

ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY

To: File
From: Howard Hatayama, Division Director
Date: March 8, 2007
Subject: Annual Review and Update of Division ISM Plan

The Division ISM Plan was reviewed and revised. The most significant revisions are listed below.

- Section 3 (Responsibility and Accountability) was revised.
- Section 5 (Incident Review Board) was revised.
- Environmental Management responsibilities were updated throughout the Plan.
- Appendix I Organization Chart was updated.
- Appendix II (Improvements to Division's ES&H Programs) was added.
- Appendix III (Division Work Activities and Locations) was revised and updated
- Appendix IV (List of Authorizations) was updated.
- Appendix V (List of Division Safety Committee members) was updated.
- Appendix VI (Schedule for Safety Inspections and Walkarounds) was added.

Howard Hatayama
EH&S Division Director

Date: 3/8/07

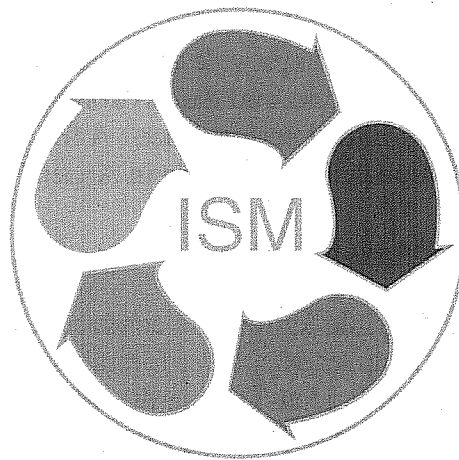
Richard DeBusk
Division Safety Coordinator

Date: 3/8/07

Mike Ruggieri
Division Safety Coordinator

Date: 3-8-07

Environment, Health and Safety Division



Integrated Safety Management Plan

Original: May, 1998

Rev 1: Sept, 1999	Rev 6: Dec, 2004		
Rev 2: Oct, 2000	Rev 7, May 2006		
Rev 3: Oct, 2001	Rev 8, March 2007		
Rev 4: Oct, 2002			
Rev 5: Oct, 2003			

Environment Health and Safety Division Integrated Safety Management Plan

1.0 Purpose

The Environment, Health and Safety Division (EHSD) will conduct all of its operations in a manner that protects the health and safety of employees and the general public and that does not endanger the environment, as defined by the Laboratory's Environment, Health & Safety (EH&S) policies and requirements contained in the Regulations and Procedures Manual, PUB-3000, and the Berkeley Lab Integrated EH&S Management Plan. This Plan has been developed and is updated annually to assist in ensuring that the Division's Environment, Safety & Health (ES&H) objectives are met.

2.0 EHSD Charter and Organization

The primary objective of the EHSD is to provide the necessary support to the Berkeley Lab for protecting its workers, the public, and the environment from adverse consequences and for improving ES&H performance. A full description of the EHSD charter along with an organizational chart is shown in Appendix I.

3.0 Responsibility and Accountability

All employees are directly responsible for the safe conduct of work for which they are responsible. EHSD Director, group leaders, other formal supervisors, and individual workers are expected to define work, identify hazards and adverse environmental impacts, implement controls, perform work safely, and provide feedback and continuous improvement as appropriate.

3.1 Director/Deputy Division Director

The Division Director is responsible and accountable for assuring that all EHSD activities are carried out in a safe manner, in accordance with all Laboratory requirements. The Division Deputy assists the Division Director and acts on his behalf when the Director is unavailable. The Division Director and Deputy establish specific safety requirements for each group leader in their annual Performance Review and Development (PRD) documents. The Division Director and Deputy perform safety walkarounds according to the guidance and criteria provided in Appendix VI.

The Division Director is responsible for the timely reporting of adverse and/or abnormal occurrences that occur at EHSD facilities or operations. The Division Director has overall responsibility for ensuring occurrence reporting procedures are properly implemented and corrective actions are instituted to prevent incident recurrence. The Division Director must concur with the decision that a given incident is a reportable occurrence through the Department of Energy (DOE) Occurrence Reporting and Processing System (ORPS) in order for it to be reported; and, if so, must approve the final ORPS report before it is submitted to the DOE ORPS database.

