



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

ATTENDEES:

JEFFERSON LAB EH&S Committee Members:

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

JEFFERSON LAB EH&S Committee Advisors:

Bruce Ullman	Erik Abkemeier
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Others:

Hugh Williams	Christina Krasche
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1. Agenda was accepted as written with the addition of an ITP discussion item.
2. OSHA Punchlist is over 50% complete. Thanks to everyone who is helping close these items. DOE has \$5 million for health and safety improvement to disburse among seven SC labs to address OSHA punchlist and other safety work. JLab is asking for \$1 million.
3. John Kelly introduced Mike O'Meara, the Site Program Manager for Global Security, the new security company, which started their contract on December 1, 2003. Mr. O'Meara outlined his company's objectives and the new services, which it will provide. Some of these include:
 - Higher level of security (visibility of guards, frequency of rounds, and ability to correct and report concerns)
 - On-site escort, pick-up and drop-off services (call x5822)Mr. O'Meara provided his Global Security pager number (670-2101) for use in case the JLab numbers are ineffective.
4. Questions have been asked recently about how revisions and corrections are made to the EH&S manual. Sandra Prior provided a copy of Appendix 1200-T1 that outlines responsibilities and procedures for revisions. The chapter author is notified when changes have been requested or made to their chapters. Minor revision (typographical errors, name changes, etc.) can be authorized by the EH&S Policy & Manuals Manager. Director's Council members must ultimately approve major changes, including those generated by the required three-year reviews. Any changes that do not fall clearly into either of these categories are reviewed by the EH&S Policy & Manuals Manager, the Director of the Office of Assessment, and the chapter author to determine how the change should be handled. Although the review and comment process for implementing chapter changes does not require authors to respond to reviewer comments, most authors do (and all should) discuss with reviewers any comments with which they disagree and do not intend to implement.

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5. When an EH&S Chapter has been reviewed and approved by Director's Council, an "All Staff" memo is sent to alert individuals to the changes.

Action Items from 11/07/03 meeting:

- a. Institutional Plan Review EH&S Commitments: Charters for the two safety improvement teams (Electrical and Materials Handling) have been drafted and team members chosen. The teams should be operational soon.
- b. Jim Murphy forwarded the Committee's recommendation on bike helmets to the Director's Council. The Council set up a team to look more broadly at Personal Protective Equipment (PPE). All Lab supervisors will be engaged in a discussion of PPE.
- c. LTT training for Managers (5 minutes) – deferred to the next meeting because of Dennis Skopik's absence.

Action Items

- a. ITP Problems: Currently 450 individuals have courses listed on their ITPs for which training has expired. In some cases the training expired years ago. Either the training is unneeded and the courses should be removed from the ITPs or the training is needed and should be brought up to date. Supervisors have been unresponsive to Bruce Ullman's efforts to solve the problem. He is asking for ideas on how to make this a higher priority for the supervisors to keep training current and delete unneeded courses from ITPs.