



Memo

date: January 2, 2008

to: Distribution

from: R. Gill, M. Zarcone

subject: Minutes of Physics Department Management Review and Self-evaluation FY 07

R. Gill started the meeting by giving a power point presentation for EMS and OHSAS.

CMP bar codes – J. Vignola stated that he is unable to submit on-line deletion/transfer forms for the CMP bar codes since he is not the owner of the chemicals. Since CMP constantly generates a large amount of waste, he would like to have the access. B. Selvey (SHSD) will address this.

On-line ESR form – This new feature will allow users to click on the links provided to obtain further information, and will be more convenient than manually filling out ESR. The on-line form also eliminates the possibility of missing out information on any fields and can provide links supporting information (procedures, PPE, etc.).

Waste generation - In FY 07 there was 12,000 lbs of waste generated as compared to 5,000 lbs in FY 06. The substantial increase may be due to the clean up program enforced the past year, e.g. disposal of lead glassware and chemicals, clean up on basement. J. Vignola stated that in FY 1999 and FY 2000 there were also clean up programs, but the increase in waste generated was not substantial. Lesson learned: waste management is an on-going effort.

Contamination from lead soldering – P. Williams asked if there were more or less findings in the past year when comparing to the target. R. Gill confirmed that there were more than targeted. M. Zarcone commented that some of the labs are also used as offices, and therefore spreading of lead contamination has been increased in these areas.

PPE for machine shops – S. Vigdor stated that the assessment of PPE should be consistent lab-wide. M. Zarcone and B. Johnson have been included in the PPE Working Group and have been working on this target.

Accident and Incident Management – There are concerns about how to minimize the number of accidents/injuries. M. Zarcone pointed out that there are several vulnerable areas causing accident and “shoes” are one of them (e.g. wearing shoes that are not suitable for the environment).

P. Williams agreed that this is one of the contributing causes to the injury rates. A joint effort from both the individual (sound judgement when making choices) and the institution/Lab (making changes as required) is needed in order to minimize the incidents.

M. Tannenbaum commented that it would be an over-reaction to regulate, ban, or require certain footwear by individuals that are not subject to external drivers for hazards associated with their work.

C. Woody commented that the cause of injury in the investigation of his employee was not caused by footwear.

J. Vignola commented that there could be many causes leading to the incidents, and that the Lab needs to provide measures for improvements of the infrastructure where people walk. He also stated that zero incidents was not a realistic goal and leads people to ignore the message.

J. Falco stated that whenever there is any accident/injury, the person injured shall report to the Clinic and notify their supervisor/leader immediately.

M. Bebon stated that the Lab constantly inspects and improves the infrastructure as needed. One example is building a new sidewalk in front of the Research Library. Funding is limited and the Lab prioritizes the areas for repair or construction of new sidewalks. Although zero incidents may not be achievable, zero injury is. Any concerns about ESSH should be addressed at Tier 1 meetings so that the Lab can be aware of the situation and make necessary changes.

D. Gibbs (summarized from an email sent after the review) stated:

Consider introducing targets for fewer injuries, even of the slips-trips-and-falls variety. Although they are difficult to understand (as was made clear), there may be PPE issues (such as shoes) that can be addressed and generally I believe that “safety awareness” remains an issue for the lab. To get to the next level, we really do have to think about our walking habits and chosen pathways, etc., just as those walking memos suggest.

S. Vigdor expressed concern about the increase of incidents lab-wide in the past year.

T. Ludlam commented that the department aims at reaching the goal of zero injuries and strives to avoid any increases in the numbers. It is good to have discussion based on different perspectives and logic.

In the second part of the meeting, M. Zarcone gave a power point presentation on ESSH Self-Evaluation for FY 07.

Training – There were approximately 3% of required training not completed on schedule, reasons being: classroom training courses required for supervisors are offered 4 (or less) times a year, when the supervisors may not available; employees with new JTA assigned; and expired training that needs re-qualification.

ESSH Goals for Group Leaders – P. Williams asked if goals for Safety Observations are established for group leaders. She also suggested including goals on injury reduction and safety

observation in the Self Assessment Plan. M. Zarcone responded that the department has few labs, and 5 trained people to conduct the Safety Observations. Group Leaders (13) are not trained for Safety Observations and instead attend the Tier I inspections where they can perform a similar function. D. Gibbs asked if there were any entries into the STOP database as a result of these encounters. M. Zarcone responded, no.

D. Gibbs (summarized from an email sent after the review) stated:

Consider taking advantage of the Tier 1s to also do observations. I understood that the Group Leaders still need to be trained, but I'd encourage doing that. At least as of a few months ago, the lab was still offering this training for free. As ALD I required all Group Leaders in BES to take the observation training shortly after it was offered, and now they all (or mostly all) have. It's not a bad course, and didn't seem to be resented when I asked individuals what they thought—although everyone thought it was too long.

The power point presentation and the minutes of this meeting will be put on the web page of the Physics Safety and Training Office.

End of Meeting.

Attendees:

Edward Baker
Mike Bebon
Marcy Chaloupka
Susan Duffin
Bob Ernst
Mike Ernst
Joseph Falco
Doon Gibbs
Ron Gill
George Goode
Adam Janczewski

Brant Johnson
Frithjof Karsch
Steve Kettell
Robert Lee
David Lissauer
Laurence Littenberg
Wailin Litzke
Tom Ludlam
Sal Marino
John Selva
Nicholas Samios

Robert Selvey
Mike Tannenbaum
Mel VanEssendelft
Flemming Videbaek
Steve Vigdor
Joseph Vignola
Torre Wenaus
Patricia Williams
Craig Woody
Winnie Yu
Mike Zarcone