3.2 Group Leaders (and Formal Supervisors as Appropriate)

1. Assure ES&H requirements are integrated into work activities and the necessary resources/controls are provided in a timely manner to do work safely and in accordance with all Berkeley Lab ES&H requirements.
2. Create meaningful and realistic ES&H expectations for staff and hold staff accountable in annual performance appraisals.
3. Identify the ES&H training requirements for their employees, guests, contractors, visitors, students, and matrixed employees and ensure such training is completed and documented. Review Job Hazard Questionnaires annually (or when duties change significantly) with staff.
4. Conduct quarterly safety walkarounds to interact with staff in their workspaces, recognize safe work practices and conditions, and identify and correct unsafe work practices and conditions. The interaction can include observation, discussion and inspection. Appendix VI provides more details on safety walkarounds and it illustrates how all division walkarounds and inspection activities are integrated. The Division Safety Coordinator provides a checklist for documenting walkarounds and observations, and those checklists are turned into the Division Safety Coordinator upon completion of the walkaround.
5. As part of the employee performance appraisal process, meet at least twice annually with each employee supervised. Supervisors and staff should use these interactions to identify safety hazards and environmental impacts and corresponding prevention or mitigation measures.
6. Ensure that new or significantly modified projects and facilities are reviewed for potential hazards and environmental impacts in the planning stage.
7. Annually review and update (as needed) the Lab-wide Hazards, Equipment, Authorizations and Review (HEAR) database for their locations. All locations are updated annually.
8. Track ES&H deficiencies in the Laboratory's Corrective Action Tracking System (CATS). Ensure and document that findings are reviewed, approved and closed in a timely manner.
9. Group leaders (and supervisors as appropriate) conduct periodic safety meetings, either as part of routine group meetings or as dedicated safety meetings. Review the Berkeley Lab Lessons Learned and/or the One Minute for Safety websites for applicable meeting agenda topics.
10. Group leaders designate a group representative to the Division Safety Committee. Each group must have a representative present at monthly Safety Committee meetings.
11. Ensure that each division employee, contractor, student and guest has an ergonomic evaluation performed annually, or as required by the Laboratory Ergonomics Program. The purpose of these annual evaluations is to identify precursors to potential injuries and implement timely corrective actions. Computer-based self-evaluations (Remedy software) will be available to help address this requirement in the spring of 2007.

3.3 Division Staff

All Division employees are responsible for conducting their activities in a safe and environmentally responsible manner at all times, including adherence to all applicable institutional ES&H policies and procedures. ES&H responsibility and accountability is written into the position descriptions of all staff and is reviewed annually during the employee performance appraisal process.

3.4 Contractors

EHSD managers are responsible for the safe performance of work conducted on-site by subcontractors. Prior to the start of work, the responsible EHSD manager reviews the subcontractor's statement of work to identify any potential hazards and communicates the potential hazards to the subcontractor. As an example, for staff augmentation subcontracts, subcontracted personnel complete a Job Hazards Questionnaire (similar to an employee) and receive the necessary safety training before beginning work, or they are directly supervised by the responsible EHSD manager. A graded approach based on the hazard potential is used to determine the level of supervision required. For subcontracts that involve the performance of field work on LBNL property, the responsible EHSD manager ensures that the work complies with the relevant procurement and ES&H policies.

3.5 Matrixed Staff

Matrixed employees' supervisors from the home divisions or departments retain all environment, health and safety responsibilities pertaining to matrixed employees, except where some of the responsibilities have been transferred to the host division or department through a formal Memorandum of Understanding (MOU). When applicable, home and host supervisors are to identify their responsibilities for employee safety in the MOU. (see RPM 7.01.D for details.)

3.6 Students

ISM does not distinguish between students and other personnel working at LBNL. Students are afforded the same protections and assume the same obligations as any LBNL employee or guest for safe work practices.

Before work begins, supervisors are responsible for assuring that each student possesses a thorough understanding of safe work practices. Supervisors are responsible for assuring that each student completes a Job Hazard Questionnaire (JHQ), EHS010 (New Employee Orientation), and performs work in accordance with RPM 7.01.C (Planning a Safe Work Environment).

Supervisors and mentors of students participating in the Center for Science and Engineering Education (CSEE) program will execute an MOU with CSEE that clarifies the responsibilities of supervisors, mentors, students, and CSEE personnel.

