

EENS ESH Management Review Meeting
November 15, 2007
Minutes

Meeting Purpose:

- For EENS Senior Management and Laboratory Management to review the EMS and OSH Management Systems of EENS in terms of the system's:
 - effectiveness in achieving the desired results by meeting the Directorate's ESH goals
 - adequacy in meeting ISO14001 and ISO18001 requirements and that they are implemented properly
 - suitability in achieving the desired results by meeting the Directorate's ESH goals
- To provide a forum for discussion/improvement of the EMS and OSH with the EENS Directorate
- To provide EENS Management with a vehicle for setting new ESH goals or for making changes necessary to achieve the current ESH goals in the Directorate.

Attendees:

EENS Management:	R. Lofaro, W. Horak, J. Indusi, C. Wirick, B. Carreras
EENS ESH Committee:	P. Carr, P. Sullivan, N. Contos, J. Madaia, L. Bowerman, P. Philipsberg, S. Ferrone
ESH&Q Management/Staff:	R. Lee, J. Selva, P. Williams, J. Peters, S. Kane
RCD:	C. Schaefer

Note: Due to unforeseen circumstances R. James, EENS ALD, was unable to attend the meeting. An individual presentation was made on November 9th and is documented via the EENS ESH Management Review Questions.

Summary:

P. Sullivan presented an overview the EENS ESH Management System; ESH-related assessments; discussed stakeholder communications; presented organizational performance and EENS ESH improvements/reduction initiatives; reviewed the status of targets & objectives, preventative and corrective actions and the FY06 Management Review action items. See attached presentation.

Although the documented Management Systems are still separate, EENS has combined the EMS and OSH Committees to form the current ESH Committee and has integrated the Management Review. Incorporating the requirements of both the EMS and OSH systems into one documented plan was discussed.

As part of the ESH Program, EENS currently maintains 28 JRAs, 16 FRAs, 4 PAFs, and 9 OCFs. The possibility of simplifying and reducing redundant OSH- and EMS-related documentation in EENS was discussed.

Mixed feedback has been received on the usefulness JRAs. EENS will work with other members of Small Science to investigate ways to effectively incorporate JRAs into Experimental Safety Reviews.

EENS believes that hazards and controls documented in the PAFs are identified in Facility Use Agreements and environmental aspects are reviewed and identified in work planning documents (ESRs & WPs). During the discussions, Lab ESH Management indicated the elimination of Operational Control Forms was a possible way of streamlining EMS documentation. Further offline discussion will be needed regarding Process Assessment Forms.

EENS participated in numerous ESH related audits and assessments in FY07. A summary of results from each assessment was presented and the status of necessary corrective actions was discussed. The results of the FY06 RCRA Audit were also presented.

In addition, EENS has developed internal topical self assessments. EENS has completed several of these assessments and additional assessments will be developed during FY08. As more assessments are completed, EENS will evaluate the results for possible trends.

EENS's Tier I Program performance was charted and presented by the top five categories. During FY07, EENS has seen a 40% decrease in repeat findings and PI participation was 65%. EENS Management discussed at length the Tier I Program, tracking, and ways to improve PI participation. Improved PI participation at inspections will enable deficiencies to be better addressed.

EENS Management discussed the value of Management Observations. While the Management Observations were determined to be useful, EENS Management felt the amount of required hours was excessive, especially in Departments where 90% of the staff are office workers.

While EENS has not received any requests from external stakeholders ESH Management indicated that the Center for Disease Control (CDC) has an interest in nano work. EENS will continue to work with Community Relations to share information on our work with stakeholders.

During FY07 EENS incurred 1 recordable injury, no DART cases, and no documented first aid cases. No trends were identified during the review of injury data.

In FY07, EENS continued to actively participate in the recycling of resources and energy conservation. EENS also saw an 8% reduction in electrical use as well as a 48% reduction in chilled water use. In addition, as a result of several cleanup activities EENS was able to reuse water treatment chemicals, waste containers, and wooden pallets.

