

Final Minutes of the Tier I Working Group Meeting FY 2011 Q2 held May 19, 2011
Safety and Health Services Division
Brookhaven National Laboratory

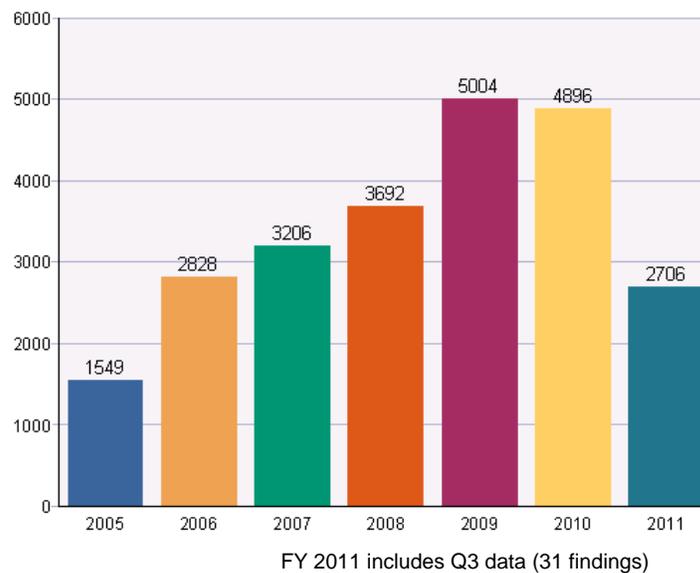
Attendees

P. Carr, C. Conrad, M. Cowell, L. Davis, J. Flannigan, D. Galligan, B. Heneveld, S. Kane, K. Klaus, B. Lein, P. Martino, D. Ryan, M. VanEssendelft

Agenda

- 1 Rollup of 2nd Quarter FY 2011 Tier I Inspection Findings
- 2 Tier I Database Update
- 3 Responsibility for the Tier I Program Considering Research Operations Coordination and Oversight (ROCO)
- 4 Open Discussion

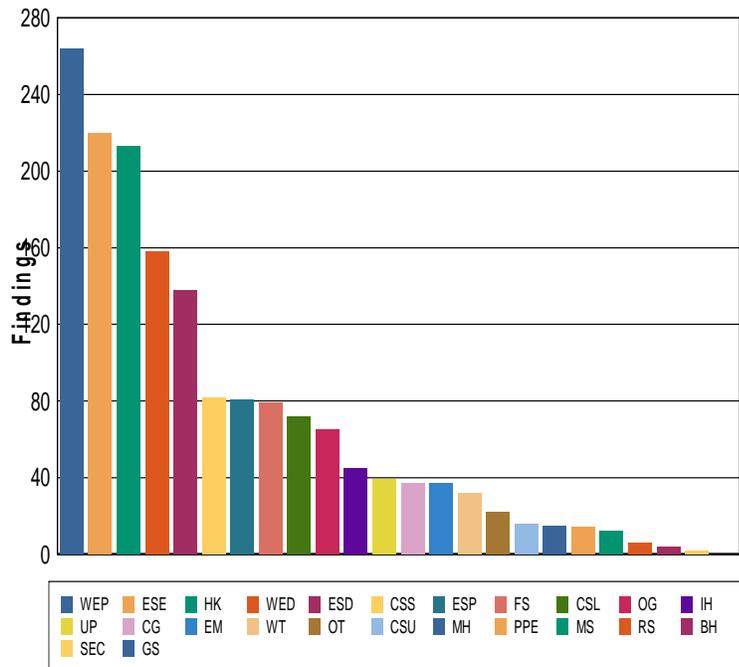
Data Rollup of Tier I Findings by Fiscal Year



The following points were made by S. Kane:

- 1 At this rate, we will be on track to exceed the FY 2009 findings which is a good thing.
- 2 This was a dramatic recovery from the 1st quarter (1025 findings).
 - 2.1 The Facility Complexes have established their Tier I programs (with the exception of the East Complex).

