
CBDPP I&M Committee Meeting Minutes

June 17, 2010

2430 Stevens / CR 297

MEETING CANCELLED FOR JUNE 17, 2010.

Although the CBDPP Committee meeting was cancelled, there were two items sent out via email. The first item was an explanation for the meeting cancellation. The second item was a follow-up to the Training Development. Patricia Aldridge was going to give a Presentation of the results of the Needs Analysis and verification of the objectives for the PIC/Planner/Manager/Supervisor course. Due to the cancellation, an email was sent out for comment review.

Reason for Cancellation:

Last week ORP and RL formally transmitted the final HSS report to the contractors. In the transmittal letters, they stated that, "It is DOE's clear expectation that all findings and OFIs will be rigorously addressed via corrective actions." They directed the each contractor to submit a corrective action plan (CAP) to DOE within 30 days for the applicable findings and opportunities for improvement (OFI's). They also directed the contractors to provide a dedicated resource to participate in the development of corrective actions for cross-cutting findings and OFI's. In addition to the contractor and DOE representatives, the team will include Mike Stoner for HAMTC and Mark Fisher for the BAG.

At the kick-off meeting for the development of the site-wide CAP on Tuesday, RL and ORP stated that the team will meet all day, every day, until the CAP is completed. Mark Fisher and I both requested that we arrange the schedule so that we can continue to hold the weekly CBDPP Committee meetings. Pete Garcia (who is directing the team) stated that for the first week, he wanted us to cancel the CBDPP Committee meeting so we can focus on the CAP. Assuming we are making adequate progress on the CAP, he said we should be able to resume the CBDPP Committee meetings next week.

Because of the need to quickly respond to the report, RL and ORP decided that there wasn't time to use the consensus process used to develop the original Hanford Site CBDPP. I suspect that development of the CAP will be a much more directed process. Where there are points of disagreement, I expect that the RL and ORP reps will listen to each party and then state what will be done.

As soon as we resume CBDPP Committee meetings we will add providing updates to the CAP development process to the agenda. Once the CAP is developed, we will have a better idea what changes will need to be made to the CBDPP.

NEW BUSINESS:

Training Development:

Presentation of the results of the Needs Analysis and verification of the objectives for the PIC/Planner/Manager/Supervisor course were previously scheduled for the CBDPP Committee meeting on Thursday, June 17, 2010. In light of the cancelled meeting, I am asking that you review the results of the Analysis Executive Summary and the Draft Learning Objectives below. Keep in mind that the objectives are specific to this course and that individuals must attend the Beryllium Worker course as a prerequisite so they will have received all of that information prior to this training.

In order to meet the aggressive training development schedule submitted per DOE letter of April 16, 2010, verification of the learning objectives (Section IV below) must occur by June 24, 2010. Please review the information below and send any comments or concerns you may have to me by COB Tuesday, June 22, 2010. Verification of the objectives is needed at the June 24, 2010, CBDPP Committee meeting.

Thank you for your time!

Pat Aldridge

MSA was asked by the Department of Energy and the Chronic Beryllium Disease Prevention Program (CBDPP) Committee to develop a specific training for PICs, Planners, Managers, and Supervisors which would address topics related to managing, supervising, and planning work for beryllium workers. A comprehensive training needs analysis was conducted to identify the learning objectives and training methodology for this course.

A site-wide approach was taken, engaging representatives from the DOE, CHPRC, WRPS, WCH, MSA, BAG, and the CBDPP committee. 32 personal interviews were conducted to gather opinions from across the site as to what should be included in this training. Interviewees represented a variety of backgrounds, including: Industrial Hygienists, Planners, PICs / Field Work Supervisors, Managers of Beryllium Workers, Hanford Fire, Hanford Patrol, Worker Trainers, and Beryllium Workers.

The qualitative data collected from the interviews was analyzed and used to develop a questionnaire that was distributed to approximately 727 people who represented the study's target audience. These included representation from the DOE, CHPRC, WRPS, WCH, MSA, BAG and the CBDPP committee. Responders included PICs / Field Work Supervisors, Planners, Managers, Beryllium Workers, and Industrial Hygienists. 328 people responded to the survey resulting in a 45% response rate.

Based on the data collected, the following is recommended:

- I. **All PICs, Planners, Managers, and Supervisors whose jobs relate to Beryllium activities should attend the Beryllium Worker Course 004100.**

Overwhelmingly, respondents indicated that PICs, Planners, Managers, and Supervisors should all attend the Beryllium Worker Course. This is for the safety of these employees, and also the safety of the workers whose health and safety are impacted either directly or indirectly by PICs, planners, managers, and supervisors. 93% of respondents indicated that PICs and field work supervisors should be trained to the same level as those they supervise. 81% felt that planners should be trained to the same level as beryllium workers, and 83% felt like managers should be trained to the same level as the workers.

- II. **Attendance at the Beryllium Worker Course 004100 is a prerequisite for attendance at the supplemental training for PICs, Planners, Managers and Supervisors.**

- III. **The additional training for PICs, Planners, Managers, and Supervisors should be delivered initially in a classroom setting, with the refresher training being delivered through computer-based training.**

95% of survey respondents felt the initial training should occur face to face. Several interviewees indicated the importance for the initial training to be delivered in a classroom and to be highly interactive. Respondents also communicated that keeping the course frequently updated with new information was important.

- IV. **The training course should address the following objectives:**

Terminal Objective: After completing the following training program, the participants will be able to safely perform activities related to the planning, supervising, and managing of beryllium activities and comply with the Site-Wide Chronic Beryllium Disease Prevention Program.

Enabling Objectives:

- a) Identify resources which are available that can help identify the levels of beryllium that may be encountered in any given facility.
- b) Review a work package that contains a BWP for accuracy and completeness.
- c) Verify that a worker is properly trained and medically qualified to be working in a beryllium-controlled facility.
- d) Verify that the proper controls are being used by individuals performing work in a beryllium-controlled facility.
- e) Explain where to go to find more information about a BWP.
- f) Explain how the BWP is developed.
- g) Determine if a BWP matches a given work scope.
- h) Explain how to request a new BWP.
- i) Determine when work has gone beyond the scope of the BWP included in a work package.
- j) Explain how to shut down a work area if the BWP is no longer valid for the work scope.
- k) Explain how performing work in a beryllium-controlled area impacts other work that is being done in the area.
- l) Describe the special work requirements of beryllium-affected workers.
- m) Describe where to find your company's human resource policies as they relate to managing beryllium-affected workers.
- n) List methods for reinforcing key concepts from the Beryllium Worker Course to beryllium workers during pre-jobs.
- o) Explain the potential liabilities to companies and the DOE that are associated with worker exposure or a company being non-compliant.