Fermilab

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Memorandum

February 1, 2008

To: Bruce Chrisman

From: William Griffing

Subject: Revised FESHM Chapter 1050 – Environment, Safety and Health Manual Procedures

FESHM 1050, "Environment, Safety and Health Manual Procedures", has been revised to reflect current operations. A discussion on requesting exceptions if new or revised chapters cannot be implemented within 90 days has been included.

After final approval, please return this approval page to Elizabeth Bancroft at MS119 for posting on the web.

Encl.

Recommended for Approval:

Bruce Chrisman — Date: 2/4/08

Approved:

Piermaria Oddone — Date: 2/4/08

ENVIRONMENT, SAFETY & HEALTH MANUAL PROCEDURES

INTRODUCTION

This chapter describes the procedures for introducing, drafting, and approving new and revised Fermilab ES&H Manual (FESHM) chapters.

RESPONSIBILITIES

The Director, ES&H shall:

- function as the editor and distributor of the Fermilab ES&H Manual
- Assure approved policies and procedures developed the Laboratory Safety Committee and its technical subcommittees, ES&H professionals, and "ad hoc" groups have been incorporated into the Fermilab.
- Submit new FESHM chapters to the Chief Operating Officer for concurrence, and the Laboratory Director for approval.
- Submit revised FESHM chapters to the Chief Operating Officer for concurrence, and the Laboratory Director for approval if in his/her opinion significant changes have taken place. The decision not to forward revised chapters shall be documented.
- Review exception requests and recommend approval to Laboratory Director.

The Chief Operating Officer shall review and recommend approval to the Laboratory Director of FESHM chapters submitted for his review.

Division/Section Heads are responsible for:

- Assuring review by FESHM chapters posted for review
- Implementing requirements contained within FESHM chapters
- Requesting exception from of requirements that cannot be implemented within 90 days (per FESHM 1010).

PROCEDURES

1. New and revised ES&H Manual chapters are prepared as needed to improve Fermilab's ES&H program. Often their preparation is stimulated by a deficiency identified by someone or some agency. Revisions are also motivated by changes in Fermilab's Work Smart standards (http://www-

lib.fnal.gov/library/worksmart/worksmart.html) and/or applicable laws and regulations.

2. The Director may promulgate Interim ES&H Manual chapters to state specific policies. These will be issued without prior review by divisions/sections and will normally be limited in scope to the implementation of regulatory changes or mandated DOE policies (see Technical Appendix to this chapter).

3. The ES&H Director may appoint authors for given ES&H Manual chapters. Often these will be the LSC technical subcommittees or a member of the ESH Section staff.

4. Upon receiving a new or revised FESHM chapter, the ES&H Director, or his designee shall determine the need for sitewide review and comment, as well as approval levels.

5. Draft FESHM chapters that are determined to be submitted for sitewide review shall be posted on the ES&H website for 14 days. Notifications shall be sent to those who have requested such information. If comments are not received within the allotted time, and no extension has been requested, it shall be assumed that there are no comments and the draft is acceptable.

5. Comments shall be reviewed and acted upon by the author and/or the ESH Section. Response to comments shall be posted on the ESH website (http://www-esh.fnal.gov/pls/default/esh_drafts.html).

6. After comments have been addressed and the draft is ready for approval, the Director, ESH shall submit the chapter to the Chief Operating Officer for review and to the Laboratory Director for approval. A summary of the need for the new chapter or the changes to an existing chapter shall be provided.

7. After approval by the Laboratory Director, the chapter shall be posted on the ES&H website. Notifications shall be sent to those who have requested such information.

8. Any chapter that is recently posted assumes a 90-day period for implementation of the new requirements. If additional time is needed, the D/vision/Section Head shall request an exemption of the requirement from the Laboratory Director.

9. Technical appendices to ES&H Manual chapters contain details of implementation that are generally useful to persons who are engaged in designing controls for ES&H issues. Technical appendices are included in the

Manual immediately following related chapters. They shall be reviewed in the same fashion as the Manual chapters.

10. A technical appendix describing the philosophy and formatting of ES&H Manual chapters and technical appendices is part of this chapter.

