

**Memorandum**

September 2, 2005

To: Gerald Brown
From: William Griffing *W. Griffing*
Subject: Revised FESHM Chapter 1060 – Employee Concerns

Enclosed you will find revised FESHM Chapter 1060, "Employee Concerns.". It incorporates the electronic processes available for an employee to register ES&H concerns or make suggestions.

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

Encl.

Recommended for Approval:

Gerald Brown

Gerald Brown 9/2/2005
Date

Approved:

Piermaria Oddone

Piermaria Oddone 9/2/05
Date

Database login _____
Sent for posting on web _____
Date posted _____
E-mail sent _____

FERMILAB ES&H CONCERNS PROGRAM

INTRODUCTION

Fermilab seeks to promptly address employee concerns about environment, safety and health issues in the workplace. Resolution of employee concerns/complaints about environment, safety and health issues should occur at the lowest management level possible. However, if the issue cannot be resolved at this level, the employee has the opportunity to proceed within his/her management chain, or to report the problem using alternative resolution processes described in this chapter.

Any situation that presents an imminent danger to the safety of an employee, visiting scientist, member of the public, or the environment must be halted immediately. Once the imminent danger has been mitigated, the concern may be reported.

SCOPE

The provisions of this chapter apply to all Laboratory employees, subcontractors, users, and guests.

ES&H concerns are first to be discussed with the supervisor. Alternative methods are typically used in the following situations:

- a. An individual feels the need to express an ES&H concern through a non-routine reporting pathway because the individual is dissatisfied with the existing process or the results of an inquiry.
- b. An individual fears potential reprisal as a result of expressing a concern within the routine reporting system (*Note: Reprisal against an employee who reports a safety situation violates Fermilab policy and may lead to disciplinary action*).
- c. The ES&H concern may be within another division, and the employee is not sure to whom it should be reported.

RESPONSIBILITIES

Division/Section Heads

Fermilab ES&H Manual

Division/Section Heads are responsible for ensuring that ES&H concerns brought to their attention are promptly addressed and corrected where appropriate. In situations where permanent corrective actions cannot be immediately implemented, administrative or other temporary measures which mitigate the concern shall be implemented in the interim, where appropriate. Corrective actions should be tracked using ESHTRK until the issue is resolved.

Supervisors

Supervisors shall ensure that ES&H concerns brought to their attention are evaluated and addressed as appropriate.

ES&H Section

The Head of the ES&H Section is responsible for the establishment and maintenance of an ES&H Concern Program, including provisions for anonymity if requested.

Division/Section ES&H Personnel

1. Respond to employee concerns of which they become aware.
2. Assist the Head of the ES&H Section in investigating employee concerns that are reported formally to the ES&H Section.

Laboratory Employees, Subcontractor Employees, Users, Guests

These individuals are responsible to abide by the ES&H requirements established by the Laboratory for the workplace and to report unsafe conditions or acts to their supervisors for correction. These individuals are encouraged to utilize this policy in situations where their concerns have not been adequately addressed by their supervisors, contact persons, or other appropriate personnel. Subcontractor employees may be subject to separate reporting requirements in accordance with their own employer's requirements and as specified by their subcontract with Fermilab. However, the procedures described in this chapter are available for the use of subcontractor employees.

PROGRAM DESCRIPTION

Ideally ES&H Concerns are to be reported to the supervisor as soon as practical. An electronic format to report concerns is available when:

- the supervisor is unavailable or unresponsive,

- it is unknown who is responsible for the activity surrounding the concern, or
- the employee desires to remain anonymous.

ES&H Concerns may be reported electronically through the ES&H Home Page at http://www-esh.fnal.gov/pls/default/esh_home_page.page?this_page=21594. At this site, the employee will be directed to two separate reporting protocols

1. **Safety Concern** - Click on this button if you are willing to identify yourself. This is the preferred approach. The investigator will be able to contact the submitter, which will allow for complete understanding of the issue. This method also creates a tracking mechanism to assure results are reported back to the submitter.
2. **Suggestion Box** - Click on this button to voice a concern or send a suggestion, but are not comfortable using your name, or do not know who to send it to. These concerns go directly to the ES&H Section Head, who assures concerns are followed up.

OTHER RESOURCES

The DOE- Office of Inspector General (OIG) maintains a Hotline to facilitate the reporting of allegations of fraud, waste, abuse, or mismanagement in U.S. Department of Energy (DOE) programs or operations. Allegations may be reported by DOE employees, contractors, or the general public.

If you want to report an allegation of fraud, waste, abuse, or mismanagement at the U.S. Department of Energy, you may do so by using one of the following four methods:

1. Call 1-800-541-1625 (toll free) or 202-586-4073 (toll).
2. Write your concerns to:
 - U.S. Department of Energy
Office of Inspector General
ATTN: IG Hotline
1000 Independence Avenue, SW
Mail Stop 5D-031
Washington, DC 20585
3. Fax your concerns to 202-586-4902.
4. E-mail your concerns to ighotline@hq.doe.gov