

**Subject:** C-AD Safety Stand-down on Fri afternoon, 3 Nov 2023  
**Date:** Wednesday, November 1, 2023 at 7:25:09 AM Eastern Daylight Time  
**From:** Fischer, Wolfram <wfischer@bnl.gov>  
**To:** CAD Personnel List <allcad@bnl.gov>  
**Attachments:** image001.png

All,

C-AD will have a Safety Stand-down on Friday afternoon, 3 November 2023.  
While we have made progress in some areas, we really need to get ahead of events that are occurring.

The stand-down will start at 1pm with an all-hands meeting in the Large Seminar Room in Physics (hybrid),  
and continue in your group until the end of the workday. I expect everyone who is at work on Friday to participate,  
and strongly encourage you to attend the all-hands meeting in person (the Large Seminar Room and Lounge can hold about 200 people).

After the all-hands meeting use the time in your group to:

- Do housekeeping in the shop or at your jobsite
- Update or review procedures – including inactive procedures
- Update and inspect LOTO procedures
- Check your PPE and other safety equipment in the area
- Look for legacy hazards , report these to your supervisor/ ESH
- Remove/update old and out of date signage
- Remove old and out of date “operator aids”
- Complete outstanding training
- Plan and prepare for the work next week
- Complete paperwork for the week (timecards and reports)

Your group leader will set the priorities for these activities.

In the future we will reserve an hour every Friday for these activities, so that they do not compete with any other work.

Wolfram

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