



JEFFERSON LAB EH&S COMMITTEE MEETING
May 7, 2004
9:00 AM - 10:00 AM, CEBAF Center A110

Attendees:

JEFFERSON LAB EH&S Committee Members:

James Murphy (Chairman)	Linda Even (substitute for Carter Ficklen)
Robert May	Sandy Prior
Bert Manzlak (substitute for Dennis Skopik)	

JEFFERSON LAB EH&S Committee Advisors:

Others Attending:

Smitty Chandler	Barbara Morgan
Eric Hanson	Ed Martin
Christina Krasche	Hugh Williams

1. Agenda was accepted as written.
2. Snow Removal "to do" items that have been completed:
Review of "Snow Removal Plan": the plan was re-examined during the course of investigating a slip and fall accident by an Accelerator Division employee. It was found that there were some quality issues with the snow-removal subcontractor's performance, which were addressed; and the Residence Facility walks have been added to the plan.

The plan is available on the Facilities Management and Emergency Management web pages:

http://www.jlab.org/fm/property/snow_removal.pdf
http://www.jlab.org/fm/property/snow_removal_2002_sheet_1.pdf
http://www.jlab.org/fm/property/snow_removal_2002_sheet_2.pdf

Comments and suggestions for improving the plan should be directed to Rebecca Yasky (ryasky@jlab.org), whose group is responsible for snow-removal on site.

3. Status of efforts to better distribute safety information
 - A. SWIS Monitors: The safety screens are up and running. There is still work to do in order to update the data but this project is progressing. The information displayed includes lessons learned, DART, TRC and injuries per body part. Other ideas for content relating to safety are welcome. Please see Mary Jo Bailey (x7277) with your ideas.
 - B. DART, TRC, Days Since Last Recordable Accident and Days since Last Lost Workday Accident are up on the JLab Insider Webpage. This site is fairly maintenance free: the Accident days need

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only be turned back to zero if there is an accident. The DART and TRC sliding scale need only be updated every two weeks. There is also a link to DART and TRC explanations.

- C. The T³ homepage website has been updated to include lessons learned links and a scrolling News section with Safety Alerts and Notices.

Barbara Morgan asked how the site-wide safety tracking system was progressing. T³ is now "owned" by MIS and is being beta tested by Accelerator and Administration Divisions. The system still needs a few modifications to make it suitable for Physics use.

4. Review of two lab-wide recommendations from the recent Physics Division Independent Assessment
- A. Weekly cleaning of soldering benches and work surfaces.
 - i. Physics
 - a. EH&S Safety Professionals have talked to the supervisors of those who do soldering and have asked them to discuss this policy with their staff.
 - b. Patty Hunt has given lead sampling kits to the Physics EH&S Safety Professionals so they can do random sampling of soldering stations during inspections.
 - c. Some supervisors have already integrated a weekly "Clean your Station" day into their work plans.
 - ii. Accelerator:
 - a. Will begin formulating an action plan
 - iii. Administration:
 - a. Murphy to check with John Kelly. (After the meeting John Kelly reported that Admin staff do not use lead-containing solder.)
 - B. Automated External Defibrillators (AED) Recommendation and Policy: JLab currently has four AEDs on site. It has been recommended that there be one within three minutes of all employees. Dr. Chandler was asked to select a team develop a draft policy and implementation plan for AEDs at JLab.
5. Barbara Morgan announced that a new site office deputy, Scott J. Mallette from Brookhaven Laboratory, will be here on a temporary basis July 22 and permanently in September. Also joining the site office will be a new project manager, Joseph May, and interviews will be starting for another position in the safety area.
6. Ed Martin, Chair of the Electrical Safety Subcommittee, announced that the subcommittee has voted to limit the term of its Chair to one (1) year and allow no one to serve consecutive terms. These limits are intended to promote a rotation of the Chair among the members of the subcommittee. An election for a new chairperson will be held during the subcommittee's regularly scheduled May meeting. The subcommittee further encouraged its Chair to designate a deputy to assist him/her in the position.

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7. Bob May reported that on Tuesday, May 11 and Wednesday, May 12, Eric Hanson will be sponsoring three training courses featuring Dr. Jeff Oakley, an accident/incident investigation expert. Courses include two Accident/Incident "Train the Trainer" Classes; and one Accident/Incident-Process and Outcome roundtable discussion.
8. Bert Manzlak reported that the Journeyman and Master Rigger training courses, held May 3 through May 7, 2004, were well received. They were put on by Industrial Training International, Inc. The Journeyman's training was designed to increase student's knowledge of rigging gear inspection, proper rigging procedures, and load control. The Master's training was designed to enhance the skills and knowledge of riggers, and was customized to include both classroom and hands-on workshops that specifically addressed JLab's work activities.
9. Ed Martin briefly discussed his site visit and tour with John Caloggero, a former NFPA employee, and author of NEC electrical & lightning protection handbooks. John holds a "Master Inspector" card from the NFPA and has taught seminars on the NEC code, domestically and internationally. The purpose of inviting him to visit JLab was to acquaint him with the facility and see if there were areas in which he might be of assistance on a consulting basis.

One opportunity would be to have Mr. Caloggero teach an on-site "refresher course" on the 1999 NEC code, aimed primarily at our power engineers, electricians, and inspectors. A second would be to have John spend a day doing a "walk through" of our site, evaluating it from the standpoint of code compliance. Just in the ~ 1 hour he spent touring the accelerator site, he was able to point out numerous code violations.

10. Action Items:

- A. Accelerator Division to formulate an action plan for implementation of weekly cleaning of solder stations.