

**Corrective Action Plan**

**For the**

**Federal Employee Occupational Safety and Health**

**Program and Workplace Evaluation**

**Office of Science Headquarters**

**November 2002**

Approve: \_\_\_\_\_ *[Signed]* \_\_\_\_\_ Date: \_\_\_\_\_ *[12/4/02]* \_\_\_\_\_

G. Leah Dever  
Acting Associate Director  
Office of Laboratory Operations & ES&H

**Corrective Action Plan  
For the  
Federal Employee Occupational Safety and Health  
Program and Workplace Evaluation  
Office of Science Headquarters**

Background

The Chicago Operations Office (CH) was requested to organize and lead a team of safety and health professionals to conduct the recommended Federal Employee Occupational Safety and Health (FEOSH) evaluation. A memorandum dated March 4, 2002, requested that the Acting Director of the CH Safety and Technical Services lead the team. The evaluation was conducted March 11-15, 2002, and a report was finalized on April 25, 2002, which contained recommendations for developing a written Office of Science (SC) FEOSH program, correcting safety deficiencies in SC office areas, and identifying deficiencies requiring action by the Office of Management, Budget and Evaluation (ME).

Purpose

The purpose of this corrective action plan is to set a course of action to correct safety deficiencies, identifying people responsible for corrective actions and developing milestones for completion.

Corrective Actions

1. Federal Employee Occupational Safety and Health Program: Develop a written formal SC FEOSH program aligned with the Departmental FEOSH requirements. The program will include the elements outlined in attachment (1) to address the programmatic shortcomings identified in the evaluation report.

Responsible Individual: The Associate Director, Office of Laboratory Operations and Environment, Safety and Health, (SC-80), will coordinate the effort to develop the written FEOSH program. Office and Associate Directors and the SC FEOSH Committee will be involved with the development of the program.

Completion Date: December 20, 2002

2. Establish SC FEOSH Committee: Establish an SC FEOSH Committee to help implement the written SC FEOSH Program. The committee will be comprised of representatives from each SC Office and from the respective Germantown and Forrestal employee unions.

Responsible Individual: The Associate Director, SC-80, will coordinate the effort to form the committee.

Completion Date: December 20, 2002. Formal establishment of the committee will be done through the written FEOSH program. The committee has formed informally and has begun its work.

3. Roles and Responsibilities: Define and clarify SC FEOSH roles and responsibilities for management and staff.
  - ? Action: Establish management and employee roles and responsibilities in the written SC FEOSH Program.
  - Responsible Individual: The Associate Director, SC-80, will coordinate the effort to develop roles and responsibilities in the written SC FEOSH Program (see item #1 above).
  - Completion Date: December 20, 2002
  - ? Action: Revise the Stewardship Functions, Responsibilities, and Authorities (FRA) Document to establish roles and responsibilities.
  - Responsible Individual: The Associate Director, SC-80.
  - Completion Date: To be completed when the DOE-wide initiative to revise FRA documents is established. In the interim, the responsibilities will be established in the written SC FEOSH Program (see item #1 above).
4. Correct Workplace Hazards: Correct potential workplace hazards that were identified in the report. Attachment (2) identifies both the common office hazards found during the assessment and the specific hazards which are grouped by Office.
  - Responsible Individuals: Office Directors and Associate Directors.
  - Completion Date: December 20, 2002
5. Resolve Common Building Issues: Request ME to resolve fire protection issues, life safety code issues, etc. Attachment (3) itemizes the building issues.
  - Responsible Individuals: (1) The Associate Director, SC-80.
  - Actions to Date:
    - a) 08/12/02: Leah Dever, Justin Zamirowski, and Matt Cole met with Brian Costlow of ME to discuss the common building issues.
    - b) 09/09/02: SC-80 sends memo to ME-40 identifying common hazards in ME controlled space.
    - c) 09/26/02: ME responded to SC-80 in writing.
  - Completion Date: December 20, 2002 to resolve issues and agree on a course of action.

