



**JEFFERSON LAB EH&S COMMITTEE MEETING
SEPTEMBER 5, 2003
9:00 AM - 10:00 AM, CEBAF Center A110**

IN ATTENDANCE:

JEFFERSON LAB EH&S Committee Members:

James Murphy (Chair)	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:

Linda Even	Ed Martin
Hugh Williams	Eric Hanson
Patty Hunt	Barbara Morgan
Bert Manzlak	Smitty Chandler

1. Agenda was accepted as written.
2. External Regulations Update – J. Murphy extended a thank you to all those who helped with the NRC and OSHA audits. The estimated costs for the NRC punch list have been submitted (~\$600,000 including a 30% contingency). OSHA has submitted their punch list and we are currently working on the estimates.
3. Accident Notification Procedures – These were discussed during the safety stand-down meetings. Feedback was that the notification/investigation schedule is very aggressive. The aggressive schedule is intentional. Christoph expects notification of Lab management to be prompt and that the cognizant AD will focus resources on the incident investigation.

To assist ADs in selection of an investigation team, the following list of EH&S Professionals and the areas in which their expertise might be particularly useful for accident investigations will be sent to the ADs:

Electrical	-	Charles Hightower Ned Walker
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Chemical	-	Patty Hunt Steve Singleton Jennifer Williams
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Slip, Trip, & Fall	-	Bert Manzlak Eric Hanson
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Construction - John Kelly
Bert Manzlak

Material Handling - Patty Hunt
Manny Nevarez
Bert Manzlak
Eric Hanson

Radiation - Erik Abkemeier
Bob May

Non-Ionizing
Radiation - Patty Hunt
John Kelly
Carter Ficklen

Vehicle - John Kelly
Bert Manzlak

Welding/Soldering - Eric Hanson
Bert Manzlak

Fire - John Kelly
Eric Hanson

4. Pump Cart Shock – R. May gave an update on the recent shock incident. All pump carts have been inspected and are being upgraded with industrial grade surge protectors. The accident investigation has continued and now points to leakage currents as the cause of the shock. The final accident report is expected within a few days.

Sandy Prior noted that two Findings of Concern involving Pump Cart wiring were documented prior to this accident. Apparently these had not been addressed.

Ed Martin noted that the workbenches in use have this same type of wiring as the pump carts (no independent ground) and that these should also be inspected and addressed appropriately.

Lessons Learned:

- A. Evidence was not “secured” making the investigation more difficult.
- B. Routine inspection and maintenance of carts was not in-place.
- C. The “plug” on the cart's surge protector had been modified, perhaps years ago when such work by a non-electrician was allowed.

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4. GFCI Use and Limitations – R. May would like better guidance on the proper use and limitations of GFCIs, perhaps an "Electrical Short" (ES). . The EH&S Committee referred this to the Electrical Safety Subcommittee. Ed Martin, the subcommittees chair, would address both the ES and any changes needed to the EH&S Manual.

Patty Hunt also mentioned that GFCIs need to be tested once a month.

5. Updates on action items:
 - A. Emergency Management Committee recommended against muster point signage. The EH&S Committee concurred in this recommendation. This issue is closed.
 - B. Carter Ficklen will include muster point information in his annual fire safety week letter to be distributed in October.
 - C. As building layouts, including muster points, become available they will be posted on Emergency Management web page. It is expected that the first layouts will be available with a week or two.
 - D. John Kelly and Eric Hanson submitted a sample tag for Administrative Lockout/Tagout. This one tag could replace the several forms now in use. The new tag design was approved. John Kelly, Eric Hanson and Patty Hunt will finalize the design ensuring the latest ANSI icons are used. New tags will be ordered for the stockroom, but the old tags of various design will still be used and phased out as stock is used up. By next year the single Administrative Tag should be in wide use.
6. Action Items:
 - A. Dennis Skopik to investigate supervisor/manager level minicourse for LTT.
 - B. Ed Martin, along with the Electrical Safety Committee, to develop an "Electrical Short" for the correct use and limitations of the GFCIs.
 - C. List of EH&S Professionals for accident investigation duties to be sent to ADs.