



SAFETY DISCUSSION

For Staff

The purpose of having regular safety discussions is to create meaningful conversations between management and workers at the lab.

This guide highlights what to expect when it comes to Management Safety Discussions and making the most of the conversation.

Benefits of Safety Discussions

- Encourages regular knowledge exchange between managers and employees.
- Promotes a shared understanding of operational safety procedures and implementation.
- Enables clarifications in policy interpretations when it comes to safety.



What should I expect during a Management Safety Discussion?

If someone approaches you to conduct a Management Safety Discussion, do not be alarmed. These unscheduled meetings are designed to increase communication between management and workers.

Management, within or external to your division, will ask you questions about the work that is being performed.

These questions may include asking about:

- Job planning and resources.
- Working conditions including location, distractions and working position.
- Systems or components being worked on and any associated hazards.
- Specialized equipment or work practice.
- Personal Protective Equipment.
- How your day is going.

Other information that may be asked includes whether this work is routine, diagnostic or emergent.

What happens after the Management Safety Discussion?

The person initiating the Management Safety Discussion may record aspects of that discussion using a mobile-friendly web application.

The recorded information will include:

- General notes of the discussion.
- The time and location.
- Whether follow-up is needed.

Management Safety Discussions are not directly attributable to a person or persons.

The process for *conducting* a Management Safety Discussion is in Chapter 3700 Management Safety Discussion, *Technical Appendix T1*, Management Safety Discussion Procedure.

The process for *recording* a Management Safety Discussion is in Chapter 3700 Management Safety Discussion, *Technical Appendix T2*, Management Safety Discussion Procedure.

Any *immediate* safety issues that arise during a discussion will be handled by the process outlined in ES&H Manual Chapter 3330, Stop Work and Re-Start for Safety Program.

For questions about Management Safety Discussions, contact Bob May at maj@jlab.org or Bill Rainey at wrainey@jlab.org.



Jefferson Lab

Thomas Jefferson National Accelerator Facility is managed by
Jefferson Science Associates, LLC, for the
U.S. Department of Energy's Office of Science

