DOE/EH/89230--T23

CONTRACT NO. DE-ACO1-92EH89230
INFORMATION AND COMMUNICATIONS TECHNICAL
SUPPORT SERVICES TO THE OFFICE
OF ENVIRONMENT, SAFETY AND HEALTH

PROGRESS REPORT, DECEMBER 1993

TASK 1

Safety Publications:

Scope:

- ▶ The purpose of this task is to provide technical support to EH-31.4, for the development of safety publications. The publications are generally in the occupational safety area, and the task includes researching of subject matter using printed and audiovisual materials and personal interviews. It also includes technical writing and editing and providing graphic charts or photographs to support the text.

Accomplishments:

- ▶ Completed the rework on a safety bulletin entitled *Chlorine Widely Used in DOE-- Object of Chemical Safety Activity* and submitted for review/comments on December 30, 1993.
- ▶ Completed the preparation of 1,500 sets of tabs (10 in each set) and submitted on December 17, 1993 (750 sets were forwarded on 12/14/93 and the remaining 750 sets were forwarded on 12/17/93).

Proposed Efforts, Next 30 Days:

- ▶ Incorporate revisions to safety bulletins/notes after review cycle.

Work Scheduled but not Completed:

- ▶ None.

Areas of Concern:

- ▶ None.

Mailing List Activity:

The following activity was accomplished during the month of December:

Number added to the database	63
Number of changes to existing information	9
Number of deletions	16

Following is a breakdown of the specific publications which were requested during December:

Hoisting & Rigging Manuals requested	31
Recall of Three-Pole Safety Bulletin	1
Labeling Errors Safety Bulletin	1
Ladders Safety Bulletin	1
Fall 1993 <i>Safety Connection</i>	1
DOE Quality Alert Safety Bulletin	1
New Confined Spaces Safety Bulletin	2
Mixing of Incompatible Chemicals Safety Bulletin	1
The Fire Below Safety Bulletin	1
Construction Injury Data Analysis Safety Bulletin	1
Interps Response Line Safety Bulletin	1
Vehicle Liftgates Safety Bulletin	1
Take Special Care When Using Cranes Safety Bulletin	12

Inventory Database Activity:

Attached is a copy of the latest version of the inventory database. We are still awaiting instruction on the those publications for which we have large quantities in stock.

TASK 2

Conference Support:

Scope:

- ▶ The purpose of this task is to provide conference, meeting, and workshop support for the Office of Occupational Safety. This includes all logistical arrangements, including the procurement of meeting and exhibit space, audiovisuals, computers, equipment, phone lines, transportation, procurement for drayage vendors to prepare exhibit areas, sleeping rooms, on-site logistical support, including coordinating registration of attendees and assuring that all arrangements and equipment are suitable. It also provides for the development of conference exhibits. All exhibit components will be purchased or custom-built upon approval by EH-31. The task also includes the development of print products associated with the meetings, and research and writing to produce these products.

Accomplishments:

- ▶ Completed the summary of the TRADE conference on December 6, 1993, and submitted for review/comments.
- ▶ Began logistical arrangements for Waste Management '94; including the determination of new panels (3 projected).
- ▶ Established Analysas personnel who would be attending the conference and made preliminary travel arrangements.

Proposed Efforts, Next 30 Days:

- ▶ Finalize publication list of those handouts to be distributed at the conference.
- ▶ Prepare final text for three new panels to be included in the exhibit and receive approval.
- ▶ Finalize travel arrangements for Analysas personnel attending the conference.
- ▶ Prepare necessary paperwork to obtain exhibit space in Tucson, as well as arrange for exhibitor badges.

Work Scheduled but not Completed:

- ▶ None.

Areas of Concern:

- ▶ None.

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TASK 3

Planning and Reporting:

Scope:

- ▶ The purpose of this task is to plan, estimate, and schedule work; prepare and deliver financial and other required information and documentation concerning the contract; and exercise management oversight to ensure performance and quality assurance. The activities include strategic planning for safety awareness or other significant issues that may include a variety of individual products; contract, accounting, and reporting activities; and management oversight to ensure the successful implementation and administration of tasks.

Accomplishments:

- ▶ Completed the preparation of the monthly status report.
- ▶ Completed the preparation and implementation of task plans.

