

Accelerator Division Meeting

April 26, 2007

Andrew Hutton

Safety

DuPont Safety Training

- I recently took DuPont safety training
 - All JLab managers will be taking this course
 - Slightly different focus from STOP program
- One of the topics was a list of the factors that increase the likelihood of an accident
- I will go through the list because it is very relevant to us
 - I will do this in two parts

Factors Affecting Likelihood of Injury (1)

1. Understanding of the hazards and the risks involved in the activity

- We are getting better at this
- Need to keep at it

2. Situational awareness

- In crowded work areas, everyone may not always be aware of what others are doing around them
 - Keep yours eyes and ears open!

3. Speed of the action

- Be aware around rotating tools and moving vehicles
- The faster the movement, the more dangerous it is

Accelerator Division Name

- Our full “legal” name is
 - Accelerator Operations and R&D Division**
- Like many of you, I have a “legal” middle name
 - I never use it
 - To delete it permanently is a real hassle
 - So I just don’t use it
- I am taking a similar position with the Division name
 - We won’t use our middle name “Operations and R&D”
- For all internal and external uses, our name is

The Accelerator Division

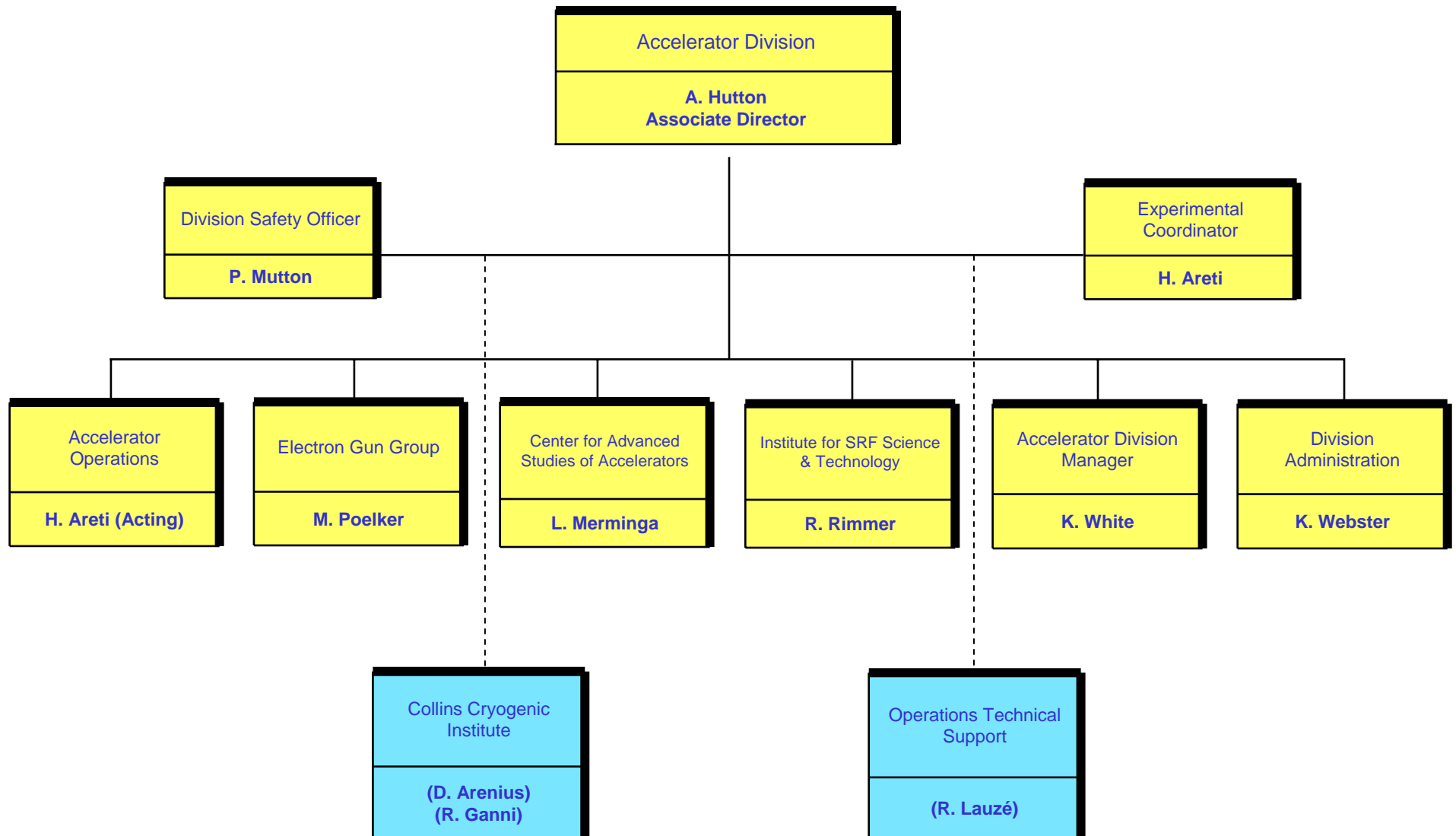
Director of Operations

- **A selection Committee has been appointed**
 - **Matt Poelker (Chairman)**
 - **Will Oren**
 - **Bob Rimmer**
 - **Lia Merminga**
 - **Dennis Skopik**
 - **Rhonda Barbosa**
 - **Ron Lauzé**
 - **Ron Gilman (Chairman of Users Board)**
- **Presently there are eight candidates**
 - **5 internal, 3 external**
- **Hope for a selection within a month**

Acting Director of Operations

- In the meantime, the Operations Department is not receiving enough attention from me
 - I have tried to act as the Director of Operations but my new job has taken more time than I anticipated
- I have asked **Hari Areti** to be **Acting Director of Operations** until a permanent Director can be appointed.
 - Hari will continue to act as Physics Liaison and look after the Division education programs
- I ask all of you to help him in these roles

Accelerator Division Organization



Report on Computer Purchasing

