



JEFFERSON LAB EH&S COMMITTEE MEETING

June 13, 2003

9:00 AM - 10:00 AM, ARC 728

ATTENDEES

JEFFERSON LAB EH&S Committee Members:

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

Other Representatives:

Hugh Williams	Patty Hunt
Eric Hanson	Bert Manzlak
Barbara Morgan	

1. Agenda was accepted as written.
2. External Regulations Update – NRC will be here July 28 – August 1, 2003. OSHA will be here August 11 – 15, 2003. Five or six inspector escorts will be needed during the OSHA visit; fewer during the NRC visit. The best escorts are EH&S professionals familiar with the facilities being inspected. The escorts will serve two functions: (1) clarify and answer questions for the inspectors and (2) report to the Lab on the observations being made by the inspectors. Division EH&S Officers are requested to supply Jim Murphy the availabilities of their EH&S professionals during the inspection periods.
3. ITP Expiration Notices – Daily reminders for individuals whose training has actually expired proved to be too frequent for individuals and supervisors and were discontinued. This committee agreed that monthly reminders would be adequate. Jim Murphy will notify Bruce Ullman for this to be instituted.
4. DOE/Contractor Electrical Safety Meeting – Rick Gonzales and Ed Martin, who both attended the 2002 meeting, have recommended this meeting as very informative and useful. It is to be held August 4-7, 2003 in Las Vegas, Nevada. Charles Hightower is planning to attend. See Rick or Ed for more information.
5. Lock, Tag and Try – In order to emphasize the importance of the verification step JLab has begun using this wording instead of Lock-out/Tag-out. All staff that have Lock, Tag and Try on their ITP's have been notified of the terminology change via e-mail. Sandy Prior will coordinate the changes to the EH&S Manual. Eric Hanson will begin using this wording in his Lock Tag and Try Training classes. The

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computer-based version of this training which is ready for beta testing will retain LO/TO until the next release of the training.)

Eric will also provide the Nine Steps to a successful Lock, Tag and Try procedure to the Office of Assessment so badge tags can be made and distributed.

6. Muster Point Signage – Patty Hunt raised a concern regarding the lack of Muster Point signage at the Lab and showed a typical sign used at other facilities. John Kelly will discuss this issue with Facilities Management and the Emergency Management Committee. John will report back to this committee on his findings.
7. Injury Investigation – Bob May reported that Accelerator held an “All Involved” meeting to discuss the recent reportable accident within their division, why it occurred and how to prevent future incidents. They reviewed work practices and the use of hazard analysis.
8. Written Equipment-Specific Procedures – During the recent injury investigation, Sandra Prior reviewed the written equipment specific procedures for the piece of equipment involved in the injury. She found that the written procedures were old and incomplete.

OSHA requires that lock, tag and try procedures, whether the general ones such as those in our EH&S Manual or equipment specific procedures for individual pieces of equipment, be reviewed and updated annually. The OSHA standards reveals several gaps in our system: the general procedures in the EH&S Manual are reviewed only every three years, equipment specific procedures may be lacking or out of date, and annual training on the procedures may not be taking place.

To eliminate these gaps it will be necessary to identify equipment needing equipment-specific procedures and then write those procedures. Because there may be hundreds of procedures to write, this could be a time intensive effort and therefore needs to be sanctioned by the Division ADs. Sandra and John Kelly will write and Jim Murphy will take to Christoph, a draft memo that could initiate the effort.

ACTION ITEMS:

1. By the end of June Division EH&S Officers to supply to Jim Murphy the availability of EH&S professionals for escort duty.
2. Jim Murphy to notify Bruce Ullman that monthly notices of expired training should be instituted.

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3. Eric Hanson to provide OA the Nine Steps to a successful Lock, Tag and Try procedure so that badge tags can be made and distributed.
4. John Kelly to discuss muster point signage with Facilities Management and the Emergency Management Committee and report his findings to this committee.
5. Jim Murphy to provide Christoph Leemann with a draft memo that he can use to initiate work on the needed equipment-specific procedures.