4.0 ES&H (Safety) Committee

The Division will maintain a Safety Committee, consisting of a chair representing the Division Director, and will include at least one representative from each Division group or department. ES&H Committee membership is listed in Appendix V. Committee members will communicate ES&H issues raised at the group level to the Committee. Committee members will report back on committee activities to their respective groups and monitor the adequacy of ES&H support and resources. Committee attendance and participation will be recorded in the minutes, which will be distributed to all division staff through group leaders or group Committee members.

The Division Safety Committee will:

1. Meet monthly.
2. Maintain and monitor implementation of the Division ISM Plan.
3. Review and analyze ES&H reports and data pertaining to Division performance.
4. Promote ES&H awareness and training.
5. Disseminate lessons learned and other appropriate feedback and continuous improvement mechanisms.
6. Conduct annual inspections of selected Division space. Findings and corrective actions arising from self-assessment and other reviews will be tracked to resolution in CATS. More details on the annual self-assessment are provided in Appendix VI.
7. Advise the Division Director on significant ES&H issues.
8. Quarterly, develop one safety-related presentation and distribute for use at group safety meetings.

Annually, the Safety Committee will prepare a self-assessment report for the Division Director that evaluates the effectiveness of the Division ISM Plan. The report will document the Division's performance in meeting Berkeley Lab's self-assessment performance criteria. Appendix II summarizes the improvements to be implemented based on the findings from the PY 2006 Self Assessment for the EHSD.

5.0 Incident Review Board

The Division has created an incident review board that reviews each DOE recordable injury and other significant incidents and injuries to Division staff. This board consists of the following members:

- Division Director and Division Deputy Director,
- Health Services Group Representative,
- Division EH&S Liaison, and
- Division Safety Coordinator.

The employee and the responsible supervisor involved in each incident discuss the event with the incident review board. The Board considers the causes of the incident and future measures that will enable safe job performance. The Board also tracks implementation of corrective actions. When appropriate, lessons learned and other types of feedback are communicated to the Division Safety Committee and Division staff.

6.0 Scope of Work Authorized

6.1 General.

The primary objective of the EHSD is to provide the necessary support to the Berkeley Lab for protecting its workers, the public, and the environment from adverse consequences and for improving EH&S performance. EHSD staff partner with line management in order to ensure ES&H is integrated into the primary research and support functions of each division or unit. Of equal importance, the EHSD supports and provides expertise directly to each Berkeley Lab worker who seeks ES&H advice and help, or who voices a safety concern. The EHSD Charter (Appendix I) defines the scope of work for all EH&S personnel, including its contractors.

The HEAR database lists the workplace hazards intrinsic to the activities being performed by Division personnel. Appendix III summarizes the Division's work activities and locations.

6.2 Work Requiring Specific Approval.

Prior to commencing work, Division group leaders will prepare ES&H documentation and obtain required authorizations for potentially hazardous or regulated work using the guidance specified in Chapter 6 of PUB-3000. In some cases, external authorizations (e.g., permits) may be required for activities with potential adverse environmental impacts. These are described Chapter 11 of PUB-3000. Current EHSD work authorizations are listed in Appendix IV. Group leaders are responsible for the annual review of authorizations within their jurisdiction.

Building 85, the Hazardous Waste Handling Facility (HWHF), operates under a Part B permit issued by the California Department of Toxic Substances Control. The HWHF safety analysis is documented in the Safety Analysis Document, which cites Operational Safety Requirements (OSR's). The OSR's define the operating safety envelope for the facility. The Waste Management Group is responsible for operating the facility in accordance with its OSR's.

The HWHF, Building 70 room 147 (Pit Room), and Building 75C (calibration facility) are categorized as Radiological Facilities under requirements of 10 CFR 830

The Division self-authorizes work when hazards are below authorization thresholds through its work procedures. Throughout the Division, specific safety concerns and hazards are identified and controls (engineering or administrative) appropriate to the hazard and tailored to the work are described in the work procedures.

7.0 Qualification and Training

Division supervisors determine the requisite qualifications for all their employees, students, contractors, guests, and visitors to function safely and in an environmentally responsible manner. Supervisors document that staff possess these qualifications.

