

**Final Minutes of the Tier I Working Group Meeting FY 2013 Q1 held January 30, 2013**  
**Safety and Health Services Division**  
**Brookhaven National Laboratory**

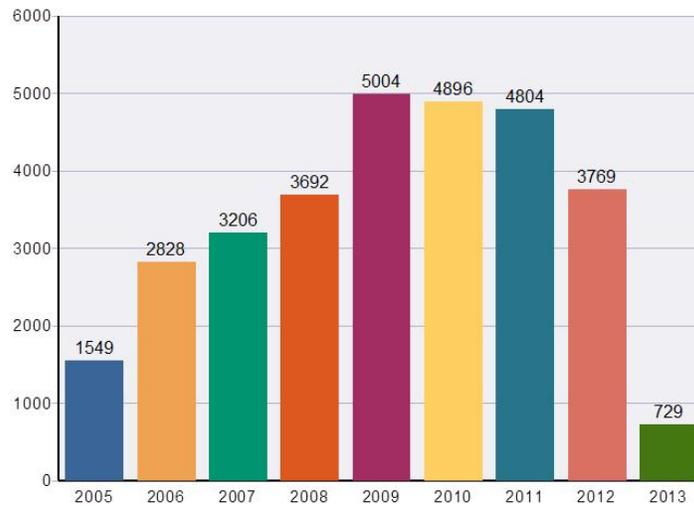
**Attendees**

P. Bender, L. Bowerman, P. Carr, M. Chuc, C. Conrad, M. Cowell, L. Davis, M. Delph, R. Dunlop, J. Giambalvo, K. Klaus, B. Lein, E. Nowak, M. Samms, M. Van Essendelft, G. Wilson

**Agenda**

- 1 Roll up of Last Year's Tier I Findings
- 2 Institutional Tier I Database Update and Path Forward
- 3 Tracking Metrics (Closure Rates, Recurring Issues)
- 4 Discussion Topic: What Is Working or Not Working With the Tier I Program

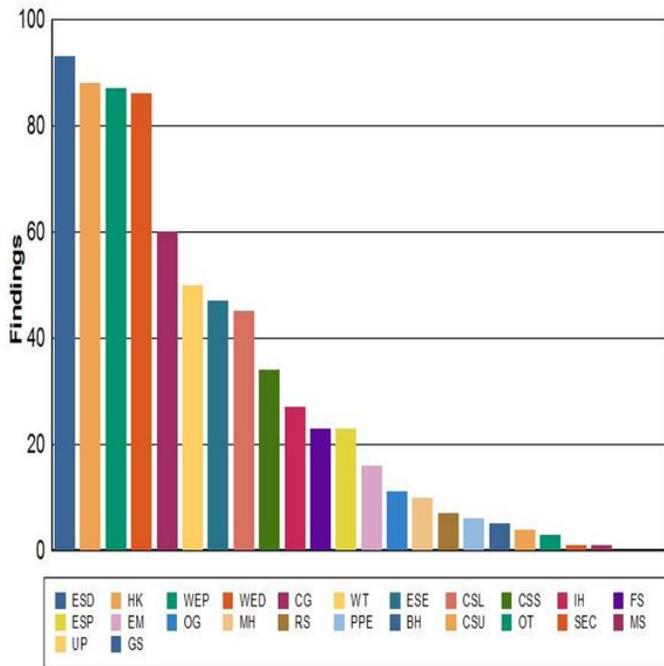
**Data Rollup of Tier I Findings by Fiscal Year**



The following points were made by K. Klaus:

- 1 The number of findings in FY 2012 went down from the previous year.
- 2 From the number of findings reported in FY 2013 Q1, it looks as though for FY2013 the number of findings will be less than in FY 2012.