David Bliss

Computer Purchases since March 19

- **Purchases were made for the following organizations:**

- **Accelerator Division Admin Support** 1
- **Accelerator Operations** 4
- **CASA** 2
- **Electrical Systems** 6
- **Institute for SRF Science & Technology** 3
- **Purchase requests turned back** 1
 - **Guidance wasn't followed – we worked with individuals to iron out request**

Benefits of centralized computer purchases

- **For Users**
 - Individual needs can be addressed
 - Purchases can be monitored and guided through the process
 - Standard software is loaded for the user
 - Software configuration assistance is provided to the user
 - Computer delivered ready to use within 2-3 days of arrival on site
- **For support staff:**
 - Advanced notice of incoming systems
 - More standard software configuration of supported computers
 - More standard hardware configuration of supported computers
 - Computers/monitors are delivered directly to support staff:
 - Doesn't require double handling
 - Hardware/software configurations can begin promptly

Report on Test Lab Clean-Up

Bob Bennett, Keith Royston

Test Lab Improvement Project

Progress Report
April 26, 2007

Bob Bennett
Keith Royston

Goals

1. Make space by using external storage
2. Eliminate unused/not-needed items
3. Clean up and organize work areas
4. Repaint, Carpet, Repair:
 - Common office areas
 - Several high bay and exterior walls
5. Improve work environment

Phase 1 (before Open House)

Facilities Management - Keith Royston

- Repainted
 - 2nd floor office halls,
 - Paint Atrium
 - Yellow Brick Road – an “Open House Tradition”
 - Exterior wall at West Loading Area
 - Several high bay walls



Facilities Management Phase 2

- Re-carpet
 - Conference Room
 - Office Hallways
 - Lobby
- Lapping Room reconfiguration
- CryoUnit Assembly Room:
 - Add Cooling
 - Fix Condensate Leaks from AHU above
- Services for further improvements:
 - e.g. Noise Abatement Project

Phase 1 (before Open House)

Test Lab Staff

- Obtain Storage Space
- Move forklifts to new building
- Move designated items to storage – (more storage still required)
- Setup new cabinets in work areas
- General Clean Up – esp. Open House areas

Phase 1 (before Open House)