Qualifications include skills, certifiable work experience, knowledge, training and certifications required by regulation or by Berkeley Lab policy. They may be documented in any manner chosen by Division supervisors provided a copy is placed in the employees' personnel file. Group leaders (and supervisors as appropriate) review JHQs annually and when staff job assignments change to assure JHQs are current and all required training is complete or planned for completion. Compliance with JHQ-mandated training will be reviewed and documented annually in each employee's PRD documents.

Some training is very specialized and driven by the hazards associated with the work or by external regulations. Examples are Radiological Control / Radiation Technicians training to meet requirements of 10 CFR 835 and Hazardous Waste Workers training to meet requirements of 29 CFR 1910.120. Until such qualifications are established and documented, individuals are only allowed to work under the supervision of a qualified employee.

Staff qualifications and training are reviewed as part of the self-assessment program to ensure that skills and talents are commensurate with the technical needs and workplace hazards.

7.1 Supervisor Training

1. All division supervisors are required to complete EHS020, ES&H for Supervisors.
2. Group leaders and supervisors are required to complete EHS027, Performing an Effective Safety Walkaround.

7.2 Ergonomic Training

1. All division employees are required to complete EHS060, Ergonomics for Computer Users.
2. Employees are required to complete EHS068, Ergonomic Workstation Evaluation each year or as required by the Ergonomics Program. Computer-based self-evaluations (Remedy software) will be available to help address this requirement in the spring of 2007.
3. Employees that perform lifting activities that meet the JHQ requirements are required to complete EHS062, WorkSmart Ergonomic training.

8.0 Resource Allocation

Division supervisors will allocate appropriate resources to address ES&H concerns in all programmatically and overhead funded activities. Protecting the public, the workers, and the environment shall be a priority whenever activities are planned and performed.

9.0 EHSD Resources

To support the implementation of the Division ISM Plan, the following internal resources are made available (note: These FTE allocations are for the performance of separate tasks under this plan (e.g., participating on the Safety Committee, conducting the annual self assessment, participating in the Incident Review Board, etc.) and not routine work or management activities (such as routine walkarounds, updating work authorizations, training of staff, and monitoring of work activities):

EHSD Staff Resources Required for Implementation of the ISM Plan

ES&H Discipline	FTE
Admin. Services/ Matrixed staff	0.10
Environmental Services	0.10
Health Services	0.10
Industrial Hygiene	0.10
Occupational Safety	0.10
Radiation Protection	0.10
Security & Emergency Ops	0.10
Waste Management	0.10
Division Office	0.10
TOTAL	0.90
EHSD Liaison	0.10
Safety Coordinator	0.10
EHSD Total	1.10

Appendix I

Environment, Health and Safety Division Charter

The primary objective of the Environment, Health and Safety Division (EHSD) is to provide the necessary support to the Berkeley Lab for protecting its workers, the public, and the environment from adverse consequences and for improving EH&S performance.

- The EHSD supports and acts as a partner with line management as it meets direct responsibilities to ensure that protection of workers, the public, and the environment is integrated into the primary research and support functions of each division or unit.
- The EHSD supports and provides expertise directly to each Berkeley Lab worker who seeks ES&H advice, help, or voices a concern.

In carrying out its primary mission, the Division is committed to seven basic goals:

- Provide employees with a safe workplace.
- Design and operate facilities and research activities that are safe, conserve resources and minimize adverse impacts on public health and the environment.
- Procure and use materials that prevent pollution or that minimize wastes, and which can be disposed of properly.
- Promptly communicate to affected persons the known hazards of our activities and the related methods necessary for safety and health protection.
- Maintain a positive, proactive and constructive relationship with our neighbors in the local community, representatives from external regulatory agencies and the Department of Energy, and our other stakeholders.
- Use available technology, engineered safeguards, and responsible science to mitigate all significant risks arising from its research and related activities.
- Train and develop staff to meet the commitments to a safe workplace and minimal adverse impact on public health and the environment.

Organization and Administrative Responsibilities and Authority

The EHSD is organized into seven functional areas: Security & Emergency Operations, Waste Management, Radiation Protection, Technical Services, Environmental Services, Health Services, Industrial Hygiene, and Occupational Safety. Security & Emergency Services includes the Fire Department, which is contracted to Alameda County. Environmental Services includes Environmental Restoration. Group leaders of the eight functional areas report directly to the Division Director. The EHSD organization chart is shown on page 10.

