

# Memo

*Date:* September 25, 2003

*To:* C-AD Managers, Group Leaders and Technical Supervisors

*From:* R. Karol

*Subject:* Safety Initiative in Accordance with T. Kirk Requirements

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A recent memorandum<sup>1</sup> by our ALD, Tom Kirk, stated:

“Specifically, I am requiring that a time period be devoted to a safety related discussion in *all* weekly experimental work planning meetings (or their equivalents) held at the working group level with a minimum frequency of once per week. The subject of these weekly sessions can be *specific* safety aspects of the work about to commence (enhanced work planning clearly meets this criterion) or *general* safety awareness in meetings not otherwise addressing any safety topic. The group leader or other meeting leader is responsible for ensuring that one or more safety issues are discussed and for leading the discussion in the case of general safety topics. I imagine that no more than 5 minutes will be needed in meetings not already addressing safety through enhanced work planning for projects with specific associated hazards.”

These short discussions will keep safety in our minds so when we are on the job, or walking in a slippery area of the site during a snowstorm, we pay attention to details. The purpose here is not to fulfill a “requirement” but to develop a culture where we are aware of our surroundings and concerned for our own and our coworker’s safety. We want zero injuries or illnesses not to have a good record for audits, but to achieve a workplace where you all go home each night without the need to deal with doctor visits, surgeries and limitations in your and your families lifestyles.

You choose the topic of discussion at each meeting. The following links give a significant number of suggestions for discussion:

1. <http://www.toolboxtopics.com/>
2. <http://www.webworldinc.com/wes-con/safety2.html-ssi#author>

The ESHQ Division will be randomly coming to your meetings to observe the effectiveness of these short safety discussions and to assist you upon request.

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<sup>1</sup> T. Kirk to All HENP Department and Division Managers and Group Leaders, Reliable Safety in the Workplace, September 19, 2003.