Data Rollup of FY 2011 Q2 Tier I Findings by Category

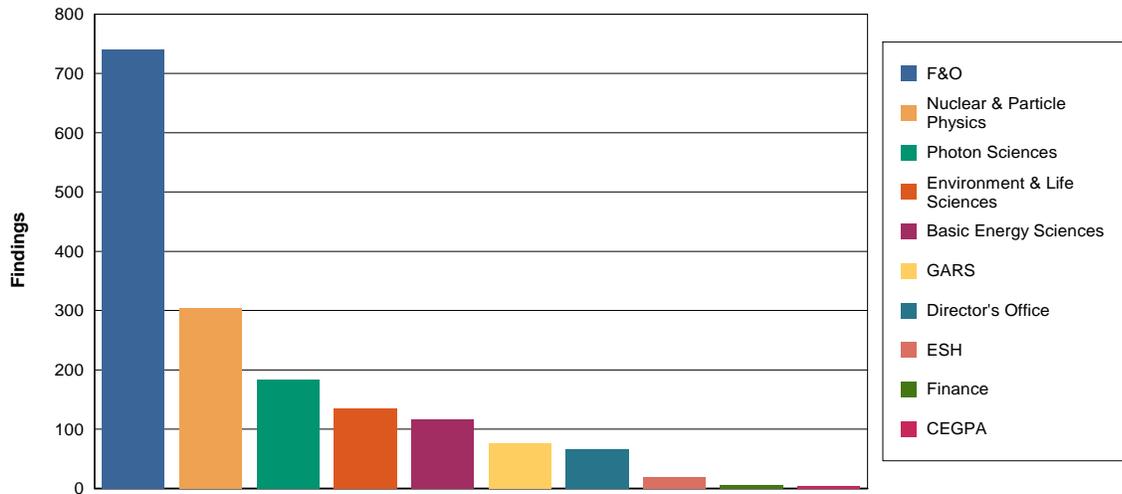


WEP	Working Environment: Plant	264
ESE	Electrical Safety: Equipment	220
HK	Housekeeping	213
WED	Working Environment: Department	158
ESD	Electrical Safety: Distribution	138
CSS	Chemical Safety: Storage	82
ESP	Electrical Safety: Programmatic	81
FS	Fire Safety	79
CSL	Chemical Safety: Labeling	72
OG	Outside and Grounds	65
IH	Industrial Hygiene Issues	45
UP	Unsafe Practices	39
CG	Compressed Gas/Cryogenics	37
EM	Environmental	37
WT	Waste	32
OT	Other	22
CSU	Chemical Safety: Use	16
MH	Material Handling and Equipment Safety	15
PPE	Personal Protective Equipment	14
MS	Machine Shop Safety	12
RS	Radiation Safety	6
BH	Biohazards	4
SEC	Security	2
GS	General Safety	0

The following points were made by S. Kane:

- 1 Working Environment: Plant (WEP) and Working Environment: Department (WED) reversed positions as to which had the leading number of findings—in Q1, WED had the most findings (134), and in Q2 WEP had the most findings.
 - 1.1 Housekeeping (HK) is in the 3rd position (a good thing), and from what S. Kane has seen in his walkarounds over the past few months, HK should be up there on everyone's list of findings.
- 2 It is unusual that Unsafe Practices (UP) had so many findings.
 - 2.1 No one attending the meeting had reported any UP findings.
 - 2.2 Addendum, C. Conrad, 5/24/11. In checking the Tier I reports, Facilities and Operations (F&O) reported 39 unsafe practice findings. According to the deficiency category table, UP has two subcategories:
 - 2.2.1 Imminent danger – climbing without fall protection, failure to tie down ladders, or using cable tray for climbing.
 - 2.2.2 Using broken or damaged tools or ladders, parking in no-parking areas, going the wrong way down one-way streets, not wearing a TLD badge or dosimeter when required.