**Development of  
A Formal Office of Science  
Federal Employee Occupational Safety and Health Program**

Written Office of Science (SC) Federal Employee Occupational Safety and Health (FEOSH) Program: Develop and implement a formal FEOSH written program aligned with the Departmental FEOSH requirements that includes:

- a. Policies: Develop policies for electrical appliance usage, combustible load, and storage shelves stability in SC working space.
- b. Procedures: Develop a reporting and record keeping process for injuries.
- c. Roles and Responsibilities: Define and clarify SC FEOSH roles and responsibilities for management, supervisors and staff.
- d. SC FEOSH Committee: Develop a safety committee with a representative from each SC Program Office and Union representatives from both the Germantown and Forrestal buildings.
- e. Interface with Building Management and The Office of Management, Budget and Evaluation (ME): Address interface issues with building management and ME.
- f. Employee Safety and Health Concern Program: Establish an Employee Safety and Health Concerns Program as part of it's FEOSH program, in accordance with DOE O 442.1A.
- g. Safety and Health Training Program: Establish a safety and health training program including the following:
  - ? A safety and health training needs assessment for management, supervisors, staff, support service contractor employees, and visitors
  - ? New employee orientation
  - ? Employee workplace rights and responsibilities
  - ? Emergency response
  - ? Office safety
  - ? Reporting injuries and illnesses and records keeping process
  - ? A hazard recognition training for line managers and staff with Environmental Safety and Health collateral duties
- h. Communication of FEOSH Concerns and Lessons Learned: Establish a formal program for disseminating communication of safety and health concerns topics and lessons learned.

**List of Workplace/Office Hazards  
Requiring Action by  
Office of Science Employees**

**Workplace/Office Hazards :** Specific workplace hazards were observed during the workplace evaluation of March 11-15, 2002. Each Office of Science (SC) employee who occupies the workplace is responsible for correcting the hazard. The employee may need to enlist the support of his/her supervisor and/or the Office of Management, Budget and Evaluation to correct the hazard. For example, defective equipment may need to be replaced at a cost that would need the approval of a supervisor. Other hazards may be part of the facility and need to be corrected by qualified building maintenance personnel. **AT NO TIME SHOULD SC EMPLOYEES ATTEMPT TO MAKE CORRECTIONS TO FACILITY-RELATED HAZARDS** such as installing or disassembling electrical outlets.

**Common Office Hazards Throughout SC**

1. Improper Electrical Cords: Replace damaged or improper electrical extension cords.
2. Housekeeping and Combustible Load: Minimize combustible load, i.e., paper, from office space.
3. Electrical and Communication Cables Arrangement: Arrange electric and communication cables to avoid tripping hazards.
4. Secure Germantown Shelving Units: Secure shelving units to walls to prevent tipping.
5. Keep Building Corridors Clear: Maintain means of egress free of obstructions.

**Specific Office Hazards Identified in the Safety Report :** The specific hazards from the safety report are listed by Program Office/Associate Director.

SC-1/2/3/4

1. Remove power outlet cord from doorway in coffee room.
2. Reduce the overloading of electrical appliances in coffee room.
3. Repair doorframe for Devon Streit's office.
4. Multiple floor raceway access panels on 7<sup>th</sup> floor were not secured and as a result are a tripping hazard.

SC-5

1. Install exit signs in office suite.
2. In the office of A. Zerega, light duty extension cords were in use and daisy-chained.
3. Halogen torchiere lamp in office of Dr. Kahn may be subjected to additional guard to prevent fire hazard.

SC-7

1. Grounding pin missing from plug for power outlet strip at secretary's desk outside office of T. Joseph office.
2. Open electric box on floor under desk in office of M. Rathburn.
3. Refrigerator in break room plugged into power outlet strip.
4. In the SC-5/7 Office Suite, boxed storage in printer room is poorly organized and obstructive to free egress.
5. Multiple floor raceway access panels on 3<sup>rd</sup> floor were not secured, and as a result, are tripping hazard, e.g., outside room 3F-091.

