

FESHM 1051: CONTROL OF ENVIRONMENT, SAFETY AND HEALTH DOCUMENTS

Revision History

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1.0 INTRODUCTION

This chapter describes the procedures identifying Environment, Safety & Health (ES&H) documents and the protocol for controlling those documents. All ES&H documents shall be controlled so as to assure that the most current information is available to employees.

2.0 DEFINITIONS

ES&H Document – a procedure and any supporting forms that are required in order to maintain the ES&H Management System.

ES&H Records – Evidence to demonstrate conformance to an ES&H Work Smart Set standard, Fermilab ES&H Manual (FESHM), or Fermilab Radiation Control Manual (FRCM) requirement.

3.0 RESPONSIBILITIES

3.1 Chief Safety Officer

- Identify the protocol for controlling lab-wide ES&H documents, such as the Fermilab ES&H Manual, FRCM, and associated forms.
- Identify protocol for controlling the ESH&Q Section documents.

3.2 Division/Section Heads and Project Managers (D/S/P)

- Identify protocol for controlling their internal ES&H documents.

4.0 PROGRAM DESCRIPTION

4.1 ES&H Document Control

- All ES&H documents must go through an approval process. The review/approval and document control process for the FESHM and FRCM is found in [FESHM 1050](#).
- All ES&H documents must be reviewed and revised as appropriate with the maximum time span being every five years. They must go through the established approval process. Applicable requirements specified in Regulations, DOE Orders, and FESHM and FRCM Chapters mandating a more frequent revision cycle shall continue to be followed.
- All ES&H documents shall have the revision date identified on the document. Only the most current revision shall be used. Older versions kept for information purposes must be treated as obsolete.
- Documents of external origin, such as equipment manuals, which are necessary for the planning and operation of the ES&H system, shall be controlled to assure the most current information is available.

4.2 Records Management

ES&H records must be retained according to the Fermilab Records Management Program requirements.