

Safety Program of the Mathematics and Computer Science Division
Ewing Lusk, Director

The ES&H coordinator of the Mathematics and Computer Science (MCS) Division provides leadership for an effective safety program in MCS in Buildings 221 and 203, especially by publicizing good safety practices and reporting safety hazards and unsafe practices to division management. More specifically, the ES&H coordinator's responsibilities are to (1) initiate and document inspections, (2) recommend the correction of unsafe practices, (3) act as liaison between MCS and appropriate laboratory safety personnel, (4) officially represent MCS in DOE reviews, and (5) formulate safety policies and recommend their adoption by MCS management.

MCS conducts at least two documented safety inspections each year, as well as several management walk-throughs. When unsafe conditions are found, the following information is noted: (1) the area where the condition was found, (2) a brief description of the unsatisfactory condition, and (3) a recommendation for corrective action. The individual responsible for the area is notified of the unsatisfactory condition and is asked to comply with the recommended action or to do something else that eliminates the unsafe condition.

The ES&H coordinator enters each unsafe condition into iCatch, notifies the occupant responsible for the area of the unsafe condition, ensures that the unsafe condition has been satisfactorily corrected, and then closes-out the item in iCatch.

The safety responsibilities of the MCS Division director are as follows: (1) appoint the ES&H coordinator, (2) make safety a topic at all staff meetings to reinforce the certainty that the division is committed to safety and to encourage discussions of safety, (3) require that new employees attend the Laboratory's safety indoctrination seminar given by subject matter experts and assure that employees are properly trained in their assigned jobs, (4) require documented assessments of all new facilities or major facility modifications to ensure appropriate levels of safety, and (5) include safety attitude, performance, and involvement as an element in employees' performance evaluations and salary determinations.

Safety is also the responsibility of each employee and visitor to the MCS Division. Each individual has the duty to stop work if an unsafe condition is observed.

MCS managers and the ES&H coordinator maintain an open-door policy. In addition, e-mail has proven an effective means of alerting MCS employees and other building occupants about issues such as potential hazards and upcoming work that may pose safety risks.