

Institutional Ergonomics Committee

September 5, 2000

Meeting Minutes

Committee Attendees: Gary Whitney, ESA-FM-ESH; Mary Carol Williams, CIC-DO; Faye Miller, BUS-RM; Mike Brandt, ESH-5; Carol Smith, BUS-4; Tessa Dowell, E-DO; Jen Rezmer, MST-OPS; and Mabel Grey-Vigil, X-8.

Announcements

- Mike Brandt reviewed the hiring status for the open ergonomist position. The top candidate, Dr. Graciela Perez, was interviewed on August 29, 2000. Feedback about Dr. Perez has been overwhelmingly positive.
- The testing period for the ergonomics software has ended. Roger Anaya, ESH-IMPT, will work with Radian to resolve any remaining 'bugs' or other software performance issues. ESH-5 hopes to have the software available Lab-wide by early October.
- **REMINDER:** Dr. Roger Stephens, OSHA, will be meeting with the Ergonomics Committee on September 19, from 1-3 p.m., at the Study Center, Cochiti Room.
- Mary Carol Williams suggested that the IEC develop guidelines for office design. Mary Carol, Jennifer Rezmer, and Mike Brandt will meet with Contract Associates to address this issue.

Roles and Responsibilities: Carol Smith reviewed the roles and responsibilities of the three subteams to the IEC. Mabel Grey-Vigil will resume her role as Chair, Communications Subteam.

The subcommittees were formed in April and each reported their problem statements and priorities during the May 1 meeting. Now that the summer fire rehabilitation and security concerns are behind us, we are attempting to reactivate the work of each subcommittee. (Please refer to the notes attached to these minutes for a summary of the thinking of each subteam days before the fire.) We will use the subcommittee summaries as a starting point to refocus and reactive their work.

Future Agenda Items: The IEC decided that at least 30 minutes of future meetings be reserved for subcommittee meetings.

Radian Software Rollout: Roger Anaya briefly demonstrated the Radian software and answered questions. Roger suggested that we plan a limited roll-out of the software before releasing it Lab-wide.

Next Meeting: The next meeting is schedule for September 18, 2000, from 10 a.m. to Noon at the CMS Seminar Room (Room 134), SM-32, TA-3.

Subteam Briefings (from the May 1, 2000 IEC Meeting Minutes)

Roles and Responsibilities Sub-Team: The following is input received from Raeanna Sharp-Geiger:

Problem Statements

1. A clear definition of the responsibilities and authorities of the ergonomics Project Leader as the institutional program owner for ergonomics is needed. This includes authorities such as:
 - Coordinating efforts between groups and divisions on ergonomic issues/processes;
 - Identifying institutional issues and defining processes to resolve the issues.

Proposal: The ergonomics committee requests from ESH-5 or ESH Division, whichever is deemed most appropriate, a clear definition of the roles, responsibilities, and authorities of the ergonomics project leader. Specifically, there is concern that there is no one person with the authority to ensure success of the ergonomics program. In the mind of the committee, the individual with responsibility for the success of the program is the project leader.

Status: Need review and approval by the committee prior to any further action being taken

2. Is a clearer definition of employee responsibilities needed?

Proposal: Wait until the LIR on Occupational Medicine has been completed and then review it, ISM and the Ergonomics LIR in total to determine if there is any need for additional guidance.

Status: In progress

3. Are the roles and responsibilities, from an employee standpoint clearly delineated on the ergonomics webpage?

Proposal: A review of the ergonomics webpages be conducted to ensure that the necessary information is available and clearly stated. This could be accomplished by committee members reviewing the page and encouraging others (via mailing lists, divisional communications, etc.) to do the same and submit suggestions/questions/ comments for review/consideration.

Status: Need to involve Rae Arguello, the owner of the webpage in any such efforts. Contacting/coordination with Rae can be pursued now.

4. Is a forum needed to aid employees and health and safety professionals in finding resources/ guidance/help and provide feedback?

Proposal: The ergonomics committee request that an electronic bulleting board with questions and answers be posted on the ESH-5 Ergonomics webpage. The bulletin board submittals could be reviewed prior to posting to ensure that only legitimate questions/concerns/solutions are posted.

Status: Needs review and approval by the committee prior to any further action being taken. Additionally, Rae Arguello, the owner of the webpage should be included in any such efforts.

Communications Subteam: The following information was provided by this subteam:

Problem Statement

“How do you keep the entire Laboratory and all levels of the organization properly informed and involved in every effort of the Lab’s ergonomics program? Specific areas needing attention include: identifying ergonomics contacts and areas of expertise and awareness/communications activities.”

-or-

"How do you keep the entire Laboratory workforce and its vendors properly informed and involved in the Laboratory’s ergonomics program?" (suggested by Tina Montoya)

Reasons for suggested change:

The "entire Laboratory and all levels of the organization" sounds redundant. I believe Laboratory workforce says it all. (It includes the various contractor employees, JCNNM and PTLA). We should probably include vendors. Vendor knowledge of our ergo programs and requirements is essential since they are the ones who provide us with the ergo furniture and equipment. I suspect they need to know where the Lab is going with ergo and figure out how they will help us get there. I'm not too sure what "every effort" means. Therefore, I don't know that we can involve everyone in "every effort" so I deleted it. -- Tina

Proposed activities (short-term):

1. Support for Laboratory June “Safety Days.”
2. An “Ergo” Day.
3. Newsbulletin Articles
4. Flyers; Communication Tools; “Division of the week ‘Safety Tip.’

LIR Implementation Evaluation Sub-Team: The following information was provided by this subteam:

Problem Statements

3. How do LANL organizations determine if they have implemented the requirements of Ergonomics, LIR 402-870-01?

Proposal: The ergonomics committee will develop a system for a step by step review of the responsibilities and requirements section of the LIR. This is envisioned as a table or form with recommended measures to document implementation and suggestions for helping groups complete implementation.

Status: In progress

Drivers : Ergonomics LIR. Section 5.7.

4. How are recommended changes to the Ergonomics LIR documented, reported and evaluated by the Institutional Ergonomics Committee?

Proposal: The ergonomics committee will develop a form (paper, electronic, and web-based) that will allow reporting of problems, concerns, and recommended changes to the LANL ergonomics program/LIR. The form will have sections to identify the perceived problem, suggest recommended changes, and describe the expected effects of the changes. There would also be sections for the ergonomics committee to document it's evaluation of the impact of the proposed changes on the ergonomics program. All forms would be forwarded to the focus group responsible for review and revision of the ergonomics LIR.

Status: In progress

Drivers: Ergonomics LIR. Section 7.6, 3rd bullet.

5. How is the effectiveness of the ergonomics program evaluated?

Proposal: Develop at a later date.

Status: ?

Drivers : Ergonomics LIR. Section 7.6, 5th bullet.
Ergonomics Committee Charter

Emphasis will need to be placed on the 1st and 2nd problem statements. We must first determine that the LIR is implemented before we can determine its effectiveness.