Data Rollup of FY 2011 Q2 Tier I Findings by Directorate



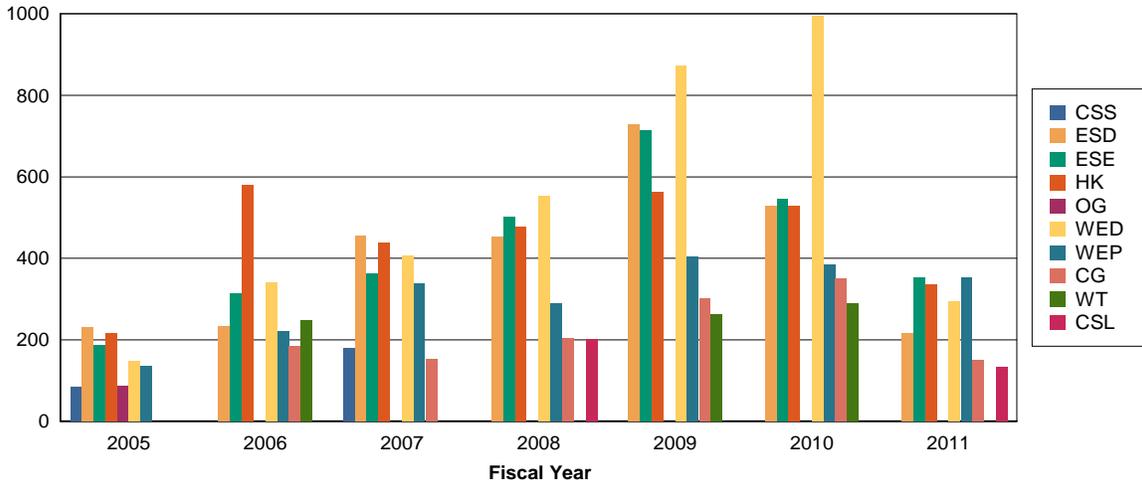
The following points were made by S. Kane:

- 1 Finally, for the first time in the six years that S. Kane has been involved in the Tier I program, F&O had the most findings, even considering that one Facility Complex (East Complex) did not report any findings.
 - 1.1 This is the correct position for F&O.
- 2 This quarter there was a reduction in the number of Photon Sciences (PS) findings from FY10 Q2 (346 findings) and FY11 Q1 (223 findings).

The following points were made by the Working Group:

- 1 B. Heneveld of PS stated that a team of 5 or 6 people including C. Weilandics or M. Rankine, both of IH, go on his Tier I inspections.
 - 1.1 PS has not had as many electrical equipment inspection findings as in the past as there has not been much modification of equipment.

Data Rollup of Tier I Findings by Top 7 Categories by Fiscal Year



WEP	Working Environment: Plant	354
ESE	Electrical Safety: Equipment	353
HK	Housekeeping	337
WED	Working Environment: Department	295
ESD	Electrical Safety: Distribution	217
CG	Compressed Gas/Cryogenics	150
CSL	Chemical Safety: Labeling	134

The following points were made by S. Kane:

- 1 This quarter, Working Environment: Plant (WEP) had the most findings, with Electrical Safety: Equipment a close second.
- 2 Compressed Gas (CG) and Chemical Safety: Labeling (CSL) took a reasonable place (sixth and seventh), especially considering that not every department has CG or CSL.

Tier I Database Update

The following points were made by S. Kane:

- 1 The Statement of Work for the new Tier I database went out for bid in February 2011 and proposals came back in April 2011.
- 2 Evaluation of these proposals was recently completed and a decision has been made on who will get the contract.
 - 2.1 One of the requirements is the contractor has Maximo experience.
- 3 The contract will have two phases:
 - 3.1 Phase 1, to be completed in August 2011, will reconfirm the Requirements Document (completed about 2-1/2 years ago) and ensure that the contractor understands what the requirements are.
 - 3.2 The contractor will provide a cost proposal for Phase 2 which is to finish the work and put the database into Maximo.
- 4 By the next Tier I Working Group meeting, some Working Group members will have met with the contractor to ensure that the contractor understands the requirements.

Responsibility for the Tier I Program Considering Research Operations Coordination and Oversight (ROCO)

The following points were made by S. Kane:

- 1 In light of the ROCO organization, should responsibility for the Tier I's change?
- 2 Currently, the SBMS requirements state that the line organization's responsible manager designates the Team Leader, and the Core Team typically includes the ESH Coordinator, Facility Safety Rep, Environmental Compliance Rep, Facility Project Manager, SMEs from Safety Engineering and Industrial Hygiene, and other knowledgeable people.

The following points were made by the Working Group:

- 1 ROCO is a line role designation by the Associate/Assistant Lab Directors (ALDs).
- 2 The decision of whether or not the ALD or Department Chair should ask the Directorate Chief Operating Officer (DCOO) to assign the team should be left up to the individual departments, and not be a lab-wide requirement.
- 3 Regardless of who specifies the team, this determination should be at the local level since there are different training requirements for different areas.
- 4 F&O are now responsible for inspecting their areas.