- Long Term Storage
 - Moved out:
 - Chemistry Cabinets, Fume Hood, to fabric storage building
 - FEL Materials Girders, etc. to EEL Building Mezzanine
 - To be moved:
 - High Pressure Rinse Cabinet
 - $\frac{1}{4}$ Cryomodule
 - Tensile Test Station
 - Old Cavity Dies
 - Misc. Tooling



Clean up and organize work areas

- Installed New Cabinets



Short/Medium Term Storage

- Clearing out Old Transportainers



Short/Medium Term Storage

- New transportainer:
Shelves installed
and Equipment
transfer is starting



- One more transportainer on order

Moving Out

Disposing of Junk



Moving Many



Cleaned Up and Organized Work Areas

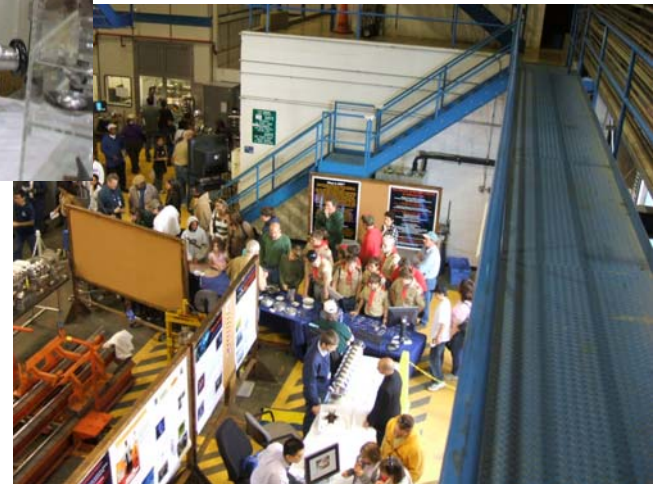
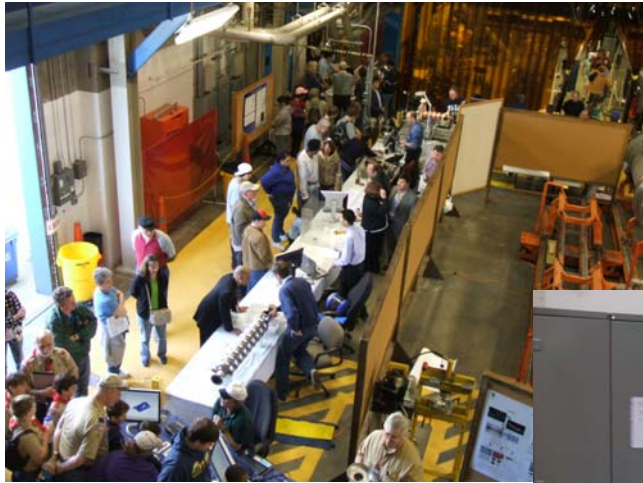
- Brazing Facility



- Tech Shop



Open House



Phase 2

- Continue organization and storage of less frequently used items
 - High Pressure Rinse
 - Tensile Test Stand
 - Setup Second Transportainer
- Continue organization of work areas
 - e.g. Bench top storage for brazing room –on order
- Create a Display Area in the Atrium
 - Showcase Your Work
- Set Up Office Hallway Displays
 - Present Professional Image to Visitors

Phase 2 (cont'd)

- Improve Work Environment
 - Reduce Ambient Noise in North End of High Bay
 - Fix HVAC issues
 - CryoUnit Assembly Room
 - RF Test Lab (formerly the “storage barn”)
 - etc.

It Doesn't End Here!

This is a
Continuous Improvement
Program

Continuous Improvement

- The review of suggestions received is continuing
- New ideas are always welcome
 - submit via email at any time
- Go ahead and make the changes if you can
- If you need resources (assistance or funds) to get something done, ask.

