



## JEFFERSON LAB EH&S COMMITTEE MEETING

April 1, 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

#### Others:

Charles Hightower	Mark Waite
Christina Krasche	Hugh Williams
Bert Manzlak	Neil Wilson
Butch Meier	Rusty Sprouse
Steve Neilson	

1. Agenda was accepted as written.
2. Safety Topic – Daylight savings time begins this weekend. When on the road be aware of the change in lighting conditions. Daylight savings time change is also a good time to check your smoke detector batteries.
3. The chair asked DSOs to ensure that their SOTRs review the Stop Work Authority with subcontractors. SOTRs should be sure all subcontractors understand that all subs have Stop Work Authority and that it is to be used only in situations which constitute imminent danger. Other safety concerns should be brought to the attention of the SOTR or the supervisor on duty, for resolution.
4. The Director's Safety Council is currently reviewing the results of the recent Safety Culture Survey. Overall the survey results indicate that JLab's safety culture is "world-class" - ranking in the top 20% of all organizations in the survey database. More detailed findings will be released after the DSC evaluation.
5. Neil Wilson was introduced as chair of the new Material Handling Safety Subcommittee. The MHSS was created as a result of a recommendation in the Material Handling Safety Improvement Team Report. Report recommendations including target dates and responsible persons will be entered into T3. Facility Management is now responsible for the records, inspections and maintenance of all the Lab's motorized MH equipment.
6. The DOE SC Hot Work Review final report has been received. Very little was changed from the draft. The final report can be found at <http://www.jlab.org/ehs/ess/index.html>. The

**MINUTES OF MEETINGS**  
**PAGE TWO**  
**JEFFERSON LAB EH&S COMMITTEE MEETING**  
**APRIL 1, 2005**  
**9:00 AM - 10:00 AM, CEBAF Center A110**

transmittal letter conveys DOE's expectation that all review recommendations will be complete within six months. Completion of arc flash calculations and institution of configuration control on the electrical distribution system by this deadline will be challenging. Options for NFPA 70E Training, another critical task, are being reviewed.

7. Bruce Ullman reported that there are still staff with outdated ITPs - courses years out of date or never taken. Since these courses appear to be unneeded, he suggested the possibility of a "Sunset Rule" that would scrub ITPs of long out-of-date courses and report the deletions to the relevant supervisor. The committee recommended instead that the DSOs address the problem with the supervisors who are not keeping their ITPs current and then report back to the JEHSC.
8. Jim Murphy reported that some other labs use annual refresher safety training courses to remind staff of safety policy, explain changes to safety manuals and focus on problem areas. The committee discussed whether JLab would benefit from a similar annual refresher. Consensus was that our practice of incorporating safety issues into regular daily, weekly, monthly, and quarterly meetings held within individual groups and departments is a more effective approach for JLab.
9. Rusty Sprouse reported on Facilities Management's use of the Dupont STOP Program. When FM began implementing this program around the beginning of the year, there was some resistance, but more recent reviews have been positive. Attached are the presentation slides for review. If you would like further information, contact Rusty Sprouse (x7589), John Kelly (x7531) or Bruce Ullman (x7170).

# DuPont's STOP for Supervision



**STOP** Safety Training Observation Program

## Goal:

Train managers, supervisors (& SOTRs), and team leaders to eliminate incidents and injuries by addressing the safe and unsafe behaviors of people in the workplace.

## How it Works:

- **STOP** is a non-punitive program about people talking with people.
- Consists of self study, video tapes, group discussion, and joint observations.
- Uses a cascade training method.
- Develops efficient technique for observing work behavior before it changes.
- It's **NOT** another safety inspection.



# Safety Observation Cycle

**Decide** to commit yourself to making safety a priority, and allocate time to do audits.

**Stop** near people who are working so that you can see clearly what they are doing.

**Observe** an individual in a careful, systematic way focusing on safe and unsafe behaviors.

**Act** to address safe or unsafe behaviors by talking with the person you observed.

**Report** your observations and actions on the STOP Safety Observation Card.



# Underlying Philosophy

- All injuries and occupational illnesses can be prevented.
- Principal cause of most injuries is behavior, unsafe work practices
- Safety is everyone's responsibility.
- Management is directly accountable for preventing injuries and occupational illnesses.
- Safety is a condition of employment.
- Training is an essential element for safe workplaces.
- Safety Audits must be conducted.
- Safe work practices should be reinforced and all unsafe acts and unsafe conditions must be corrected promptly.
- It is essential to investigate injuries and occupational illnesses as well as incidents with the potential for injury.
- Safety off the job is an important element of your overall safety effort.
- Preventing injuries and occupational illnesses is good business.
- People are the most critical element in the success of a safety and health program.



