Program Highlights

1. Program Director or his division/department head will follow up on any TRC/DART case which occurs within the Directorate and share corrective actions and lessons learned as appropriate.

Since the last quarterly report (5/25/07), the Directorate experienced 2 TRC/DART cases, under the following departments:

PCD: Employee was using a drill when it caught and twisted his hand, causing a bone fracture. (TRC/DART)
MFD: Working in close proximity to pipe explosion, injured ear and received a bad headache. (TRC/DART)

Actions taken toward improvement:

- In all of these cases, the department head obtained information necessary to understand the situation and talk to managers in the appropriate group. Methods of distributing lessons learned include all-department meetings and safety talks with smaller groups. First-line supervisors are always a key point of contact for relaying improvements to avoid recurrence.
- In the case of the Sector 30 pipe incident, a SLAC team was created to thoroughly investigate the incident.
- Mechanical Fabrication is seeking a full-time Health and Safety Specialist to work with their Safety Officer. The interview process has begun.
- Mechanical Fabrication conducts All-Hands Safety Meetings on a monthly basis. Line management participation is stressed through presentations and CATS updates.
- Power Conversion is working with ES&H to propose powered tool safety policy based upon lessons learned.

2. Engineering and Technical Support Directorate will strive to meet performance metrics of FY07, as published in the ES&H Division Quarterly Report, with demonstrated progress quarterly.

- Percent of Mandatory Training Current – Goal 93%; Actual 94%
- Percent of Supervisor-Required Training Current – Goal 93%; Actual 92%
- Percent of no-show for ES&H training classes – Goal 10%; Actual 21%
- Percent of Required Medical Exams Current – Goal 90%; Actual 90%
- Percent of STAs Current – Goal 92%; Actual 96%
- Percent of Building Evacuations ≤365 Days Old – Goal 100%; Actual 100%
- Percent of Facility Emergency Plans ≤365 Days Old – Goal 100%; Actual 92%
- Percent of corrective actions in SLAC CATS completed or on schedule – Goal 95%; Actual 98%
Actions taken toward improvement:

- Reasons for missing training range from overly busy schedules to people forgetting training commitments. ES&H Training has a “training due” reminder system which sends an email to the employee as well as their supervisor that training is coming due. This notice goes out 60, 30 and 15 days before training becomes overdue. On the day the training becomes overdue, ES&H will be sending out an overdue notice. Another new system ES&H plans to put in place is a training registration reminder system which will send an email reminder to the student seven days and again twenty-four hours before their class reminding them to attend. ES&H hopes this will help lower the no-show rate for classroom training but automated systems can only do so much. The line needs to take responsibility to see that they complete their training obligations. Supervisors need to emphasize the importance of completing training and provide a reasonable amount of time for employees to take time for training during the work day. Individual departments are continuing the education of managers and line employees in the importance of training attendance and ways to reschedule training if necessary.

- A number of issues with the current training database have been noted particularly in the area of Practicals. The Engineering and Technical Support Directorate ES&H Coordinator has been working with the ES&H Division to correct training database discrepancies.

- Klystron is in the process of completing the Facility Emergency Plan revision.

Noteworthy Items

- Engineering and Technical Support Director is chairing monthly ES&H Coordinator Meetings to further promote safety and cooperation between the various departments.
- Power Conversion in cooperation with ES&H removed the last PCB containing capacitors from the Klystron Gallery.
- Power Conversion is in the process of replacing obsolete electrical equipment in Linac Sectors 21 to 30 with EEIP compliant equipment. The goal throughout the project is to demonstrate the usefulness of the EEIP process to improve SLAC’s infrastructure by ensuring that installations are in all aspects NEC compliant.
- Facilities conducts All-Hands Safety Meetings on a monthly basis. Corrective actions and lessons learned are shared with staff, as well as specific safety program elements.
- Facilities staff participated in both the Corrective Action Plan for the OIO C-2, Work Planning and Control, and the just completed OIO CAP C-6.
- Facilities staff conducted UTR and Construction Safety training during Q4. Additional training is scheduled in January 2008.
- Metrology has already completed 100% of their Management Walkthroughs for the current Assessment Year. 25% of the Work Procedure Assessments have been completed.
- Mechanical Fabrication has developed a formal Group LOTO program. It has proven to be highly successful during the down.
- A permanent Directorate ES&H Coordinator began work at SLAC in August.
- Although the ES&H Manual continues to be difficult for many to decipher, digest, and apply, Surface & Materials Science has created an extremely safe and compliant department. They continue to strive towards fulfilling the requirements even with an extremely small staff and number of significant hazards.
Areas to Watch

- Senior Management Walkthroughs are still required. However, there is a pending revision to Chapter 33 – Self-Assessment. Once the chapter revision is approved, the senior management walkthroughs will be integrated with line management walkthroughs.

- Power Conversion and Controls have come to an agreement concerning a mutually beneficial Safety Officer position. They have identified a promising candidate.

- Mechanical Design/FDS has field checked and created as-built electronic floor plans for 41 buildings including all "major buildings" with the greatest occupancies. This project will continue until floor plans for all significant buildings and trailers have been developed. Derrick Britt, manager of FDS, plans to develop laminated copies of the "Building Diagram" or evacuation plan for each building which includes exit routes, locations of emergency equipment and hazardous materials, and other applicable information suggested by SLAC's Fire Marshall and Emergency Preparedness Coordinator.

- A number of issues have been brought to the attention of both the Engineering and Technical Support Director and Engineering and Technical Support ES&H Coordinator. All of these are issues much larger than the individual departments involved. A further explanation of these issues is in the attached memo.
  - Equipment Specific LOTO procedures for Accelerator
  - All encompassing LOTO program that covers all energy sources
  - Group LOTO
  - Nitrogen Usage and Oxygen Deficiency