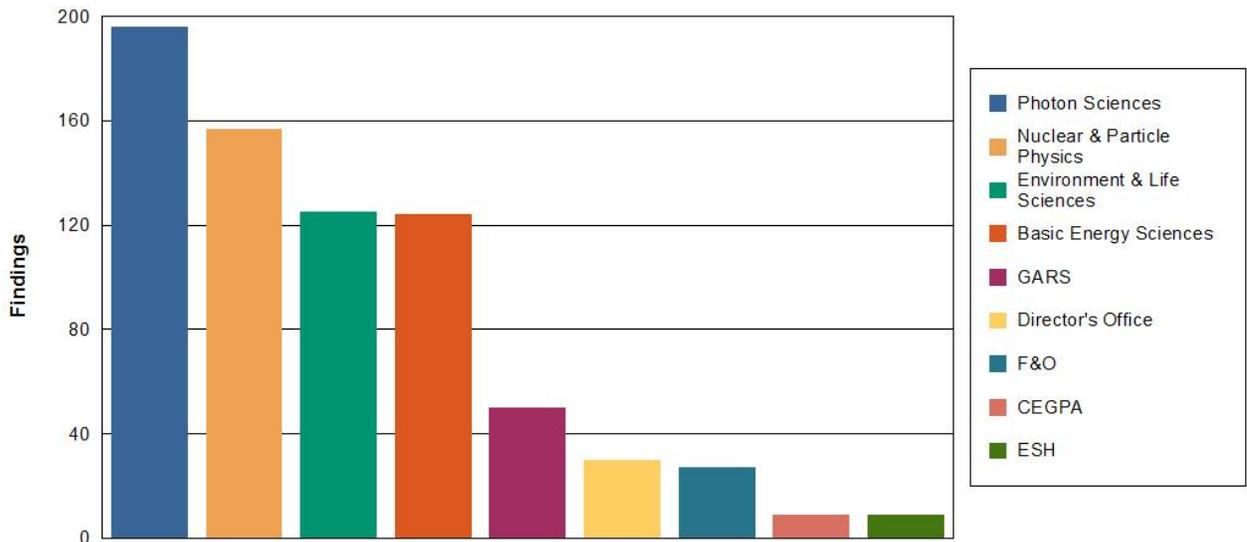
### Data Rollup of FY 2013 Q1 Tier I Findings by Category



ESD	Electrical Safety: Distribution	93
HK	Housekeeping	88
WEP	Working Environment: Plant	87
WED	Working Environment: Department	86
CG	Compressed Gas/Cryogenics	60
WT	Waste	50
ESE	Electrical Safety: Equipment	47
CSL	Chemical Safety: Labeling	45
CSS	Chemical Safety: Storage	34
IH	Industrial Hygiene Issues	27
FS	Fire Safety	23
ESP	Electrical Safety: Programmatic	23
EM	Environmental	16
OG	Outside and Grounds	11
MH	Material Handling and Equipment Safety	10
RS	Radiation Safety	7
PPE	Personal Protective Equipment	6
BH	Biohazards	5
CSU	Chemical Safety: Use	4
OT	Other	3
SEC	Security	1
MS	Machine Shop Safety	1
UP	Unsafe Practices	0
GS	General Safety	0

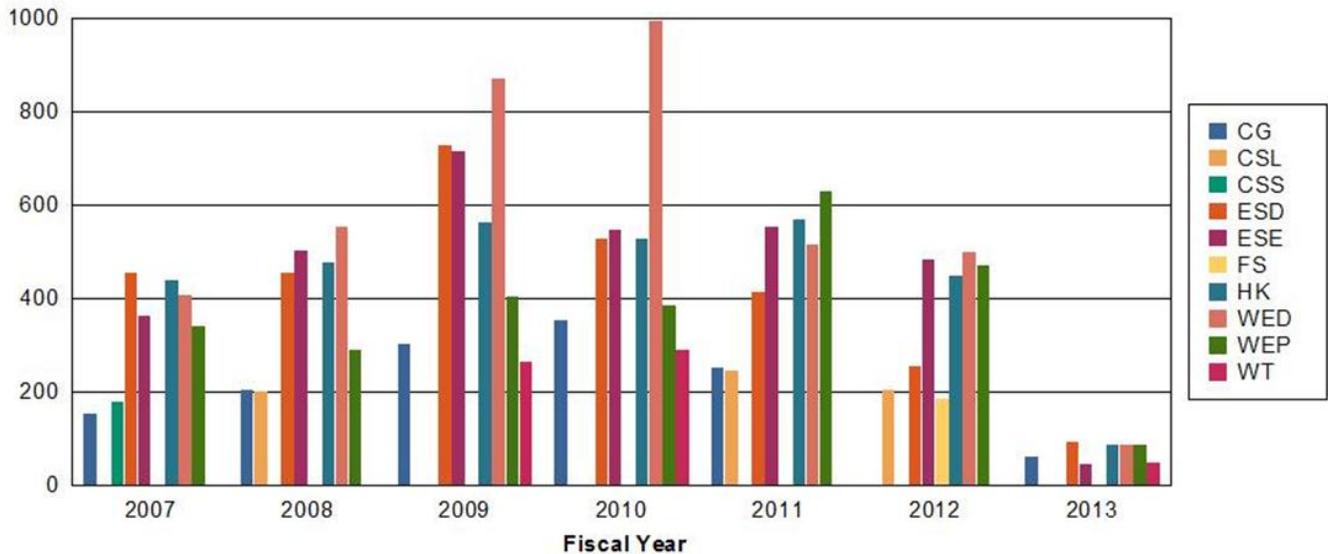
The following point was made by K. Klaus:  
 1 ESD and HK continue to be leading categories.

