Department of Physics

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# Memo

Approved by:
Physics Department Chair — Date 11-8-05
Associate Lab Director for HENP — Date 11/10/05

*date:* *October 27, 2005*

*to:* *Distribution*

*from:* *R. L. Gill, M. Zarcone*

*subject:* *Minutes of Physics Department Management Review and Self-evaluation.*

On October 18, 2005 a meeting was held with Line Management, Group Leaders, Group Safety Coordinators, other Department personnel, and laboratory representatives to present the Physics Department's fiscal year 2005 ESSH Self-Evaluation and perform the EMS and OHSAS Management Reviews. The meeting began at 1:30 and adjourned at 2:30.

R. Gill presented a Management Review that included both the EMS and OHSAS management systems. The scope and mechanisms of these systems were presented, along with the fiscal 2005 goals and targets. It was noted that all targets were met during the year. The following comments or questions were discussed:

- Is CMPMSD also having a management review?

  **Response**: Their presentation was yesterday. It was pointed out that the management review is for the previous fiscal year which did not include CMP. The Physics Department's review covers the CMP Group for 2005.

- **S. Aronson**: Is there a specific order on the Hazards & Environmental Aspects slide?

  **Response**: The slide does not list the Hazards & Environmental Aspects in order of importance or even alphabetically. It was copied from a couple of sources, and is a random ordering.

- **P. Williams**: Are the office work JRAs, proposed as FY06 targets, new ones or reviews of existing ones?

  **Response**: We will review existing JRAs. PW emphasized that we should be sure to use the word "review" as our target. If the JRAs are new, then we haven't fully implemented OHSAS by identifying all of our work and hazards.

- **J. Selva**: Do you have a slide that shows you met your targets for last year?

  **Response**: Yes, the slide where the goals were discussed included all of the goals and described how we met them. We did meet all of the goals and targets we set for fiscal year 2005.

- **J. Selva, P. Williams**: Asked for comments on the wording of the Laboratory's ESSH Policy.

  **Response**: No particular comments.

- Why did the JRA for office work have the highest risk?

  **Response**: There are several factors that probably contribute to this outcome. First, office work was not formally reviewed and those workers may have a different risk perception than a lab worker. Secondly, this sort of work is performed by nearly everyone at the Laboratory, in some form or the other. So this tends to give higher weight to the number of persons and frequency which drives the risk number up. Thirdly, office work has few controls on how to carry out the work. So while office work has a low *hazard*, the *risk* may be higher because of fewer specific controls.

- **P. Williams**: Do you find ergonomic issues?

  **Response**: Yes, ergonomic issues were identified during the JRA process. The ergonomics SME has been used for several workplace reviews in the Physics Department. It should be noted that ergonomics is also an issue in laboratory work as well as office work.

**Senior management, including the Physics Department Chair and the High Energy and Nuclear Physics Associate Laboratory Director, agreed that the EMS and OHSAS systems as implemented are effective in achieving policy commitments, objectives, targets and performance measures, and are adequate in the identification of aspects, hazards and impacts, resource allocations, and are suitable for the Physics Department. There were no recommendations for revisions.**

**NOTE:** The presentation neglected to include a review of costs for the management systems. The cost for OHSAS implementation was about 650 person-hours, prior to this management review. Maintenance of the EMS system takes an estimated 0.25 FTE, not including the efforts of the ECR. The ECR is not funded directly from the Physics Department budget.

M. Zarcone presented the Physics Department's Self-evaluation of its ESSH performance during fiscal year 2005. Goals achieved and programs that operate in the Department were used to support the assertion that a high level of excellence was achieved. The mechanisms through which the Physics Department incorporates the five core functions and seven guiding principles of ISM into its programs and work was discussed. The following comments or questions were discussed:

- **P. Williams**: What is your progress on NRTL?

  **Response**: We have taken some action towards NRTL or equivalency for our electrical equipment. We have begun to check incoming purchases for NRTL certification. We are working with experimenters to have equipment certified if the manufacturer does not do it. Eventually, we will have to go lab-by-lab and identify equipment that has to be locally certified. However, to go forward, we need help from BNL. We should have a list of equipment that is already known to meet, or not meet, NRTL standards. The

job in the Physics Department is substantial, compared to our manpower. PW emphasized that progress in this area is one of BNL's goals for FY06.

- **T. Ludlam**: Why is guest training only 82%? Does this mean guests are working untrained?

  **Response**: When a visitor is assigned training, it is entered into the training database. The database has no way of knowing when the visitor is here. So some training is flagged as delinquent, when in fact the visitor hasn't been at BNL since the training expired. Workers are not working untrained, since it is the supervisor's responsibility to ensure that they are trained before they begin. It is our experience that the supervisors, on the whole, take this responsibility seriously and do comply with it.

- **S. Aronson and S. Dawson**: Commented that they were very pleased with the presentations, and appreciate the effort that goes into the ESSH, EMS and OHSAS programs in the Physics Department.

- **K. Brog**: Commented that the Physics Department's process is very good and seems to be carried out with diligence. It is clear that the work put into the programs has a benefit to the workers, the department and the Laboratory.

**Senior management, including the Physics Department Chair and the High Energy and Nuclear Physics Associate Laboratory Director, agreed that the ESSH program is effective, adequate, and suited to the needs of the Physics Department. There were no recommendations for revisions.**

Attendance:

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| S. Aronson | T. Ludlam |
| E. Baker | S. Marino |
| K. Brog | R. McCallum |
| R. Burns | L. Miceli |
| R. Costa | T. Muller |
| S. Dawson | E. O'Brien |
| R. Fernow | D. Paquette |
| R. Gill | J. Selva |
| K. Klaus | R. Selvey |
| A. Langhorn | J. Taylor |
| R. Lee | J. Vignola |
| R. Liegel | P. Williams |
| F. Loeb | M. Zarcone |