



date: December 2nd, 2009

to: Distribution

from: R. Gill, M. Zarcone

*subject: Minutes of Physics Department Management Review and Self-Evaluation
FY'09*

A meeting was held with Line Management, Group Leaders, Group Safety Coordinators, and other Laboratory Personnel to present the Physics Department's FY 2009 EMS/OSHAS Management Review and ESSH Self-Evaluation.

Opening Remarks

R. Gill started the meeting by presenting a management review of the Department's performance on EMS and OHSAS management systems he gave a scope and overview and he proposed the goals for 2010

Noise monitoring: T. Ludlum asks "what ever came of the noise summaries that were done for the new Machine Shop? R. Gill answered that is has been determined that ear protection will be required in certain areas where there are loud tools such as a table saw.

Injury statistics: It was mentioned that two incidents happened during the year.

Question - What was done in response to the two incidents and were there any lessons learned? M. Zarcone answered that a full investigation was done and that we learned we must emphasize the importance of safety and being more careful. He also noted the importance of communicating with group leaders to help with any issues that may occur.

A question was asked about the operational mode of F&O and the person commented that they need to communicate better with the department to inform them of any changes they make. This was one of the findings of the Well House Explosion.

Proposed FY2010 Targets:

Question - When will the renovations begin and when can expect to be moving. R. Gill answers that moves are scheduled to take place in September 2011

Question - Will the elevators be replaced? M. Zarcone answered yes, and he added that this move will be a safety challenge for all but we will get through it.

ESSH Self Evaluation

M. Zarcone starts the ESSH Self evaluation with a list of guiding principles of Integrated Safety Management and how the physics department handles them.

Issues of Concern

Most of the work done for Phenix and Star is done in C-AD. **Question:** To what extent is the physics department responsible for safety issues that occur in C-AD.?

M. Zarcone answers that if a person from physics is hurt or causes a safety issue there will be a full investigation done by physics. Tier I findings are handled by C-AD.

Training

97% of all physics employees are up to date with all required trainings and 85% to 90% for physics guests.

L. Littenberg asks: Is the percentage lower for the guests because they are so transient? M. Zarcone answered yes, most guests do what they have to do but the training is often assigned before they arrive and shows up in the statistics and incomplete.

Someone asked how do we know what new trainings are required as new things get added, and how do we advise new employees with what trainings they will need? M. Zarcone answered that Dorothy will send out an E-mail to all new employees and K. Kushe will send it to those at the ATF. Also, as new students come M. Zarcone will talk to each student for the RadAlara training and will check up on them periodically to make sure they are wearing their safety glasses and following all of the rules of the labs.

Accidents/Incidents

The ATF fire was discussed with the GSCs and also at the all hands meeting. The Well House Explosion had similar institutional findings to the ATF fire.

At this point in the meeting someone mentions that updating the Facility Risk Assessments needs to be done and be taken seriously.

Goals for 2010

M. Zarcone mentions in the meeting that we do a lot here in the Department for safety. At this point another person again makes the comment that manager work observations must be done and that we must have target risks listed.

As this meeting begins to come to an end a few different topics arise. One of the things was the issue of traffic safety. It was said that in 2010 the consequences for traffic offenders will be higher for the employee than it was in the past.

It was also mentioned that a surprising number of accidents occurred last year regarding ladders therefore ladder safety will be something that needs to be looked into.