

Computing Sciences Safety Committee
 CRD and NERSC Divisions
Minutes for Wednesday, February 11, 2009
 Time: 9:00 AM – 10:00 AM
 Location: 50B-2222

	Committee Member	Group Represented	Backup (Please print name)
X	Michael Banda	Chair/CS Deputy	
X	Wes Bethel	CRD/HPC	Janet Jacobsen
X	Parisa Farvid	Administrative Services	
	Jason Hick	NERSC/MSG	
X	John Hutchings	CS Facility Manager	
X	Betsy MacGowan	Division Safety Coordinator	
X	Scott Mason	CRD/ESnet	
	Chuck McParland	CRD/ACS	
X	Scott Robinson	EHS Division Liaison	
	Ex Officio		
X	Horst Simon	ALD/CRD Division Director	
	Kathy Yelick	NERSC Division Director	
X	Howard Walter	NERSC Deputy/Systems Dept Head	
	Guests		
X	Kim Abbott	DOE	

X indicates Attendance

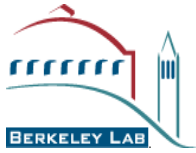
Safety Item Opener

Cyber security: some employees recently received a suspicious email telling them to disable pop-up blockers and take a UC training. Several employees contacted the Computer Help desk to check the validity of this email. Employees should continue to be vigilant with cyber security issues. Horst Simon describes a clever phishing strategy where parking tickets are placed on windshields, with an option to pay by logging onto a website where you enter your personal data.

Review minutes: from the last meeting held 11 November, 2008; one typo is discovered.

Computing Sciences Self-Assessment and Validation.

CS submitted its annual Self-assessment in December. We met with the Office of Contract Assurance to review their validation of our Self-Assessment. The one Divisional finding and also three of the opportunities for improvement have already been entered into CATS. One item not yet entered into CATS is discussed: how to determine effectiveness of our communications. Horst Simon had asked Betsy to develop processes to validate effectiveness. One idea is to discuss at Safety Committee. Suggestions for both improving and validating the effectiveness of CS Safety communications include: post safety-related information in areas that people might look at, such as kitchen areas, restrooms, bulletin boards; prepare slides for group meetings. Ask people during walkarounds if they have heard of issues. Have Betsy attend Group Leads meetings, and also group meetings, to discuss ISM and safety issues. Already in process: CS website is being revised to move safety items to a more visible location. One committee member expresses frustration on the part of employees/managers that EHS requirements are a moving target.



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Betsy comments that some of this is unavoidable. However, whenever possible, we should provide feedback on this and when expectations are unreasonable the EHS policy can be changed.

The current ISM Plan names Banda as the chair of the Safety Committee. We will change this to Betsy MacGowan in our updated plan.

MESH Review (Management of Environmental Safety and Health)

Also we received the MESH final report. We will need to present our response to the SRC. The MESH review identified some of the same issues as the Self-Assessment, and these have also been entered into CATS. We discuss the need for formal evaluation and documentation of our communication. Staff members are unfamiliar with the terms used in ISM, even though the safety culture itself is strong.

Supervisor's Accident Analysis Reports (SAARs) and Near Misses – timely completion.

We discuss the need to submit a report within 7 days, even when we have not been able to meet. We can request that the database be re-opened later if we need to make changes. We review the FY08 accident reports, and the one from FY09. We discuss the need to put corrective actions into CATS.

JHA and Training

Both CRD and NERSC continue to excel at JHA and training completion. We review lists of deficient training in CRD sorted by supervisor and by course title. Some courses that require refresher training (GERT, cyber security, Remedy ergo training) are expiring, and employees need to refresh them. HSS audit feedback indicates that in addition to updates we had already anticipated, to make our JHAs more accurate, we will also need to add more detail.