Proposed Efforts, Next 30 Days:

- ▶ Prepare and distribute monthly status report.
- ▶ Prepare and implement task plans as requested.

Work Scheduled but not Completed:

- ▶ None.

Areas of Concern:

- ▶ None.

TASK 4

MORT A/I Video:

Scope:

- ▶ The purpose of this task is to provide support for the development of videotape programs to be used as part of the Management Oversight Risk Tree (MORT) training courses. This will include research and writing of scripts to be used for the preparation of the videotape. It will also include electronic field production, creation of sound tracks, transfer of sound track to videotape, time code editing of the first version, incorporating required modifications, producing final edit, and duplication of the videotape.

Accomplishments:

- ▶ No work was accomplished on this task during this reporting period.

Proposed Efforts, Next 30 Days:

- ▶ None.

Work Scheduled but not Completed:

- ▶ None.

Areas of Concern:

- ▶ None.

TASK 5

Print Products:

Scope:

- ▶ The purpose of this task is to provide print products for the Office of Occupational Safety (EH-31) staff. Products will be written on occupational safety and health subjects including electrical, construction safety, fire protection, pressure safety, interpretations guide, aviation, chemical safety, SPMS, and other subjects as identified by EH-31. The preparation of these products includes research of the subject matter and the writing of the text at an acceptable readability level. These products include brochures, pamphlets, factsheets, reports, articles for the newsletter, and booklets. This task also provides for product duplication, delivery of mechanicals, and the dissemination of products.

Accomplishments:

The Safety Connection

- ▶ Completed the formatting of the Winter issue of *The Safety Connection* on December 27, 1993 and submitted for approval cycle.
- ▶ Completed updating the storyboard through Summer 1994 on December 20, 1993.
- ▶ Updated the reader survey to include ten forms and submitted on December 9, 1993.

Proposed Efforts, Next 30 Days:

- ▶ Research and write articles for the spring issue of *The Safety Connection* as assigned.
- ▶ Provide editing/proofing support for newsletter.
- ▶ Update and maintain information for assigned columns.

Work Scheduled but not Completed:

- ▶ None.

Areas of Concern:

- ▶ None.

TASK 6

Special Graphics:

Scope:

- ▶ The purpose of this task is to provide graphics support for the Office of Safety and Quality Assurance. Products will include quarterly statistical charts reflecting accident/incident/illness data for each DOE Field Office. These charts are developed for trending analysis. Products will also include various photographic or computer graphic products such as icons, logos, charts, graphs, 35mm slides, overheads, and flip charts. Some products may include job aids for safety-related functions and give-away items for a safety slogan. These products will be catalogued, coded, and indexed for easy retrieval and modification for other presentations/programs.

Accomplishments:

- ▶ Laminated the 2nd Quarter 1993 of the SPMS charts.
- ▶ Traveled to Forrestal Building and posted the latest version of the SPMS charts on December 21, 1993.
- Updated the thumbnails of presentations on December 15, 1993.
- ▶ Completed the formatting of the OSH Technical Manual December 2, 1993.
- ▶ Prepared three designs for *Prevention Pays* to offer for review to possibly be used on the new panel for the EH exhibit.

Proposed Efforts, Next 30 Days:

- ▶ Complete outstanding revisions.

Work Scheduled but not Completed:

- ▶ None.

Areas of Concern:

- ▶ None.

TASK 7

Scope:

- ▶ The purpose of this task is to develop the SAFE (Safety Assessment/Facility Evaluation) System software for DOE facilities in order to meet the requirements for OSHA compliance and DOE Draft Order 5483.XX. The task will allow for writing, duplication, and packaging of users manuals and related material for the system. It also includes the completion and duplication of system disks. Writing and duplication of a training procedure and baseline testing in preparation for dissemination to potential users is also included.

Accomplishments:

- ▶ Completed the TimeLine project management schedule and conducted team meetings to discuss the schedule and revise accordingly.
- ▶ Traveled to Germantown and demonstrated the system to our Technical Contact on December 13, 1993.

