



Minutes of Meeting

Date: December 3, 2009

To: Distribution

From: Michael J. Zarcone, Manager of Physics Department's ESSH&T Programs

Subject: Minutes of Group Safety Coordinators Meeting on November 20th, 2009

Opening Remarks

B. Johnson welcomed all attendees and had each person introduce themselves.

M. Zarcone started the meeting by making a power point presentation.

New Machine Shop

M. Zarcone introduced the rules of the new Machine shop. He emphasized that all trainings must be taken before you can gain access to this shop. M. Zarcone also noted that if you do not have the proper training you could always ask someone who does, to do something for you, if it is a small project instead of entering without the proper training.

New rules: Safety glasses with side shields, long pants, socks, and closed toe shoes must always be worn in the machine shop. Also, hearing protection is required for certain machines. If anyone were to have a spill it must be taken care of right away and must also be reported to the shop supervisor. All tools must be signed out of the machine shop. There is also a crane in this machine shop but you must be on the authorized crane users list in order to operate it.

A few tools that are locked out in this machine shop are:

Surface grinder
Large Table Saw
Hardinge Lathe

Normal hours of the machine shop will be from 8:30AM to 5:00PM Monday through Friday. At other times you need permission and a second person needs to know you are working there.

New Rules for PPE

People, who work in a lab where chemicals are being used, must wear safety glasses with side shields, long pants, and a lab coat. If chemicals are not being used but are out on a work bench all of these rules still apply except for the lab coat.

M. Zarcone emphasized how much easier it makes everyone's job to minimize the amount of chemicals that we have in the Physics Department and also the importance of keeping track of all chemicals by storing them safely.

Someone asked if a lab coat must be worn even if he is wearing a long sleeved shirt. M. Zarcone answered yes, because some chemicals can go through clothing and can be harmful to the skin.

J. Cracco asked if the new chemical rule related to gasses. M. Zarcone said answered no. Gasses are not considered chemicals. Work with the gasses would be covered by the ESR which will describe the proper PPE.

It was also noted that there are a few areas within the department that may possibly need to be roped off while chemicals are being used since they are not restricted enough for people walking past. The High Bay was one of those areas.

GSC Help with Chemicals

M. Zarcone listed a few ways that Group Safety Coordinators can assist with implementing the new changes. One of the things he asked them to do is post a new posting that was provided for them at the meeting which states all changes. The Group Safety Coordinators were also asked to make sure all occupants are aware of the new rules and that they configure all rooms that hold chemicals by making sure they are stored properly.

M. Zarcone brought up the fact that that physics has already been doing a great job with cleaning out access unused chemicals. He stated that we used to have 7,000 chemicals and we now only have 154 bar coded chemicals.

PPE Subject Area

Lab coats rules:

Lab coats are not allowed to be worn or carried into food & beverage areas, Vehicles, rest rooms, conference rooms, kitchens, Berkner Hall, Brookhaven center, Building 400 and other non-laboratory buildings.

A few people expressed that they do not have lab coats, and M. Zarcone said to please contact the safety and training office if they need any assistance with getting one.

Flammable Cabinets

These are designed to store flammable materials and can be used for storage of chemicals. However many of them should be cleaned out since they may be filled with unnecessary objects.

Emergency Drill

We will be having an emergency drill sometime this December. During this drill all Physics Building Personnel are asked to report to their group leader that they are outside and are asked to be aware of their surroundings.

Tom Ludlam Suggested that we have a Department ‘All-Hands’ Meeting before the drill takes place, to go over the proper procedures of the drill and he suggested that a memo should go out from M. Zarcone as well.

Sweeper Assignments

A sweeper’s job is to encourage people to leave the building when there is a fire or a drill by knocking on people’s door or calling out to them to leave the facility. If the sweeper knows of any person who has not gone outside during a drill or a real emergency it is his or her duty to report that a person is still inside to the LEC

1st floor Sweepers are:

Joe Cracco
Kenny Asselta (B. Scheetz)
E. Stein
A. Langhorn
F. Loeb
B. Schoenig

2nd floor Sweepers are:

D. Beavis
M. Chaloupka
S. Stoll
R. Konik
A. Aponte
M. Lenz

3rd floor Sweepers are:

R. Hackenburg
B. Viren

Each employee must report to his or her group leader once they are outside.

M. Zarcone also credited the ATF members for their response during the ATF fire. He noted that the practice we all received during the lab-wide drill last December was beneficial during an actual event.

Laurie Littenberg speaks about the Physics Building 3-story wing Renovations

Laurie gives an overview of the timeline and procedures for the renovations coming up in the near future. He stated that movement of offices and labs will begin in May 2011 and go into May of 2012. He also stated that construction is set to be completed by 2013.

Many people were concerned with what space they will be provided during the construction phase. L. Littenburg listed a number of questions that he is working on getting answered regarding the construction phase and he said he will get back to us with further details.

END OF MEETING

Luncheon

In addition to the GSCs, ESSH Committee, and the Department Management, others were invited for their contributions to safety in the Physics Department this year. They were: A. Ackerman, R. Biscardi, T. Hallman, B. Lenz, E. Lessard, D. Morrison, and S. Polizzo.

Attendees:

H. Gordon	J. Riordan	R. Scheetz	J. Vignola
M. VanEssendelft	A. Moodenbaugh	A. Ackerman	S. Polizzo
B. Schoenig	B. Lenz	J. Cracco	W. Yu
M. Chaloupka	K. Kusche	S. Duffin	S. Marino
R. Ernst	T. Ludlam	L. Littenberg	B. Johnson
D. Davis	R. Biscardi		