MANUAL ADMINISTRATIVE PROCEDURES

The Fermilab ES&H Manual is available in electronic form on the ES&H Section web page (http://www-esh.fnal.gov/pls/default/esh_home_page.page?this_page=800). Updates are typically available within a day of approval and update notifications are sent out to ES&H Manual update subscribers via e-mail. Registration to receive notifications of new and modified FESHM chapters is at http://www-esh.fnal.gov/pls/default/esh_mailing_lists.html.

The Fermilab Radiological Control Manual is issued separately from the ES&H Manual and has a different format in order to facilitate compliance with external requirements. However, it is controlled using the same procedures.

TECHNICAL APPENDIX TO ENVIRONMENT, SAFETY & HEALTH (ES&H) MANUAL PROCEDURES

This Technical Appendix describes the philosophy and formatting for ES&H Manual chapters and Technical Appendices of ES&H Manual chapters.

PHILOSOPHY

The purpose of the ES&H Manual is to state management policies regarding ES&H. This guidance is put in writing so there will be no confusion concerning direction or assignment of responsibility. The Manual chapters are kept as brief as is practical.

DEFINITIONS

Policy - a written statement that expresses the wisdom, philosophy, experience, and belief of an organization's senior managers for future guidance toward attainment of stated goals. Lesser categories of guidance include "practices" or "directives": standard methods of performing work or communicating; "procedures": step-by-step methods of performing a task.

Procedures - the written or established methods by which an organization operates to accomplish their objectives.

Standard - a specific code, authoritative consensus standard, or regulation (as distinguished from a criterion which is any standard of judgment) applicable to the subject at hand.

CHAPTER OUTLINE - ES&H MANUAL CHAPTERS

There are several types of ES&H Manual chapters. Numbers are assigned by the ESH Section. These are:

1. Program Chapters (numbered xxxx or xxx0) which describe the elements of the overall program, the goals of the program, what external standards apply, what specific associated documents or procedures need to be developed by divisions/sections, and who is responsible for implementation and oversight of specific program elements.

2. Program Implementation Chapters (Procedures) (numbered xxxx.yy or xxxy) that are used to specify specific elements of a program that are required to be carried out in a standardized way across the Lab.

3. Technical Information Chapters (numbered xxxx.Azz or xxxOA or xxxOTA) covering technical information on hazards or analysis techniques (e.g., ODH calculation details and examples).

Each ES&H Manual chapter consists of the following sections in the indicated order.

1. Introduction

   An introduction is included in every chapter. It states the scope and purpose for the chapter and describes the motivation for the chapter as well.

2. Definitions

   A definition section is included only if there are terms included in the chapter which are not commonly understood by the typical employee. Definitions shall be provided if the meaning of a term is not clear or could be confused with an alternate interpretation. Definitions must be consistent across FESHM chapters.

3. Responsibilities

   A responsibilities section is included only if there are any responsibilities which are unusual, i.e., different than those indicated in FESHM 1030.

4. Program Description

   This section is used for "Program" chapters only. It should be sufficiently detailed to identify clearly those entities responsible for program implementation. The last statement in the program description refers to the availability of a Technical Appendix.

5. Procedures

   This section is used for other than "Program" chapters. The last statement in the procedures section refers to the availability of Technical Appendices.

RHETORIC

Wording should be simple and direct. Clear English should be used and complicated sentence structures should be avoided. This is especially true for procedures.

The word "shall" is used for mandatory actions. The word "should" is used for advisory actions.

TECHNICAL APPENDICES

At this time, there is no standard for Technical Appendices; however, headings should be standardized for uniformity of appearance.

INTERIM ES&H MANUAL CHAPTERS

Interim ES&H Manual chapters are issued by the ES&H Director to implement specific safety policies with a minimum of delay. They are meant to be simple brief statements of in the format presented in this Technical Appendix. They are often issued to allow for immediate implementation while the draft chapter is being reviewed and commented upon. The ES&H Director shall assign them a chapter number consistent with the Table of Contents of the Fermilab ES&H Manual.