Proposed Efforts, Next 30 Days:

- ▶ Monitor the progress of the system development.
- ▶ Obtain SAVE's from Technical Contact to facilitate the OSHA compliance portion of the system.
- ▶ Complete the development of the graphics portion of the system.
- ▶ Continue the development of the HELP screens.
- ▶ Continue the development of the tutorial/users manual.
- ▶ Begin determination of the information to be included in the demonstrations to be held in ten field offices.

Work Scheduled, but not Completed:

- ▶ None.

Areas of Concern:

- ▶ None.

SAFETY PUBLICATION INVENTORY REPORT

PUBLICATION NAME	DATE	EN # & ISSUE#	QUANTITY ON HAND	MINIMUM LEVEL
Accumulation of Fissionable Material In Exhaust Ventilation Systems	08/90	0157/90-3	166	0
Back Injury Within DOE	07/90	0156/90-2	208	0
Cesium 137 Release	11/89	0118/89-7	26	0
Cold Weather Protection	10/91	0213/91-4	128	0
Compliance With OSH Standards for Hoisting & Rigging	09/90	0155/90-4	219	0
Computer Code Quality Assurance	02/91	0167/91-1	335	0
Confined Space	02/93	0298/93-1	1133	0
Construction Injury Data Analysis	03/93	0310/93-2	1574	0
Control of Hazardous Energy	03/91	0180/91-2	171	0
Coordinating Construction Maintenance Plans	04/90	0127/90-3	76	0
Counterfeit Parts Insert			550	0
Crane Safety Standards	12/92	0290/92-4	209	0
DOE Quality Alert	08/92	0266/92-4	1447	0
December Special Edition Safety Connection	1992		528	0
Electrical Fan Safety Alert	09/90	0160/90-5	215	0
Electrical Safety	11/92	0275/92-5	994	0
Emergency Assistance Telephone Procedure	12/89	0123/89-7	156	0
Employee Hit On Head By Falling Steel Wheel	02/90	0138/90-2	133	0

SAFETY PUBLICATION INVENTORY REPORT

PUBLICATION NAME	DATE	EH # & ISSUE#	QUANTITY ON HAND	MINIMUM LEVEL
Employee Suffers Oxygen Deprivation	10/89	0111/89-3	78	0
Errors in Commercial Software	11/89	0120/89-8	26	0
Experts Caution Against the Use of Plastic Containers With Oxidizing Agents	04/90	0143P/90-4	38	0
Fact Sheet: Assistance Visits	10/93		563	0
Fact Sheet: Chemical Safety	10/93		571	0
Fact Sheet: Construction Safety	10/93		610	0
Fact Sheet: Counterfeit Parts	10/93		559	0
Fact Sheet: DOE Order 5483.XX	10/93		565	0
Fact Sheet: Electrical Safety	10/93		545	0
Fact Sheet: Explosives	10/93		568	0
Fact Sheet: Fire Protection	10/93		583	0
Fact Sheet: Firearms	10/93		613	0
Fact Sheet: Hoisting & Rigging	10/93		591	0
Fact Sheet: Interps Guide	10/93		561	0
Fact Sheet: Lockout/Tagout	10/93		557	0
Fact Sheet: Natural Phenomena	10/93		591	0
Fact Sheet: OSH Training	10/93		560	0
Fact Sheet: Pressure Safety	10/93		470	0

SAFETY PUBLICATION INVENTORY REPORT

PUBLICATION NAME	DATE	EH # & ISSUE#	QUANTITY ON HAND	MINIMUM LEVEL
Fact Sheet: TIS	10/93		446	0
Fact Sheet: Transportation & Packaging	10/93		572	0
Fact Sheet: VPP	10/93		850	0
Fact Sheet: WPP	10/93		572	0
Failure of Thermo-Lag Fire Barrier System	09/92	0272/92-2	1187	0
Fall Safety Connection	1992		861	0
Fall Safety Connection	1993		1477	0
Fire Protection Measures	06/91	0196/91-3	163	0
Glass Containers Shatter During Experiments With Volatile Materials	11/89	0119/89-6	184	0
Implosions Under Negative Pressure	08/92	0248/92-2	87	0
Inadequate Strength of Concrete Columns	01/90	0132/90-1	149	0
Injury & Illness Reports			196	0
Interps Line Information Sheet With Rolodex Cards			1194	0
Interps Response Line	04/93	0314/93-3	4994	0
Labeling Errors	07/93	0328/93-6	1762	0
Ladders	04/93	0304/93-3	2235	0
Locked/Obstructed Emergency Exits	10/91	0218/91-3	699	0
Mixing of Incompatible Chemicals	02/93	0296/93-2	1557	0

