

Integrated Safety Management Plan

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Directorate/Operations



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Integrated Environment, Safety and Health Management Plan Directorate/Ops Units

This integrated safety management (ISM) plan covers the Directorate and Operations listed below. Directorate/Ops is committed to conduct all work in a manner that protects its workforce, guests, visitors, students, contractors/vendors and the public and does not endanger the environment. This ISM plan describes the responsibilities, requirements and programs established in Directorate/Ops to ensure that Laboratory ES&H requirements, policies and procedures are effectively implemented. The Laboratory's EH&S policies and requirements can be found in the Regulations and Procedures Manual (RPM), LBNL Publication 3000 – Health and Safety Manual, and LBNL Operating and Quality Management Plan (OQAP) view these links

[Regulations & Procedures Manual](#)

[Pub3000 Health & Safety Manual](#)

[Quality Management Plan](#)

1.0 Description of Directorate/Ops Units

The following Directorate/OPS organizational units are covered by this plan:

Directorate

- Laboratory Director's Office
- Office of Deputy Director
- Laboratory Counsel
- Institutional Assurance
- Technology Transfer Department (Including Patent Department)
- Planning and Development
- Internal Audit Services

Operations

- Associate Laboratory Director/Chief Operating Officer's Office
- Human Resources
- Office of Work Force Diversity
- Public Affairs Department (including Center for Science and Engineering).
- Office of Chief Financial Officer

2.0 Responsibility and Accountability

The following table outlines the safety responsibilities of Dir/Ops employees, guests, students, contractors, line managers, supervisors, mentors, Safety Committee members, Safety Coordinator.

General Safety Responsibilities and Expectations

Workforce	Training	Safety Expectations and Hazard Reporting
<p>Employees (including matrixed employees) guests, students and contractors.</p>	<ul style="list-style-type: none"> • Complete EHS010 <i>New Employee Safety Orientation</i> • Complete <i>Job Hazards Questionnaire</i> (JHQ). • Employee must retake JHQ annually or if significant change in job. • Complete EHS060 <i>Ergonomics Knowledge</i> if working on a computer greater than 4 hours a day. • Complete EHS068 Ergonomic Workstation Evaluation every two years or as required by the Ergonomics Program. • Complete required training. 	<p>Employees are expected to understand and comply with the Lab's Employee institutional Requirements for Environment, Health & Safety (EH&S) The requirements are as follows:</p> <p>“Employees must perform work in a manner that protects the health and safety of yourself, your fellow employees, and the public and preserves the quality of the environment by following your Division Integrated Safety Management (ISM) Plan. Every employee should be able to cite at least one positive action completed in the past year to improve safety, protect the environment or prevent an accident or injury at LBNL.</p> <p>Additionally, you are expected to:</p> <ul style="list-style-type: none"> • Have a current Job Hazards Questionnaire (or equivalent) on file. • Complete required training • Work safely to prevent accidents at all time. • Adhere to the Stop Work Policy <p>In addition, this ISM Plan requires that all Dir/Ops employees:</p> <ul style="list-style-type: none"> • Request an ergonomic evaluation to identify and control risk conditions. • Properly utilize ergonomic accessories. • Promptly notify supervisor of injuries and ergonomic concerns (including early signs and symptoms of musculoskeletal discomfort). • Report to Health Services for medical assistance at the first sign of work-related injury or illness. • Be aware of and understand the Building & Emergency Preparedness Plan. • Employees should communicate safety ideas and concerns to their supervisor. Go here to read other options to communicate information.

Workforce	Training	Safety Expectations and Hazard Reporting
<p>Line Managers, Supervisors and Mentors</p> <p>*applies only to CSEE</p>	<ul style="list-style-type: none"> • Complete EHS020 <i>Environment Safety & Health for Supervisors.</i> • Complete EHS024 <i>for Mentors & Supervisors.</i> • Complete EHS022 <i>Ergonomics for Supervisors</i> • Complete EHS027 <i>Performing an Effective Safety Walkaround</i> 	<p>Line managers, Supervisors and Mentors are expected to understand and comply with the Lab's Institutional Requirements for Environment, Health and Safety (EH&S). The requirements are as follows:</p> <p>"Managers, Supervisors and Mentors are accountable for creating a safe workplace and for working diligently to reduce accidents by the employees and students you supervise. You are to model safe behavior and provide leadership in EH&S by:</p> <ul style="list-style-type: none"> • Completing courses applicable to your division. • Being familiar with PUB-3000 and other relevant EH&S policies. • Ensuring that your staff and students actively incorporate safety into their work. • Taking preventive actions to minimize injuries and illnesses, property damage and adverse environmental impact. • Thoroughly investigating all accidents." <p>In addition, this ISM Plan requires that all Dir/Ops Managers, Supervisors and Mentors:</p> <ul style="list-style-type: none"> • Understand and implement the ISM core functions as described in PUB-3000. • Regularly communicate ES&H policy, procedures, and management safety expectations to all staff. At least two (2) times per year, dedicate a portion of group meetings to discuss safety issues. • Ensure employees, guests, students and contractors complete all required training. • Request ergonomic evaluations for employees, guests, students, and contractors and address recommended corrective actions in a timely manner. • Ensure resources are allocated for safe computer work stations for all employees per PUB-3000. • Conduct a Safety Walk-around at least twice a year of all physical space within area of responsibility. <p>Additional expectations that managers, supervisors and mentors in Dir/Ops are required to follow include:</p>