Remember, It's Your Workplace

Let's:

Make it a Better Place to Work

Project a Professional Image to Others

Your Project Coordinator is Bob Bennett
email bennettr@jlab.org or Call ext 7656

Safety Encore

Factors Affecting Likelihood of Injury (2)

4. Condition of the facilities, equipment and tools

- At JLab, lack of workplace neatness is most frequent among unsafe acts which could lead to an accident
- Primary reason for the Test Lab clean-up

5. Sensory limitations imposed by the environment

- Noise reduction in the Test Lab is next priority
 - Needs complete building rehab to be good

6. Physical and mental condition and attitude of the employee

- Strongly affected by working environment
 - Secondary reason for the Test Lab clean up
- Off-hours call-ins are particularly hazardous

Fourth Division Initiative

Neatness

Two Kinds of Disorder

1. Cluttered and disorganized space “housekeeping”

- Often due to lack of adequate storage
 - This is the reason for better cabinets
- Also due to lack of ownership of the workspace
 - Every workspace should have a well-defined owner
 - Takes responsibility for maintaining order

2. Disorganized working habits

- Do not spread out tools
- Keep your immediate area neat
- Be very aware of creating trip hazards

Focus on Orderly Workplace

- I want everyone in the Accelerator Division to focus on creating and maintaining an orderly workplace
 - Vital in high-hazard areas
 - Test Lab, Accelerator Site
 - Important everywhere
 - Includes offices
- This is one of easiest things you can do to significantly reduce the risk of an accident!
 - Do it at work!
 - Do it at home!

Fifth Division Initiative

Staff Development

Development Opportunity

- For many years, my goal has been that every staff member of the Accelerator Operations Department has at least one developmental opportunity per year
 - For a PhD physicist or engineer
 - Usually attending a conference
 - Occasionally attending management training
 - For a technician
 - Occasionally a conference
 - Most often participating in training
 - For an administrative assistant
 - Mostly technical training (e.g. Advanced Excel)

Development Opportunity - Expanded

- Each staff member of the Accelerator Division should have a development opportunity each year
- This program will be managed by Department Heads
 - Supported by Group Leaders, and Supervisors
- Departments should protect the budget for this activity
 - There are always budgetary constraints so some of you will not get your first choice
 - Those who travel a lot will be asked to cut back
 - Offer invited talks to a younger colleague
 - If the budgets are really bad, we will bring in a trainer rather than send people off-site
 - Even in a bad budget year, I will do everything I can to ensure that staff development remains a priority

Fine Print

- A development opportunity is intended to:
 - Help you do your present job
 - Learn something new
 - Exchange ideas with experts from other labs
 - Help you prepare for another job
 - Should be a job that supports Division mission
- The development opportunity can be proposed by either the staff member or supervisor
 - Should be agreed by both

Sixth Divisional Initiative

Calendar program

Calendar Program

- **Corporate Time is available on the network to everyone**
 - **It enables meetings to be scheduled rapidly**
 - **Our Admin staff should not have to waste their time phoning around to set up meetings**
- **This is only possible if everyone uses the program**
 - **The few who do not use it create an enormous amount of work for others**
 - **That is not fair to them**

Use Corporate Time to schedule your individual activities

“group” Calendars

- The Calendar Program allows the creation of “groups”
 - “groups” are defined to enable many people to share useful information
 - I want to use this capability to provide a simple way of knowing who is away on leave or travel
- Accelerator Division Leadership Calendar - **accelmgt**
 - All Department Heads, Group Leaders, and Deputies
- Department Calendars - **casa, ops, srf**
 - All staff in each Department
- When you wish to take vacation, discuss with your supervisor, then put it on the “group” calendar
 - Questions? Ask your Group Admin Support

Summary

“Meet and Greet”

- I would like to meet and talk to everyone in the Division who I don't already know
 - I already know almost everyone in the Operations Department, CASA, and Engineering Support
- Meetings will be set up with everyone in the SRF Institute
- Four questions:
 - What did you do before coming to JLab?
 - What have you been doing since you have been at JLab?
 - What would you like to be doing in five years?
 - How can I help you get there?

My Priorities

- Improve working conditions for everyone in the Division
Neatness → Safety → Productivity → Quality
- Ensure that everyone in the Division is encouraged to learn and grow
 - I genuinely believe that our staff are our most important asset
 - I intend to demonstrate this by my actions
- Improve efficiency and reduce wasted time
 - All of our staff are important

Finally

Please, be polite to each other

Say

Thank you