



course. The safety background of prospective contractors is given a 65% weighting in the evaluation process.

Hoey completed the first part of the meeting with a question to the attendees to determine if NSLS-II had met the following requirements:

- **“Top management shall”...Evaluate the EMS&OSH**
  - Adequacy – does it meet requirements & is it implemented appropriately?
  - Suitability- does it “fit” BNL operations & systems?
  - Effectiveness- is it achieving the desired results?

The attendees agreed that NSLS-II had met all the above requirements.

Hoey then discussed the NSLS-II Management Safety Observation Program and the following discussions took place.

Willeke – Can I take credit for the observations I have already done?

Hoey – Yes; we need to document your results in the BNL database.

Hatton – Is there a checklist for the tours?

Ackerman – No. We encourage the tours to be casual, without clipboards, to encourage dialogue between the manager and the workers. It is preferable for just one person at a time on the tour; maximum two so as not to overly worry the workers. Enter your data into the database after the tour.

Hoey – Tours can be conducted by contractors. Bob Casey is folding in HPI criteria.

Dierker – NSLS-II managers can tour anywhere in the lab, not just in NSLS-II buildings. This results in good cross-pollination between departments. You must complete the minimum number of tours (3 per quarter), but you are welcome to do more.

Shen – He did this at Argonne; there they used ESH personnel to accompany the touring managers.

Dierker – The observations are things you are already doing; this program just formalizes the process.

Selva – Take credit for training new managers in this program.

Ackerman – Information data entry into the database is not the best. The check-boxes are difficult to deal with. Spend most of your time entering your comments; this is where the useful information is.

Goode – One’s data entries are editable by oneself (not by others).

Willeke – Situations change over time.

- Does the database track corrective actions and follow-up?
- Can one add attachments?

Hoey – Responded “No” to both above questions.

Action Items:

1. Post Management Review power point slides and Objectives & Targets to the Light Sources Directorate EMS/OSH web site – Gmür.
2. Add NSLS-II Project Manager’s direct reports to the Laboratory STOP data base with the FY-09 goal of one observation per month for the remainder of the year – Hoey.

**Reviewed Drawings/Specifications (if applicable)**


**APPROVAL (if required)**

Review Committee Chairman: Steve Hoey	Date: February 3, 2009
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