing Work, etc.

Make sure you understand the question you are being asked – sometimes terminology differs. Ask the interviewer if you are not clear.

Answer the question asked – don't embellish or offer additional but unrelated information. Answer what you know – don't try and anticipate what you think the Interviewer wants to hear.

If you don't know an answer – say so, and say where you would find it. If you are not sure of an answer, give your recollection and say where you would go to find the answer.

If you commit to providing some material, let Carter Ficklen know. We will assemble and deliver material to them at the end of the day.

When doing work and being observed, work the way you normally work. Don't try to change because you think the Reviewer expects something else.

If you encounter a problem or a question doing work, stop and get it resolved. Don't assume the Reviewer won't see it.

Contact Carter Ficklen (X7007, Pager 584-7007) immediately after your interview – he will ask you about your interview and any questions or issues that came up. This will only take a couple of minutes but will allow us to identify any problems and resolve them while the Team is here.

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Office of Science
Electrical Hot Work Review
Thomas Jefferson National Accelerator Facility

Agenda

Monday February 7, 2005 – CEBAF Center A110

- 8:30 AM Introduction of review team and discussion of Thomas Jefferson National Accelerator Facility Organization.
- 9:00 AM Discuss Status of Electrical Safety Actions which resulted from the July 15, 2004 "Report of the Jefferson Laboratory Electrical Safety Improvement Team
- 9:30 AM Discuss Laboratory's self-assessment of electrical hot work issues
- 10:00 AM Discuss Status of Electrical Deficiencies from OSHA Punch List
- 10:30 AM Discuss Status of Implementation of NFPA 70E at Jefferson Laboratory
- 11:00 AM Begin Inter views of Staff and Supervisors (Employees will be identified in e-mail of 2/4/05)
- 4:30 PM Team meeting and discussion with Site Office and Laboratory Representatives

Tuesday February 8, 2005

- 8: 30 AM Interviews Scheduled with Staff and Supervisors (1hr duration with 15 minutes between interviews) Interviews will be in parallel 3 teams conducting interviews
- 9:45 AM Interviews
- 11:00 AM Interviews
- 12:15 PM Lunch
- 1:00 PM Interviews (including observations of simulated hot work)
- 2: 30 PM Interviews
- 4:30 PM Team meeting and discussion with Site Office and Laboratory Representatives

Wednesday February 9, 2005

- 8:30 AM Interviews
- 9:45 AM Interviews

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11:00 AM Interviews

12:15 PM Lunch

1:00 PM Team Discussions and report writing begins

4:30 PM Team meeting and discussion with Site Office and Laboratory Representatives

Thursday February 10, 2005

8:30 AM Interviews (compiling missing information)

10:00 AM Team Discussion and report writing

4:30 PM Team meeting and discussion with Site Office and Laboratory Representatives

Friday February 11, 2005

8:30 AM Team Discussion and report writing

1:00 PM Close-out with Site Office and Laboratory Representatives and Management