SAFETY PUBLICATION INVENTORY REPORT

PUBLICATION NAME	DATE	EH # & ISSUE#	QUANTITY ON HAND	MINIMUM LEVEL
NP Newsletter	07/93		279	0
O'Leary Letter			457	0
OSH Assistance Visits	12/92	0288/92-3	3475	0
OSH Training Manuals	10/93-9/94		528	0
Operator Dependence	05/89	0091/89-2	114	0
Periodic Calibration	11/89	0111/89-6	18	0
Polyethylene Bottles Containing Corrosive Materials	08/89	0094/89-1	58	0
Potential Fire Hazard	10/89	0109/89-4	97	0
Prevent Eye Injuries	03/91	0174/91-2	334	0
Preventable Injuries	05/92	0247/92-1	1382	0
Problems in Packaging & Transportation of Hazardous Materials	06/92	0210/92-1	124	0
Rack & Pinion Steering on Dodge Dakota 4x2's May Fail	05/90	0151P/90-3	183	0
Radiation Survey Meter	02/90	0135/90-2	39	0
Recall of Three-Pole	07/93	0329/93-7	1744	0
Safe Chemical Storage	02/91	0168/91-2	64	0
Seismic Life Safety Hazards	12/90	0161/90-4	112	0
Spring Safety Connection	1992		119	0
Spring Safety Connection	1993		746	0

SAFETY PUBLICATION INVENTORY REPORT

PUBLICATION NAME	DATE	EH # & ISSUE#	QUANTITY ON HAND	MINIMUM LEVEL
Summer Safety Connection	1992		968	0
Summer Safety Connection	1993		1550	0
Technical Software Quality Assurance Issues	12/89	0121/89-9	85	0
The Fire Below	05/93	0320/93-4	1820	0
The M-16-A2 Misfires	10/89	0111/89-2	48	0
The Toxic Materials Hotline	07/91	0200/91-1	259	0
Tobar Electronic Absolute Pressure Transmitters	01/90	0122/90-1	109	0
Undersized Valve Actuators	10/89	0113/89-5	48	0
Update on Electric Fan Safety	02/91	0172/91-1	622	0
Vehicle Liftgates	05/93	0308/93-4	2284	0
Wallet Card: Electrical Safety			275	0
Wallet Card: Firearms Safety			300	0
Wallet Card: Interps Line			551	0
Wallet Card: OMD			253	0
Winter Safety Connection	1992/93		197	0
Worker Safety	06/92	0255/92-3	1279	0
Yellow Survey Cards			555	0

OFFICE OF SAFETY & QUALITY ASSURANCE
CONTRACT DE-AC01-92EH89230
COST vs. FUNDING BY TASK
December 1993

	AUTHORIZED IN DECEMBER		TOTAL AUTHORIZED		EXPENDITURES (December)		EXPENDITURES FY93		EXPENDITURES TOTAL		BALANCE END OF MONTH	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task 1	0	0	3,390	149,149	181	5,543	551	18,395	3,904	161,842	(514)	(12,692)
Task 2	0	0	2,400	167,343	40	31,759	635	63,184	3,271	226,452	(871)	(59,109)
Task 3	0	0	2,614	164,666	150	6,846	313	14,521	1,713	97,438	901	67,228
Task 4	0	0	464	17,296	0	0	1	0	465	16,093	(1)	1,203
Task 5	0	0	3,388	169,819	103	4,558	380	17,531	2,407	113,018	981	56,801
Task 6	0	0	2,446	129,799	62	3,153	195	11,328	1,547	75,715	900	54,084
Task 7	1,576	92,000	1,576	92,000	176	9,591	176	9,591	176	9,591	1,400	82,409
TOTAL	1,576	92,000	16,278	890,072	710	61,451	2,250	134,551	13,482	700,148	2,796	189,924