SC-10

1. Panel LP4E-2 across from E-440 not properly labeled.
2. Panel LP4F-1 across from E-402 not properly labeled.
3. Missing "knock out" cover on 4x4 outlet box in Room F-422.

SC-20

1. Room G-443 had ganged household extension cord with a bent ground prong to allow it to be inserted into ungrounded extension cord.

SC-30

1. Observed light duty extension cords and "daisy chained" extension cords and power strips. Examples are E-244, and E-240.
2. Open electrical raceway exposing 110 volt wires in Room E-232 and E-224.
3. An ungrounded wall outlet was located in Room E-223.
4. The temperature for the LAN Room (Room E-244) for SC-30 was 86 degrees at the time of the walkthrough.

SC-50

1. Room J-216 had damaged insulation on flexible cord of power strip.
2. Refrigerator located in Room J-209 had an ungrounded flexible power cord and plug.
3. Ungrounded outlet was located on the wall in Room J-221.
4. Exposed power wiring for the ceiling light in Room J-221.
5. Baseboard was disassembled in Room J-216.

SC-60

1. The east end of the fourth floor of G-wing has computer equipment stored in the corridor blocking the egress path.

2. Unsealed floor penetrations in Room F-243 and in Janitor's closet across from Room G-226.
3. Cover plate missing on junction box in Room F-203.

SC-70

1. None.

SC-80

1. Observed light duty extension cords and "daisy chained" extension cords and power strips. Examples are Room F-207, F-208 and F-209.

**List of Corrective Action Resulting from the  
March 11-15, 2002, Inspection  
Requiring Action by  
The Office of Management and Budget**

**Issues Under the Control of the Office of Management and Budget (ME) (Prioritized):**  
The safety assessment report identified several deficiencies whose corrective action is under the cognizance of ME.

1. Building Sprinkler System: The Forrestal building is not fully sprinklered. The installation of the sprinkler system is currently planned for after FY 2007.
2. Forrestal Fire Alarm System: The Forrestal building fire alarm system contains a zoned alarm for the occupants even though the building is not fully sprinklered, which is not allowed by the General Services Administration requirements.
3. Germantown Building Emergency Exit to an Enclosed Courtyard: An exit stair (corner of F and G wings) in the Germantown building discharges into an enclosed courtyard, requiring employees to re-enter the building and then to exit through another door.
4. Forrestal Building Emergency Lighting and Exit Directional Signs: The Office of Science Office suites need to be provided with emergency lighting and exit directional signs. Also, several emergency lighting units in an exit stair in the Forrestal 7<sup>th</sup> floor need repair.
5. Portable Fire Extinguishers: The Germantown building needs more portable multipurpose fire extinguishers capable of suppressing ordinary combustibles, flammable liquid, and electrical fires. The existing extinguishers are for combustibles only.
6. Discharge Gates in Fire Exit Stairs: Several exit stairs in the Germantown building require interruption at the discharge level (first floor) to prevent occupants from traveling down beyond that level during evacuation to comply with the National Fire Protection Association (NFPA) Life Safety Code.
7. Portable Fire Extinguishers Monthly Visual Inspection: Portable fire extinguishers inspection tags did not indicate the performance of monthly visual inspections.
8. Germantown Emergency Lighting Units Monthly Test: The emergency lighting units need to be tested as required by the NFPA Life Safety Code.
9. Air and Water Quality Test: Air and water quality sampling results should be made available.
10. Forrestal and Germantown Buildings Needs Floor Loading Signs: Install floor loading signs in both buildings.
11. Mail: A concern was expressed about incoming mail. The irradiated mail had a white powder on it that was reported to be irritating to eyes of the mail handlers.