### Data Rollup of FY 2013 Q1 Tier I Findings by Directorate



The following point was made by K. Klaus:  
 1 The large directorates continue to have the most findings, PS followed by NPP.

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



The following point was made by K. Klaus:

- 1 ESD, WED, and HK continue to be the top categories.

## Institutional Tier I Database Update and Path Forward

The following points were made by K. Klaus and the Working Group:

- 1 ITD is trying to resolve some issues with the database so that the database can be rolled out in the near future.
- 2 An initial beta test will be done, and with this additional data it will be seen if there any more bugs.
  - 2.1 The system will integrate with F&O (Maximo) work orders.
  - 2.2 Part of beta testing will be checking with FOC.
  - 2.3 ITD is working on an orientation and training program.
- 3 For the departments the initial setup will involve setting up a “route” where the building, wing, rooms to be inspected, and inspection team and PI’s will be identified.
  - 3.1 The new database will have a scheduling function to allow the inspections to be scheduled. Outlook integration is uncertain at this time.
  - 3.2 There will be integration with the F&O Space Management database.
  - 3.3 This setup will be done once and you’ll be able to edit the list.
- 4 Licensing is an issue, Maximo users are required to have licenses. This cost is significant. ITD will develop a web application which will allow “action owners” to close items in the database. Action owners will be sent an email with a link to a webpage.
- 5 GARS asked if current Tier I data can be uploaded to the Lab-wide Tier I Program. GARS has been tracking and trending their inspections’ results for approximately 15 years and is concerned they will lose the ability to do so with the new database.
  - 5.1 Ed Nowak asked what the value would be, and Pat Carr replied that continued tracking and trending their data is of value to their program/organization.

## Tracking Metrics (Closure Rates, Recurring Issues)

The following points were made by K. Klaus:

- 1 Management wants to change the way deficiencies are tracked and trended.
- 2 Important metrics for management include repeat rates, and the time to closure.

## Discussion Topic: What Is Working Or Not Working With the Tier I Program

The following points were made by the Working Group:

- 1 One department (G. Wilson) changed over to electronic notices about 6 months ago and is getting a quicker response.

- 2 In response to a call for issues/improvement Pat Carr of GARS stressed the importance of FPM attendance at the Tier I Inspections to identify, prioritize facility issues, etc. She noted some FPMs attend and some rarely ever attend and often don't respond, and that hampers the effectiveness.
  - 2.1 It is important to the Tier I program and the line that the FPM's attend the inspections. Other representatives from Line Organizations agreed.
- 3 Ed Nowak will mention to Amy Nunziata to reiterate to the FCMs how important the Tier I program is to the line and for the FPMs to attend the Tier I inspections.
- 4 One FPM (Patti Bender) mentioned that other people schedule the inspection and she is not given sufficient notice. The Line Org Rep (Mel Van Essendelft) responded the Tier I inspections are scheduled a year in advance and the schedule is on the web page.
- 5 Marteenio Samms sends a memo to Pete Eterno who enters work orders and the FPMs are good at closing the findings.
- 6 The group was asked how many folks should be on a Tier I. The majority follow the Subject Area –typically about 4. One organization has 3 or 4, but invites 9. Another organization has a group consisting of an environmental person, Research Space Manager, Rad expert, electrical engineer, mechanical engineer, and someone with a scanner who goes around scanning the electric panels.