We are working on a computer room general access training. We would like to incorporate the new training and the JHA updates together, and move the annual reviews up, so they are not at the same time as PRD and end of fiscal year times. Already in the JHA is a new requirement to describe your work. You can simply state that your work is already described by the description of the work groups, if this is the case. Howard Walter has been in discussion with Tammy Welcome about how to sync up our requirements. We need to know about new hires to make sure they take JHA/training. Action item: Betsy ask Chris Diesch to notify Kathy Yelick/Betsy.

Guests who do not work onsite must still Opt Out of the JHA. This is difficult. We would like to have supervisors be able to opt them out. Howard Walter wants access to computer rooms linked to required training completion. We may have this capability soon.

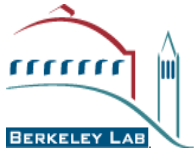
Building Emergency Teams

We discuss the need for reviving our Building Emergency Teams.

Corrective Action Tracking System (CATS) Issues

CATS issues were discussed as part of the Self-Assessment and MESH topics.

CATS immediately corrected issues



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These issues were brought up by the employees indicated, and entered into the immediately corrected section of CATS:

- 50 4th floor entrance, floor mat moved back to entry. (Cathy Sage)
- 50F water leaked all over floor. Vendor called, fixes leak. (Betsy)
- 50F bracket sticking up, employee hit foot. Bldg Manager fixed. (Wes)
- 50F stuff stored on top of bookcases. Stuff was moved. (Chip)
- Duplex nail sticking up. Bldg Manager pounded down. (Wes)
- ESnet defective step ladder removed from service. (Scott)
- OSF updated safety information cards; also emergency contact cards (Jason)
- OSF replaced bad tile pullers. (Jason)

Ergonomics

We've started to look at the Remedy Interactive for ways to identify ergo issues. We also have identified a need for some supervisors to take Ergo for Supervisors, which trains them in how to complete the ergo forms.

- Ergo Advocate Wallace Haynes
- Remedy (initial class) /annual refresher
- Supervisors need to review Ergo reports

Employee Concerns

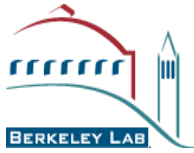
- Training course complaint - Hosting foreign visitors - An employee was very frustrated when he completed the EHS training for hosting foreign visitors. After reviewing his questions, the specific issues were forwarded to the EHS training group and the owner of the course. Discuss the need to put in a CATS item. Betsy thinks the owner of the issue should do this, but will check.
- Water cooler noisy, using a lot of water (environmental concern) - this was investigated. The noise issue was resolved by packing foam around the pipe. The water use was monitored, and found to be minimal.
- NOCC air quality- ongoing investigation with EHS. - Facilities reports the last time the prefilters to the area were changed was 9/3/06. Scott Robinson is monitoring the room's temperature, humidity, carbon monoxide and carbon dioxide.

SJHA Issues

NERSC is working on SJHA issues. Kim Abbott asks about SJHAs for offsite work locations. Betsy says the SJHA is for hands-on, onsite work and does not apply to offsite locations. OSF is considered onsite for purposes of the SJHA. Kim will follow up on this.

NRTL program

The Divisions have been asked to provide a minimum of 2 individuals to survey equipment for NRTL stickers. We discuss how we will inspect equipment. We will need to enter into a database. Can it be



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linked with property database? Hutchings asks if we can get help from the institution. How will the database be updated? Parisa suggests engraving instead of stickers.

Sharps

A sharps container was ordered for OSF. It will need stickers that say “unregulated sharps.” Do B50 people have sharps? John mentions he has a container, OK for diabetic insulin needles. Betsy distinguishes between biohazard material and unregulated sharps. Many requirements for biological waste material, not for unregulated sharps.

Chemicals and Waste

We have entered chemicals into the Chemical Management System inventory. Lots in the NERSC mechanical room, a few in B50 complex. We do not actually own the ones at OSF they are part of the building maintenance, but maintaining the inventory is a convenient way to comply with the requirement.

Roundtable/Discussion

Parisa Farvid suggests a game for educating about ISM/safety issues.