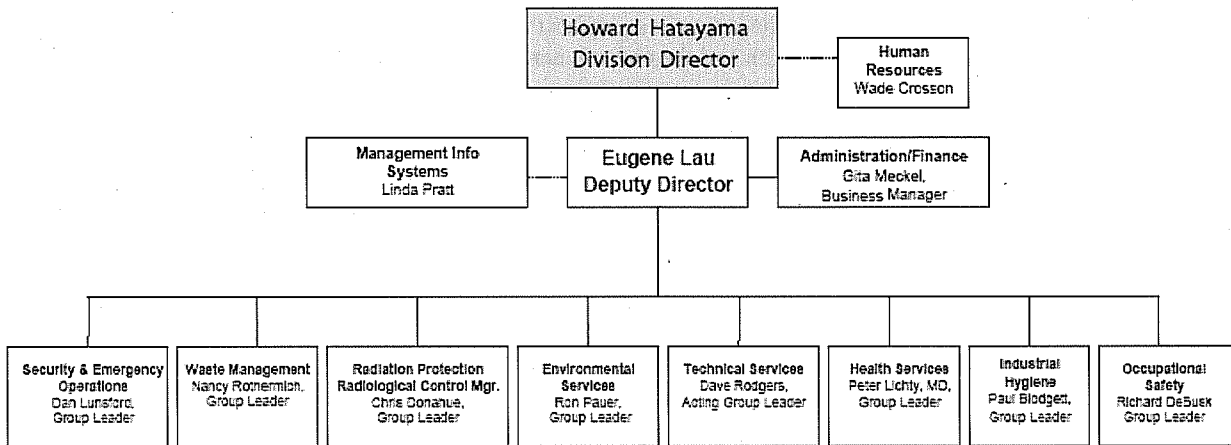
The group leaders are responsible for managing their organizations; including planning, staffing, and budgeting; and for developing and implementing Berkeley Lab policies and procedures in their functional areas. The Division Director and group leaders represent the division on matters of major significance to the success of Berkeley Lab to internal and external organizations and individuals.

Appendix I (continued)

Environment, Health and Safety Division Charter

To enhance service, EHSD Liaisons are designated for each Laboratory organization (see Who to Call – EHS Division Liaisons at http://www.lbl.gov/ehs/html/div_liaisons.shtml) These individuals are considered points of contact between a customer division (typically via Division Safety Coordinator) and the EHSD. They function as troubleshooters, facilitators and problem solvers. Support services include: providing technical consultation and responsive customer service, partnering with customers to implement cost-effective injury and illness prevention/loss control programs, assisting line management with Division ES&H (Safety) Plans, and providing quarterly ES&H briefings to customer division management. This relationship does not preclude any Berkeley Lab employee from directly approaching an EHSD professional/subject matter expert (see Who to Call – Subject Matter Contact at http://www.lbl.gov/ehs/html/subject_matter.shtml) to address a particular issue or need.

ENVIRONMENT, HEALTH & SAFETY DIVISION



Appendix II

Improvements to Division's ES&H Programs

Based on the findings from the PY 2006 Self Assessment for the EHSD, the following improvements are being implemented:

1. In order to make ergonomic safety a primary focus for improvement, the Division Safety Committee will routinely review this topic and group leaders will give greater consideration to all aspects of work including communications, risk assessments, mitigations, periodic assessments, leading indicators, and the role of the Ergonomic Advocate. In addition, two individuals have been selected to be Ergonomic Advocates for the EHSD.
2. To improve inspections of Satellite Accumulation Areas (SAAs), the EHSD Safety Committee and the EHSD group leaders will be briefed on the proper inspection techniques. The SAA checklist provided by the Waste Management Group will be used for performing quarterly inspections and the completed checklists will be submitted to the Division Safety Coordinator. Group leaders will train their staff to be attentive to routine labeling and other administrative issues related to SAAs.
3. To improve the divisional compliance rate for the closure of items in the Corrective Actions Tracking System (CATS), the Safety Coordinator will run monthly reports for new CATS items to verify that all new items have been reviewed, approved and closed in a timely manner.
4. The Division Safety Committee will support the group leaders in improving safety inspections/walkarounds within the Division. A comprehensive program will be implemented that includes checklists and EHS027 training will be provided to group leaders, key staff, and Division Safety Committee members.
5. The Division Director will remind all EHSD group leaders that the HEAR database review is required and that they should ensure that it is updated annually or as new hazards are introduced.
6. The listing of formal work authorizations in the EHSD ISM Plan will be reviewed closely when the Plan is revised.

