

Integrated Safety Management Plan

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

Directorate/Operations



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Table of Contents

Section	Topic	Page
1.0	ISM Updates	4
2.0	Description of Directorate/Operations Organization	5
3.0	Responsibility & Accountability	5
4.0	EH&S Performance Metrics	9
5.0	Understanding of EH&S Requirements	9
6.0	Supporting of EH&S Resources	9

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

This Integrated Safety Management (ISM) plan covers the Directorate and Operations organizations 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 (OQMP) and can be viewed via 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, and Safety Coordinator.

General Safety Responsibilities and Expectations

Workforce	Training	Safety Expectations and Hazard Reporting
Employees (including matrixed employees) guests, students and contractors.	<ul style="list-style-type: none"> • Complete EHS010 <i>New Employee Safety Orientation</i>. • Complete <i>Job Hazards Analysis</i> (JHA). • Employee must retake JHA annually or if significant change in job. • Complete EHS0059 <i>Remedy Interactive</i> if working on a computer greater than 4 hours a day. • Complete EHS0058 <i>Remedy Interactive Refresher</i> on an annual basis. • Complete required training. 	<p>Employees are expected to understand and comply with the Lab's 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" .</p> <ul style="list-style-type: none"> • Have a current Job Hazards Analysis (or equivalent) on file. • Complete required training • Work safely to prevent accidents at all times. • 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"> • 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
Line Managers, Supervisors, Mentors and Work Leads	<ul style="list-style-type: none"> • Complete EHS026 <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 the Laboratory's institutional ISM plan. • 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. • Ensure that the Safety Walkaround Program is conducted twice a year within their area of responsibility. <p>Additional expectations that managers,</p>

Workforce	Training	supervisors and mentors in Dir/Ops are required to follow include: 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 have the same obligations as any LBNL employee or guest for safe practices. The line supervisor assures the student completes the JHA, 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 students, 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 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 Members		<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 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 safety problems. • Attend monthly meetings.
Safety Coordinator	<ul style="list-style-type: none"> • CATS Training • Electrical Safety • Ergonomics • JHA/Training • ORPS • SAARS • Self-Assessment 	<ul style="list-style-type: none"> • 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. • Audit JHA compliance. • Identify safety training needs. • Audit for compliance training requirements. • Document safety deficiencies and corrective actions. • Assist line managers or supervisors to facilitate accident reviews. • Assist in facilitation of safety communications.
Ergo Advocates	<ul style="list-style-type: none"> • Ergo Advocate Training • EHS0059 (Remedy) • EHS0058 (Remedy Refreshed Course) 	<ul style="list-style-type: none"> • Monitor ergonomics evaluations to confirm evaluations are completed as needed, using Remedy Interactive (EHS0059). • Refer ergonomic problems to the EH&S

Workforce	Training	<p>ergonomists, including all employees with discomfort, and any complex or unusual concerns.</p> <ul style="list-style-type: none"> • Review the results and recommendations <p>Safety Expectation and Hazard Reporting</p>
		<p>of ergonomics evaluations, assist with the selection and ordering of furniture, computer input devices, and other equipment as needed.</p> <ul style="list-style-type: none"> • Help with adjustments of chairs, keyboard trays and monitors. • Refer employees to sources of additional information, such as 1 Minute 4 Safety Slides, Pub 3000, and other material on EHS and other sites. • Work with Supervisors, the EH&S Ergo team, Division Safety Coordinator, and EH&S liaison to resolve employee ergo issues, do follow-ups, monitor and close out evaluations in the Ergo database.

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.

Key performance indicators will be reported on a quarterly basis and include the following:

- % of JHAs completed
- % of required training completed
- Number of discomfort ergonomic evaluations
- % of supervisors who have completed safety walkarounds in the current fiscal year
- Number of first aid cases
- Number of recordable cases
- Number of first aid cases that became recordable cases
- Number of DART cases year to date
- Number of recordable cases year to date

4.0 Funding of ES&H Requirements

Line managers will incorporate appropriate resource allocations 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 senior 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