Workforce	Training	Safety Expectations and Hazard Reporting
<p>Special requirements for:</p> <ul style="list-style-type: none"> • Dir/Ops matrixed employees (field analysts and Human Resources Center staff) • Supervisors and Mentors of students brought in through CSEE. 	<ul style="list-style-type: none"> • Supervisors of CUE represented employees must be familiar with Article 8 of the "Health and Safety" CUE agreement. 	<ul style="list-style-type: none"> • Completion of Supervisor Accident Analysis Report (SAAR) form within seven (7) days of receipt from Health Services. • Participate in the Incident Review Process. • Completion of required management involvement in semi-annual inspections of all physical spaces. • Supervisors must understand and disseminate the Building Emergency Plan that affects employees under their direct supervision or operational oversight. • The ISM does not distinguish between students and any other type of personnel performing LBNL work scope. As employees, guests, or students, the contract between DOE and UC directs LBNL to assure safety in all operations "regardless of the performer of the work". Students are afforded the same protections and assure the same obligations as any LBNL employees or guest for safe practices. The line supervisor assures the student completes the JHQ, EHS010 and performs work within the requirements described in RPM 7.0.1C. • Supervisors and mentors of students brought in through CSEE will execute a memorandum of understanding (MOU) with CSEE that clarifies the responsibilities of the student, mentors, supervisors, and CSEE personnel. • Supervisors have certain obligations to meet in regards to workplace ergonomics (Article 8 – Health and Safety) • Timely reporting of corrective actions arising from such accident investigations or identified from safety inspections and institutional reviews. • Promote early reporting of all injuries and near-miss events. • Safety issues that cannot be resolved by line management or supervisor need to be elevated to next level of management. • The "home" supervisor maintains overall responsibility for the safety of their matrixed employees. • Supervisors of employees that telecommute must ensure that a Telecommuting Agreement is in place and the necessary safety measures taken.

Workforce	Training	Safety Expectations and Hazard Reporting
Safety Committee		<ul style="list-style-type: none"> • Serve as a point of contact for implementation of the ISM plan within respective organizational units. • Review performance and effectiveness of the ISM plan and self-assessment program and make recommendations to the Chief Operating Officer. • Review At-A-Glance reports, SAAR accident injury data, special safety problems, and provide recommendations as appropriate. • Promote EH&S awareness and training. • Review the need for specialized training. • Address and provide recommendations for safety problems. • Meetings will be held quarterly.
Safety Coordinator	<ul style="list-style-type: none"> • CATS Training • Electrical Safety • Ergonomics • JHQ/Training • ORPS • SAARS • Self-Assessment 	<ul style="list-style-type: none"> • Prepare the At-A-Glance report for the Dir/Ops Safety Committee. • Coordinate and update the Dir/Ops ISM plan. • Support the Dir/Ops Safety Committee in coordinating presentations. • Respond to inquiries and validation reports for various institutional safety reviews, e.g., annual self assessment program, and MESH. • Support Dir/Ops Safety Committee in developing agendas, meeting logistics, posting minutes on safety web site. • Auditing JHQ compliance. • Identify safety training needs. • Audit for compliance training requirements. • Documentation of safety deficiencies and corrective action. • Assist line managers or supervisors to facilitate accident reviews. • Assist in facilitation of safety communications.
Ergo Advocates	<ul style="list-style-type: none"> • Ergo Adocate Training 	<ul style="list-style-type: none"> • Perform basic preventive ergonomic evaluations to identify and reduce employee risk exposure. • Assist with selection of furniture and computer input devices. • Help with adjustments of chairs, keyboard trays and monitors.

		<ul style="list-style-type: none"> • Provide basic monitor viewing assistance. • Refer ergonomic problems to the EH&S ergonomists. • Work with Supervisors, the Ergo
Workforce	Training	Safety Expectation and Hazard Reporting
		Team, Division Safety Coordinator, and EH&S liaisons to resolve employee ergo issues, do follow-ups, monitor and close out evaluations.

3.0 ES&H Performance Metrics

To promote continuous improvement, a variety of institutional and internal ES&H-related performance indicators have been developed. These measures will help gauge the effectiveness of the Directorate/Ops efforts toward establishing and implementing an effective integrated safety management system: This information can be found on the Dir/Ops At-A-Glance Reports that are updated and sent to line managers and supervisors.

4.0 Funding of ES&H Requirements

Line managers will incorporate appropriate resource allocation to address ES&H concerns in current and new budgets. ES&H costs will be identified and funded as appropriate for facility modifications, safety equipment and controls, personal protective equipment, ES&H training, ergonomic accessories, etc. When safety needs exceed the allocated funding, the issues will be elevated to higher management.

5.0 Supporting ES&H Resources

To facilitate implementation and execution of this Directorate/Ops ISM Plan, the following resources are made available:

- Safety Management Committee
- Safety Coordinator
- Host Division Safety Coordinators

The following resources are made available by the EH&S Division on a matrix basis. They are available to assist Directorate/Ops managers, Safety Coordinator, and the staff at large with any aspects related to the implementation of this plan.

- ES&H Division Liaison

- ES&H Division Subject Matter Experts

For questions or concerns regarding this ISM Plan, contact the Directorate/Ops Safety Coordinator, Elizabeth Reyes, at x5071 or EAReyes@lbl.gov