Appendix III

EHSD Work Locations and Activities

The Division's work locations and activities are summarized in the table below:

Location	Work Activity
B14	Environmental Restoration Program offices
B17	Carpentry and machine shops/ offices/ computer server/ storage
B26 – lower floor	TSG lab/ offices
B26 – upper floor	Medical facility
B48 Fire Operations	Fire Department / Emergency Services/Fire Protection Engineering/some Industrial Hygiene offices
B65	Site Access offices
70-147	Office/ radioactive material storage
B70A	Training room and offices
B71-146A	Radiation Protection Group office
B75	TSG dosimetry lab/ RPG radioisotope transportation office/ former NTLF labs/Industrial Hygiene offices
B75A, 75C	TSG calibration labs
75B	Radiation Protection Group/Occupational Safety Group offices
B75D	Environmental sample preparation and equipment repair and storage/ radioactive sealed source storage/ radioactive transportation storage
B76- 135	Radiological sample counting
B85, 85A, 85D, 85E, 85F, 85G, 85H, 85J and 85K	Waste Management
B85B	Environmental Services and Waste Management office
B90 basement, trailers	EH&S offices
B90-1140	Division Office/ Administrative
Environmental Services field sites	Environmental sampling and restoration activities
Berkeley Lab gate access structures	Site Access

Appendix IV

Current (February 2007) EHS Division Authorizations

Note: The most current information regarding radiological authorizations is found in the RADAR database.

Authorization	EH&S Group	Type	Facility	Responsible Person
State (NPDES) Storm Water Permit	ESG	Storm water discharges	Site-wide	P. Thorson
EBMUD Permit	ESG	Wastewater discharges	Site-wide	R. Fox
EBMUD Permit	ESG/ ERP	Groundwater treatment discharges	Site-wide	R.Fox
BAAQMD Permit	ESG/ ERP	Soil vapor treatment	6 & 53/58 areas	P. Thorson I. Javandel
DTSC Part B Permit	Waste Mgmt	Hazardous and mixed waste storage and treatment permit	85	R. Shadlou
SAD	TSG	Calibration facility	75C	D. Rodgers
SAD	RPG	Pit Room storage	70-147	C. Donahue
SAD	Waste Mgmt	Hazardous Waste Handling Facility	85	R. Shadlou
AHD 2073	Waste Mgmt	WM Procedure 852	85	N. Rothermich
GLA 405	Waste Mgmt	Radioactive sources	85	S Bakhtiar
GLA 415	RPG	Radioactive source	75B-116	C. Donahue
LAS L009	ESG	Stack sampling	75D-103	L. Wahl
LAS L011	ESG	Stack drain water	75-131	L. Wahl
RWA 1009	TSG	Analytical lab	26, 76	D. Rodgers
RWA 1092	RPG	Radioactive material transportation office	75, vehicles	C. Donahue
RWA 1122	RPG	Pit Room radioactive material storage	70-147, 147A	C. Donahue
RWA 1149	WMG	HWHF routine work	85	S. Bakhtiar
SSA 132	RPG	Analytical instruments and calibration sources	6-LKR25, 75B-127	B. Fairchild

Appendix IV (continued)

Current (February 2007) EHS Division Authorizations

SSA 202	RPG	Sealed source storage	75D-102	R. Fairchild
SSA 205	TSG	Calibration facility	75A, 75C	D. Rodgers
SSA 207	RPG	Sealed source storage	75-123	M. DuPray
SAA	EHSD	Waste storage	26, 51, 70, 75, 76, 85, 90	various
WAA	Waste Mgmt	Waste storage	85, 51, as needed	R. Shadlou M. Lasartemay
MWSAA	TSG/ Waste Mgmt	Mixed waste storage	26, 76, 85	D. Rodgers S. Bakhtiar
RWCA	RPG/Waste Mgmt	Radioactive waste	26, 51, 70A, 75, 85	various
RWP 04-001	RPG	Radiological scooping surveys	Site wide	C. Donahue
RWP 04-002	Waste Mgmt	Legacy waste characterization and processing	85-MW6, RW2	S. Bakhtiar
RWP 04-006	RPG	Legacy material characterization and storage	71 Cave A, 75A- 101	C. Donahue
Bloodborne Pathogen Exposure Control Plan	Health Services	Bloodborne Pathogen Exposure Control Plan	26	P. Lichty

