



JEFFERSON LAB EH&S COMMITTEE MEETING

March 4, 2005

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

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 attendees:

Charles Hightower	John Musson
Christina Krasche	Mark Waite
Bert Manzlak	Neil Wilson

1. Agenda was accepted as written.
2. Safety Topic – Bicycle helmet safety is being recognized and adhered to by staff members. Mary Jo Bailey stopped an individual for not wearing a helmet. The encounter was agreeable and the individual went back to his office and got his helmet.
3. Material Handling Safety – Comments were requested regarding the Material Handling Safety Subcommittee Draft Charter. The statement “...the chair becomes the Laboratory's Subject Matter Expert for Materials Handling hazard issues....” will be deleted.
4. “Remember Charlie” tapes now available on site and may be checked out and used by staff either at the Lab or at home. These tapes are located in the following areas:
 - a. Public Affairs, see Linda Ware: 1 copy
 - b. Administration EH&S, John Kelly: 1 copy
 - c. MCC, Receptionist: 1 copy
 - d. Library: 2 copies
5. Work Control Documents (SOPs, TOSPs, and OSPs) are now available on the web. See http://www.jlab.org/div_dept/dir_off/oa/ for links. All active work control that are in EH&S Reporting files are posted. Department and division EH&S staff are asked to review the web pages and report missing documents to Mary Jo Bailey. Suggestion for changes that would make the pages more useful (e.g. including older documents or ones no longer active, etc.) should also be sent to Mary Jo.
6. ASPEN ITP access will continue to be available on an as needed basis. Requests for access should be addressed to Bruce Ullman.

MEETING MINUTES

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7. The team (Bert Manzlak, Patty Hunt, and John Kelly) reviewing the safety of the Lab's handling, storage and use of compressed gas cylinders completed its work and reported its findings to the JEHSC. The team found no unacceptable risks in the current processes. The Lab has adequate policies and written procedures in place. The team however does recommend that:
 - a. Responsible managers ensure that policies and procedures are consistently followed lab wide.
 - b. Delivery of cylinders and dewars are handled in the same way deliveries of hazardous chemicals are currently handled. Mark Waite will instruct shipping and receiving to contact Patty Hunt (Steve Singleton or Jennifer Williams) when cylinders are delivered to the site. This should eliminate the more obvious quality control issues with the vendor.
8. John Musson reviewed the progress being made on the Electrical Safety Subcommittee Chapter rewrites:
 - a. Chapter 6230 has been sent out for Level III review.
 - b. Chapter 6220 is in its final draft stages and will be sent out for Level II review next week.
9. The recent Office of Science Energized Electrical Work Review went well. The efforts of all those who participated are appreciated. The draft report indicates that JLab recognizes the hazards associated with energized electrical work and is committed to compliance with NFPA 70E. The draft also states that while the Lab is making good progress on electrical safety, much work remains to fully implement the requirements of NFPA 70E.
10. Bert Manzlak would like to remind everyone that the American Society of Safety Engineers, Greater Tidewater Chapter, Peninsula Section, will be holding their March meeting on Wednesday, March 9, at 7:30 – 9:00 AM, in CEBAF Center. The speaker, Ron Chapman, Executive Director of the Virginia Quality Institute, Inc, will present "Safety Training - Making it Stick". In this fun session, he'll demonstrate some tips and techniques that safety trainers can use to make their training more interesting and dynamic. The cost is \$10 and includes a gourmet "made to order" breakfast. Call Bert Manzlak 7556 if you would like more information.

Proposed Text for EH&S Manual Chapter 2240

Material Handling Safety Subcommittee

Membership of the Material Handling (MH) Safety Subcommittee (MHSS) shall be appointed by the EH&S Director with concurrence of the cognizant Associate Directors. Membership shall consist of one or more master-level equipment operators, one or more managers whose operations are directly affected by MH, the person(s) responsible for maintaining and inspecting MH equipment, an EH&S professional, the MH Equipment Representative (MHER), and the MH Safety Representative (MHSR). Members other than the MHER and MHSR shall serve a three-year term (they may be reappointed) with one third of the terms ending each year.

The membership shall elect a chairperson and vice-chair from within; the chair becomes the Laboratory's Subject Matter Expert for Materials Handling hazard issues (Refer to Table 1 in Appendix 2410-T1 Jefferson Lab Hazard Issue List).

The subcommittee responds to requests from and suggests topics for review to the chairperson of Jefferson Lab EH&S Committee. The subcommittee also proactively initiates improvements to Lab MH safety policies and procedures.

In particular, the MH Safety Subcommittee is responsible for:

- Reviewing lift plans and outcomes to determine best practices and to improve future MH activities.
- Conducting critiques on deficiencies and proficiencies in MH activities.
- Reviewing plans for first-time or infrequent MH activities and ones with changes in scope.
- Reviewing recommendations from the MH apprentices, journeymen, and trainers.
- Recommending outside/in-house training and monitoring its effectiveness.
- Making recommendations to senior management and to those responsible for conducting MH programs and activities regarding MH practices, procedures, training, etc.

This subcommittee meets on a quarterly basis or as needed. The vice-chair ensures that minutes of the meetings are recorded and forwarded to the chairperson of the Jefferson Lab EH&S Committee.

Initial MHSS Tasks:

- Develop specifications for a set of MH courses following the recommendations of the MH Safety Improvement Team. (Target date: 9/30/05)
- Develop a set of criteria for MH "licensing" and the courses/training. (Target date: 10/1/05)
- Develop generally applicable job expectations for staff involved in MH activities (Target date: before the 2005 performance review cycle, May 2005)