

BROOKHAVEN NATIONAL LABORATORY

MEMORANDUM

Date: January 24, 2007

Time: 10:00 a.m. – 11:00 a.m.

From: Michael J. Zarcone, Physics Department Manager of ESSH&T Programs

SUBJECT: **Minutes from the ESSH Self-Evaluation, Department Summary, Fiscal Year 2006 (held on 01/24/2007)**

Mike Zarcone presented a PowerPoint Presentation.

Slide 9 (Peter Bond) – The recordable injuries involved the least hazardous – administrative office injuries.

Slide 9 (Tom Ludlam) – The JRA for office work had a high rating within the Physics Department.

Slide 9 (Al Langhorn) – Questioned the cleaning up of bugs as a custodial function.

Slide 10 (Peter Bond) – Mentioned that under the Security topic that a laptop was lost.

Slide 10 (Al Langhorn) – Who is responsible for eliminating the hundreds of legacy samples in his lab? Mike Zarcone and Bob Sabatini will assist Al with the clean up.

Slide 11 (Peter Bond) – The safety issue should be mentioned at the ATF.

Slide 13 (Al Langhorn) –Mike Zarcone and Ron Gill's program with the Group Safety Coordinators should be copied lab wide. The program works and it should be more centralized. Al is more in tuned with safety in the Physics Department than within his own division of CMP/MSD.

Slide 16 (Peter Bond) – Expressed concern about moving the compressed gas cylinders in elevators. Are the cylinders on wheels, can they be strapped to the wall, etc.

Slide 19 (Peter Bond) –Expressed concern regarding the electrical work at the ATF that was discovered during a Safety Observation. Response was that the electrical work did receive a review by Jim Durhan and Bob Scheetz. Workers understand the need to make sure all their work is properly reviewed.

Slide 20 (Al Langhorn) – Expressed concern over the physical structure of the building.
Response: various items need to be addressed. For example, sprinklers are not located within the building. There are many infrastructure problems throughout BNL.

Joe Vignola – With regard to office accidents, are ergonomics or the design of offices being reviewed? Response: After the incidents, ergonomics were reviewed and changes were made. For example, custom made furniture was removed. This is on-going.

This year, the Physics Department will be reviewing certain JRAs. The office work JRA will be reviewed to reduce injuries and/or accidents.

Joe Vignola – Expressed concerns with visitors and students working in labs independently. Is there a way to identify by their badge their lack of experience? The Physics Department trains their host to become more aware and responsible for their students and visitors.

End of Meeting