<p>AHD = Activity Hazard Document BAAQMD = Bay Area Air Quality Management District DTSC = Department of Toxic Substances Control EBMUD = East Bay Municipal Utility District F GLA = General License Agreement MWSAA = Mixed Waste Satellite RWP = Radiological Work Project SAD = Safety Analysis Document SSA = Sealed Source Authorization WAA = Waste Accumulation Area</p>	<p>ESG = Environmental Services Group RPG = Radiation Protection Group TSG = Technical Services Group SAA = Satellite Accumulation Area NPDES = National Pollutant Discharge Elimination System RWCA = Radioactive Waste Collection Area RWA = Radiological Work Authorization ERP = Environmental Restoration Program</p>
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Appendix V

EH&S Division Safety Committee

NAME	GROUP
Howard Hatayama	Committee Chair Division Director
Eugene Lau	Deputy Division Director/Division Office
Laurie Westphal	Health Services Group
Richard DeBusk/Mike Ruggieri	EH&S Safety Coordinator/ Occupational Safety Group
Dave Rodgers	Technical Services Group
Patrick Thorson	Environmental Services Group
Steven Bakhtiar	Waste Management
Maram Kassis	EHSD Liaison
Genevieve Pastor-Cohen	Security & Emergency Operations Group
Ana Tully	Administrative Services
Tom Koos	Radiation Protection Group
Betsy McGowan	Industrial Hygiene Group

Appendix VI

EHSD Schedule for Safety Inspections and Walkarounds

Definition of safety walkaround – Interaction with staff in their workplace to recognize safe work practices and conditions and identify/correct unsafe work practices and conditions. The interaction can include observations, discussions, and inspections.

Definition of a safety inspection - Assessment of safety in the workplace specifically looking for unsafe conditions and non-compliant conditions that need to be corrected.

Who	What	Where	When	Why (Purpose)	Notes/Method of Documentation
Division Director and Deputy	Walkaround	Sampling of division spaces	Once a quarter	Primary – Discussion with employees about safety in their workspaces Secondary – Inspection to verify safe working conditions	<ul style="list-style-type: none"> Documented on standard Safety Walkaround Checklist Accompanied by Division Safety Coordinator (DSC) as requested
Group Leaders (and designated supervisors)	Walkaround	GL determines focus of workspace, worker, or work activity	Once a quarter	Primary – Discussion with employees about safety in their workspaces Secondary – Inspection to verify safe working conditions	<ul style="list-style-type: none"> Documented on standard Safety Walkaround Checklist Accompanied by DSC as requested
Group Leaders/ Supervisors	Workplace Inspections	Each workspace	As determined by group	Inspect the safe work conditions of each workspace and compliance with safety requirements	<p>Occupational Safety – performed by GL during walkaround</p> <p>Health Services – performed by group members monthly (HS checklist)</p> <p>Environmental Services – performed by GL during walkaround</p> <p>Waste Management – daily, weekly, monthly, quarterly permit inspections (WM checklist); others performed by GL during walkaround</p> <p>Industrial Hygiene – performed by GL during walkaround</p> <p>Security and Emergency Ops – performed by GL during walkaround</p> <p>Radiation Protection - performed by GL/Supvr. during walkaround</p> <p>Technical Services – performed by GL during walkaround</p>
Division Safety Committee	Annual Self Assessment Inspection	Sampling of Division workplaces	Annually during self assessment	Primary – Sampling of work conditions to verify group safety processes Secondary – verify that previous safety problems have been corrected Tertiary – discussion with employees to determine their safe work attitudes and behaviors	Division Safety Committee divided into teams for inspection. Division Safety Coordinator organizes and leads this effort. Special checklist for this inspection used.