EENS staff are very proactive in making suggestions to the S2/P2 Program and have achieved several successes in FY07. EENS received S2 funding for the purchase of plexiglass holder for safety glasses for B-815 and receiving partial funding for purchasing an AED for a remote location, replacing a building ramp, and legacy chemical clean-up. Additional suggestions were funded by EENS.

An upward trend in EENS Waste Generation was noted due to continuing legacy cleanup efforts.

IH monitoring was performed on EENS activities during FY07. 80% of items in the entered in the IH Sampler were completed and chemical exposure assessments were performed on 10 EENS experimental safety reviews. Scheduling of baseline monitoring was difficult due to PI unavailability and identifying a specific time when the PI would be doing specific work. IH monitoring will continue in FY08.

EENS continued to reduce its chemical holdings in FY07. Chemical cleanup efforts resulted in the disposal of approximately 600 containers identified during the chemical assessment. In addition, a 20% reduction of chemical holdings for one staff member was targeted during this fiscal year. Disposal costs were partially funded by S2/P2 funds. EENS will continue efforts to reduce unneeded/unwanted chemicals and is considering moving towards "Just in Time" concept. The chemical assessment also identified and corrected inaccurate chemical inventories in CMS.

Currently EENS has only 2 experimental safety reviews that identify the use of nanomaterial (in solution). This work will be performed by following the Interim Procedure on the Approach to Nanomaterial ESH. At this time EENS Management does not anticipate expanding nano activities.

The Directorate's FY07 performance in the area of traffic safety was summarized. EENS realized a 33% reduction in traffic violations with only 1 violation since January 2007. It was noted that reporting traffic violations in the quarterly newsletter began in January. EENS's defensive driver reimbursement program is considered beneficial by staff.

EENS has made excellent progress in disposing of items from the Unwanted Material and Chemical (UMC) List and legacy cleanup efforts. Completed items/projects are identified in the attached presentation.

A detailed status report was given on all ESH Objectives and Targets (see attached). EENS completed all but one target in FY07. The IH Monitoring Target was incomplete because work was not being conducted to allow monitoring. EENS uses Family ATS to track most ESH objectives and targets.

Preventative and Corrective Actions are tracked and documented via the BNL Institutional ATS, EENS Family ATS, RARs, PAAA reviews, and the Tier I Database (see attached). The attached logs identify where a Corrective

Action Effectiveness Review is required. EENS Management is pleased with the use of Family ATS and indicated that it has been well received by effected staff.

The status of Action Items from the FY06 Management Review was discussed. All but one suggestion has been accomplished. In FY 06 EENS Management suggested that a nano target be established; however no target was developed as the nano program review was not completed. A nano target will be considered in FY08.

Future changes and legal developments that will affect EENS were discussed. Transitioning from the 1999 OHSAS to the 2007OHSAS will require an increased level of detail on required elements. SBMS changes will also impact EENS. In addition, the Environmental Compliance Representative (ECR) and Safety & Health Services (SH) Representative assigned to EENS will change in FY08. An Interim SH Rep. has been assigned to EENS beginning in December 2007 until a permanent rep is found. A new ECR has been assigned to EENS and a transition period will begin in December.

Recommendations for improvement for FY08 were discussed and possible targets suggested. FY08 Objectives and Targets will be drafted by the EENS ESH Committee and presented to management to review, revise, and approve.

Upon completion of the presentation the Management System Questions were reviewed.

The overall opinion was the Review was excellent, the program adequate, suitable, and effective.

Action Items:

The EENS OSH Reps/Committee will review the BNL FY08 OSH Objectives and Targets and develop draft objectives and targets and will then meet with EENS Management to review/revise.

Discuss PI attendance at Tier I Inspections with management at Direct Reports Meeting.

Include Nano target in FY08 Objectives & Targets

EENS Management Approvals:

R. James, ALD: *Ralph J. James* Date: *1/14/2008*

W. Horak, Chair: *William C. Horak* Date: *01/31/2008*

J. Indusi, Chair: *Joseph P. Indusi* Date: *1/31/08*

C. Wirick, Chair: *Christopher D. Wirick* Date: *1/31/08*

