

Tier 1 Working Group meeting  
August 12, 2014

Present: W. Litzke, B. Royce, E. Nowak, L. Bowerman, T. Roza, M. Nair, T. Corsa, M. Van Essendelft, M. Paquette, J. Madaia, P. Eterno

The meeting began at 1:15 pm.

W. Litzke discussed the SHSD FY 15 goals as they relate to Tier 1 inspections. One goal is to implement a self-assessment program that uses currently employed methods. A second goal is to review all tools to ensure they are used effectively.

The Tier levels were discussed with 3 being the highest and generally performed by external oversight groups. Tier 2 inspections are multi-topic or surveillance/limited scope assessments performed by SMEs or ESH professionals. Tier 1 inspections are performed by line organizations and are generally physical walk-throughs of areas. One issue is to generate standard questions and targeted topics to be incorporated into Tier 1 inspections. A member stated they are concerned this may undercut the current purpose of the Tier 1s which is to ensure personnel safety. It was noted these new questions will not replace, but supplement current Tier 1 checklists used by departments. The SMEs will use the data gathered during the inspections to define abatement actions. It was suggested that the data should be gathered by ESH personnel assigned to the department rather than during the Tier 1 inspection process. The STOP observations can be used by line organizations. The field observation data gathered by F&O is logged into a separate database. It was questioned whether the data gathered already was sufficient. W. Litzke stated yes in a broad sense but they now need to target specific issues. Many recurring issues are reported and SHSD requires additional data to determine how to correct these issues. A member noted that some of the older buildings on site are office buildings therefore not required to input into the Tier 1 inspection database and there may be important issues that are not recognized. W. Litzke stated an outside contractor, VFA, will be used for legacy and OSHA item inspections.

Surveillance cards should be used to obtain additional information that will be included in the database. They will be designed to be easy to use – they will only have a few questions and only a few will need to be completed on each inspection – about 10 per quarter. The information obtained will be used by the SMEs for their programs, but should not replace the current Tier 1 inspection processes used by departments. It was questioned whether the SMEs have used the data from FUAs. Yes, but they need additional detailed information. The data from the F&O and department Tier 1 inspections needs to be standardized. It was noted that QMO is purchasing software that will track assessments, non-conformances and corrective actions. The software also has a risk assessment tool and will be compatible with Maximo and PeopleSoft. That should reduce the burden on personnel as far as categorizing and tracking issues to completion.

It was noted there are many legacy issues on site that cannot be addressed due to lack of funding. It was pointed out that these need to be acknowledged and brought to senior management's attention. OSHA deficiencies that are raised are incorporated into the Strategic Plan. It was discussed whether the

ESR process could reduce the number of findings during Tier 1 inspections. It was stated it should have a positive impact by finding problems before they occur, but it is basically an approval process while the inspections are the follow up to ensure procedures are being followed properly.

It was stated that the system must have flexibility and not be overly prescriptive. The data gathered from the Tier 1 inspections is used to show BHSO that BSA is monitoring safety issues at BNL. It was discussed whether the cost benefit ratio would be acceptable if workloads for people were increased by asking them to obtain repetitive information.

W. Litzke stated the group must determine the adequate sample size and frequency for Tier 1 inspections. The use of a centralized database is valuable. She has sent a survey to determine how Tier 1s are currently being performed. She would also like to test the new surveillance cards that will be available on September 14<sup>th</sup>. She will present these issues to the DCOOs at a meeting tomorrow to get feedback. It was questioned when the Working Group would end and answered when there was a new platform system in place. It was noted that a determination of who will be performing the inspections and data input for each area must be made in order to move forward with this process.

The meeting adjourned at 2:15 pm. The next meeting will be scheduled for next month.