

## **NSLS Safety Improvement Plan for FY 2004**

1. Increased management emphasis will be provided to the on-going self-assessment program within the department. At least quarterly the Policy and Planning Group will review:
  - Number, types, and trends of Tier 1 and other assessment findings within the department
  - Number of findings uncorrected
  - Status of open injury or incident corrective action plans
  - Status of training compliance within department and with users and beam line staff
2. At least monthly the department chair will conduct a walk-through of selected department facilities to review and discuss safety issues with involved personnel.
3. A process will be established for annual confirmation that personnel authorized for unsupervised work within the department have been trained and qualified in an adequate manner.
4. We will evaluate the consistency of the “safety moment” utilized at designated meetings within the department by conducting a survey of responsible personnel. An improvement plan will be established if needed based on the results of this review. This method of increasing safety awareness within the department was initiated in September 2003 and we want to confirm that it is functioning well.
5. Additional training will be provided to NSLS scientific and engineering staff that are routinely involved in routine work planning to ensure awareness and understanding of work planning requirements.
6. Additional OSHA expertise will be established within the department. Currently two members of the ESH staff have completed the OSHA 30 hour course. The Building Manager, the Assistant Building Manager, and the NSLS Power Distribution Engineer will also take the 30 hour course.
7. To increase worker participation in the NSLS safety program, a committee for worker involvement will be formed to:
  - provide a means for input to NSLS management on Laboratory and department ESH issues and policies;
  - review periodically OSH and self assessment data;
  - identify opportunities for ESH improvement in the workplace;
  - serve as a vehicle for expression of staff OSH concerns/issues.
8. ESH related performance goals will be established for all NSLS personnel. Progress on these goals will be evaluated annually as a part of the performance appraisal process. These goals will address such issues as: identification and correction of

hazards in the work place, response to findings arising from audits or investigations, safety performance related to injuries and incidents, traffic citations.

9. Recognition programs for staff ESH performance will be established.
10. We will install a display module in lobby tracking days since last injury to increase awareness of safety performance.
11. We will take the following steps to provide additional opportunities for employee to raise safety concerns and to make safety suggestions.
  - We will provide a lesson-learned to all staff discussing the current and new mechanisms to raise safety concerns or make safety suggestions.
  - We will encourage the Worker Occupational Safety Improvement Committee to raise safety issues that they have or that they are aware of to management's attention.
  - We will install 2 safety suggestion boxes for employees to provide commentary (anonymous or otherwise) that they would like to bring to management's attention.
12. We will take the following steps to improve supervision of Post-docs and other collaborators to ensure understanding and commitment to the requirements of the NSLS Safety Program.
  - A department lessons-learned will be prepared and circulated to all staff involved with reviewing recent BNL and department events involving poor understanding of BNL requirements by post-docs and graduate students.
  - All supervisors and management of post-docs will be required to re-emphasize with their post-docs and graduate students the necessity to adhere at all times to the requirements of the NSLS safety program.
  - All supervisors and management of future post-docs/graduate students will be required to meet with them at the time of the hire to ensure understanding of the need to adhere to the requirements of the NSLS safety program at all times.