Open Discussion

The following points were made by S. Kane:

- 1 S. Kane has been doing facility hazard validation walkarounds and is seeing glaring issues that should have been picked up on the Tier I inspections, i.e., torn frayed cords, daisy chained extension cords, flammables stored next to oxygen, compressed gas bottles not tied off or labeled, combustibles within 20 feet of flammables, and blocked electrical panels.
- 2 S. Kane attributes these issues to a lack of vigilance on the part of the departments.
- 3 In some areas the Tier I inspections do not seem to be identifying the issues so perhaps the Working Group should consider bringing back the Tier II's to help audit the Tier I function and help people understand what their roles and responsibilities are.

The following points were made by the Working Group:

1. The Tier I inspections are conducted by each organization doing a self-assessment of its own areas.
2. The Tier II's, conducted every two years, involved individual departments being assigned Subject Matter Experts (SMEs) (i.e., IH, Fire Protection Engineer, Electrical Safety person, Environmental person) for one week who accompanied the team on walkthroughs of all the department's buildings.
 - 2.1 This was a way for the SMEs to go out in the field and see what problems were really out there.
 - 2.2 If there was an issue, the SMEs could resolve it on the spot, if possible and convey new requirements to the staff.
 - 2.3 The Tier II team globally looked at issues and wrote a report describing the prevalent issues across the site and what could be done to resolve the issues.
 - 2.4 Tier II's involved a lot of planning and some folks didn't want them brought back because they thought the Tier II was just another audit and took another week out of their busy schedules.
3. Nuclear and Particle Physics conducts management walkarounds with the responsible upper management people.
 - 3.1 For the Bldg. 912 management walkaround, five people from Physics came along which provided outside eyes to help find deficiencies.
4. One individual (M. VanEssendelft) thought that the reason that the same issues are continually found is because there is a resource issue—if there was money, the issue would be fixed.
5. A suggestion was made that a function of the Working Group should be to help get resources (technical, guidance, or monetary) for those lab-level issues that everyone has but which are out of the individual department's or organization's ability to fix.
6. Last year, one member's department (GARS) did a causal analysis of Working Environment: Department findings to see why there were so many findings. The people who had the most violations were asked to be involved in the analysis to explain why there were so many findings.
 - 6.1 A couple of reasons were that people changed positions or people's R2A2s changed.
7. It was suggested that since S. Kane on his walkarounds may see a lot of problems in a particular category, i.e., compressed gas, maybe he could organize a group to get together with the SMEs to brainstorm and figure out why the same problems keep occurring across the site.
 - 7.1 Maybe the training is not clear, resources are not available, or the Subject Areas are confusing.
8. M. Cowell suggested that instead of creating another review team of SMEs, why not break it down into actions for cognizant individuals.
 - 8.1 Rather than generalizing across the whole lab, where you see a problem make it an action and give it to the Space Manager, FPM, or other responsible individual.
 - 8.2 As DCOO, she could follow up to see that the issues are resolved for her area, and if not, why not.

- 9 It was mentioned that people do not use the deficiency category checklist on their Tier I inspections.
 - 9.1 One member pointed out that this checklist issue may become a moot point once the new database is designed and the interface to input the data on tablets is structured to help guide the people doing the inspections.
 - 9.2 It should be possible with the new database for the previous Tier I findings to appear on the same screen as the checklist being used to identify the new Tier I findings. In this way, closure of previous Tier I findings can be verified.
 - 9.2.1 The categories and subcategories will be on drop-down menus.
 - 9.3 A suggestion was made that the checklist reflect the categories pertinent to the type of area being inspected, i.e., chemical lab, basement, or office.
- 10 D. Cubillo is looking at creating an app that will download (store) the Tier I inspection information in small increments so that if the Wi-Fi connection is lost, the data will be retained. Once the person gets back in Wi-Fi range, the data will be uploaded and integrated into the database.
- 11 The database will track who is invited and exactly what the findings are as opposed to generic issues.
- 12 One member (M. VanEssendelft) pointed out that while the checklist has its merits, having a cross section of people (i.e., system experts) to provide their collective wisdom on Tier I inspections will help identify problems.
- 13 One member (P. Carr) mentioned that in the past 5 years only one SME went out on one of her Tier I inspections, although a Fire Protection Engineer, someone from Quality Management, and people from Safety and Health Services were invited.
- 14 Another individual (K. Klaus) said that when he was in his former department, they had very low participation by support organizations (IH Rep and ECR) on the Tier I inspections.