2014 SLR International Conference

ESH Discussion Group Notes

Lead: Chris Quinn

1) Introductions – Each session was initiated by introducing the speaker and asking attendees to introduce themselves, their role at SLR, and their location.

2) Group led reviewed information that would be covered and briefly described information in packet.

3) Led discussion for personnel to share the hazards associated with SLR stations as ice breaker. Groups did an excellent job in identifying potential hazards in our work environment. Examples included electrical hazards, skin and eye hazards from the laser, work from heights, employees working remotely, hazardous energy (e.g., crushed by mounted), working with chemicals, etc.

4) SLR Poster presented in last year's International SLR Conference was used to lead discussion on the 5 key elements of a good safety and health program. The five elements below were introduced by the speaker and discussed. Best practices from the different stations were also noted. Below are some notes from the discussions:

   a. Management Commitment and Employee Participation: Group discussed who was responsible for safety and the general answer was everyone, but different personnel have varying levels of responsibility. Individuals are responsible for their own safety and ensure they follow rules and requirements passed down by employees. Supervisors are responsible to hold employees accountability to these rules and lead by example. Employers are responsible to ensure a workplace free of unsafe conditions and hazards. Group also discussed ways that employees can participate in the safety program. Examples include attending training, performing safety inspections, reporting near misses, incidents, hazards and safety suggestions, and performing hazard analysis.

   b. Hazard Identification: Group discussed different ways that stations identify hazards. There were some stations that are performing documented hazard assessments and inspections. Others also received periodic inspections from their organizations. SCNS shared the job hazard analysis process (examples in the package) which can be used to evaluate task, identify hazards, and brainstorm controls to protect personnel. SCNS also shared a pre-planning task sheet (also in package) that tends to be easier to perform, which is great for non-routine tasks to document that hazard identification and control discussions have taken place prior to performing work. SCNS also noted a monthly safety inspection process that is utilized and documented by the M4 and M7 stations and includes review of basic safety items, verification of laser safety systems and

hardware. Other stations noted they have periodic inspection processes they use.

   c. Hazard Prevention and Control: Concept of Hierarchy of Controls was presented to the group. This is the preferred order of controls or mitigations that an organization should consider prior to selection. The order is Elimination, Substitution, Engineering, Administrative, and Personal Protective Equipment and each of these are described on the 2023 SLR Poster. Overall risk (severity and likelihood) are evaluated as well as other factors such as feasibility to determine appropriate level of control.   Group discussed examples of these controls implemented at the stations.

   d. Training and Awareness: Group was asked to share best practices in safety training and awareness used at their sites. Several different groups noted that they had a new hire orientation that communicates emergency procedures, site hazards, appropriate controls, and other important safety information to new personnel. A couple stations noted that other function specific training is available to their personnel such as Laser Safety and Electrical Safety.

   e. Emergency Preparedness: Group was asked to discuss emergencies that could be posed to their stations and best practices used to ensure personnel are prepared for emergencies. A number of stations were performing annual or periodic fire drills. A few others had performed table top exercises to prepare for other natural disasters or emergencies that could arise at their location.

5) Completed a session wrap up. Chris Quinn provided email and phone number and offered to share documents or be available if anyone had any future questions. Chris Quinn is available at Christopher.quinn@exelisinc.com and 301.823.2586.

6) Summary of best practices:

   a. SLR engineer raised a best practice of implementing Lockout/Tagout Program to ensure hazardous energy is controlled during maintenance and service. Some personnel were familiar with these procedures and others noted that work is typically done without locks and tags. SCNS offered to share the SCNS Standard Operating Procedure (SOP) for the Control of Hazardous Energy and SOP for Performing Live Electrical Work as sample documents that could be customized to meet local requirements and needs.

   b. A number of stations performing hazard assessments. There are varying formats and methods for performing these assessments. Examples have been provided in the package.

   c. Several stations were using documented monthly inspections checklists. Speaker encouraged those who have documented processes to share. SCNS also has a template that can be made available for consideration at different stations.

d. Several stations have new hire orientation and visitor/contractor briefings to ensure personnel understand the hazards associated with their station and communicate rules and controls to ensure personnel safety. In addition, others provide function specific training and OJT to personnel on topics such as hazard communication, electrical safety, laser safety, fall protection, control of hazardous energy, First Aid/CPR/AED, etc.

e. Some stations perform periodic or annual fire drills and table top exercises to ensure emergency preparedness.