



FESHM 1070: FERMILAB WORK SMART SET

Revision History

Author	Description of Change	Revision Date
Martha E. Michels	Updated the WSS Process Flow and changed the language in the legal office responsibilities section.	December, 2012
Martha E. Michels	FESHM Chapter revision date changed to reflect the fact that the WSS now links to Appendix I in the contract.	November, 2012
Martha E. Michels	Reformatted	August, 2011



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1.0 INTRODUCTION

Fermilab has adopted the Necessary and Sufficient (N&S) Process for determining the Work Smart Set of Standards (WSS) to determine the appropriate ES&H standards to ensure the safe and environmentally responsible operations of the laboratory. Fermilab, in conjunction with participation from, the DOE FSO, the Chicago Office – Integrated Support Center and the Office of Science (SC), conducted the first site-wide application of the Departmental N&S Closure Process. The result was a set of significant hazard aspects and impacts that were used to establish a Work Smart Set of Standards (WSS). The WSS were incorporated into the prime contract with DOE. These standards, if properly implemented, provide adequate assurance that the public, workers, and environment are protected from adverse consequences. Fermilab's work activities, the hazards associated with the work, and the standards are reviewed on an annual basis, and revised as needed. Additionally, new standards promulgated by DOE or national standards-making bodies (e.g. National Fire Protection Association) are evaluated and incorporated into the WSS as appropriate.

2.0 RESPONSIBILITIES

2.1 Chief Operating Officer

The Chief Operating Officer is responsible for assuring that suggested changes to Fermilab's WSS are incorporated into the FRA contract with DOE.

2.2 ESH&Q Director

The ESH&Q Director is responsible for:

- Conducting annual review of WSS and recommending to Fermilab management changes to the set.
- Distributing copies of the revised WSS to the Legal Office for inclusion in Appendix I of the contract.

2.3 Legal Office

The Legal Office is responsible to update the basic contract whenever it is appropriately modified.

3.0 PROGRAM DESCRIPTION

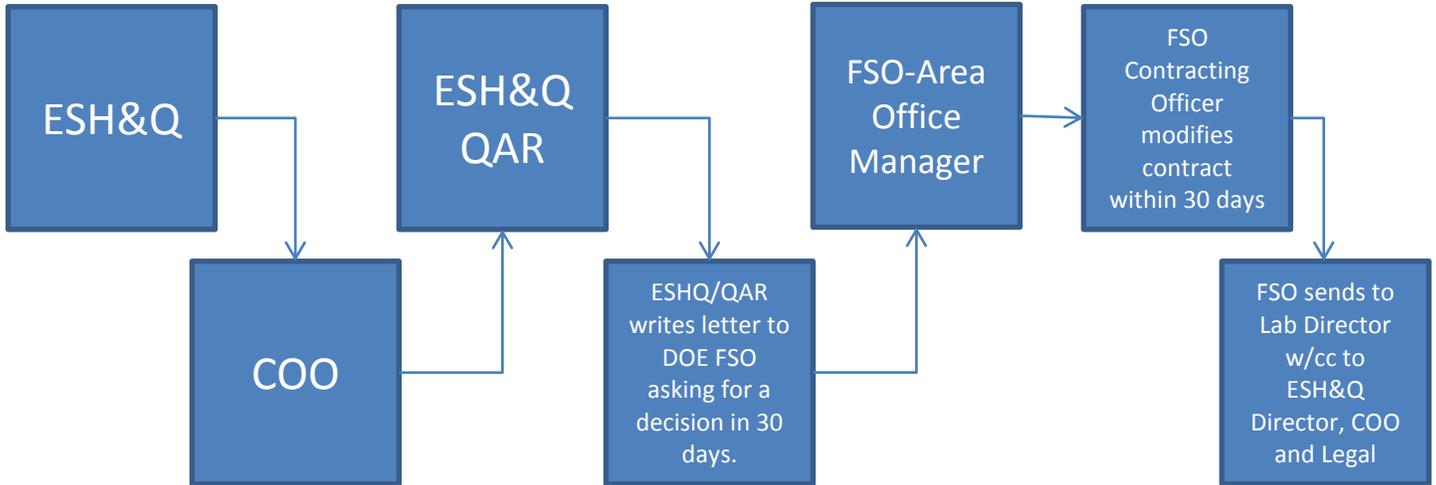
The WSS shall be reviewed on an annual basis. The ESH&Q Section Head will transmit to the Chief Operating Officer recommendations of changes to the WSS. Once the set has been accepted by DOE-FSO it will be incorporated into the contract with FRA.



Work Smart Set Process Flow (WSS is appendix I of the contract)

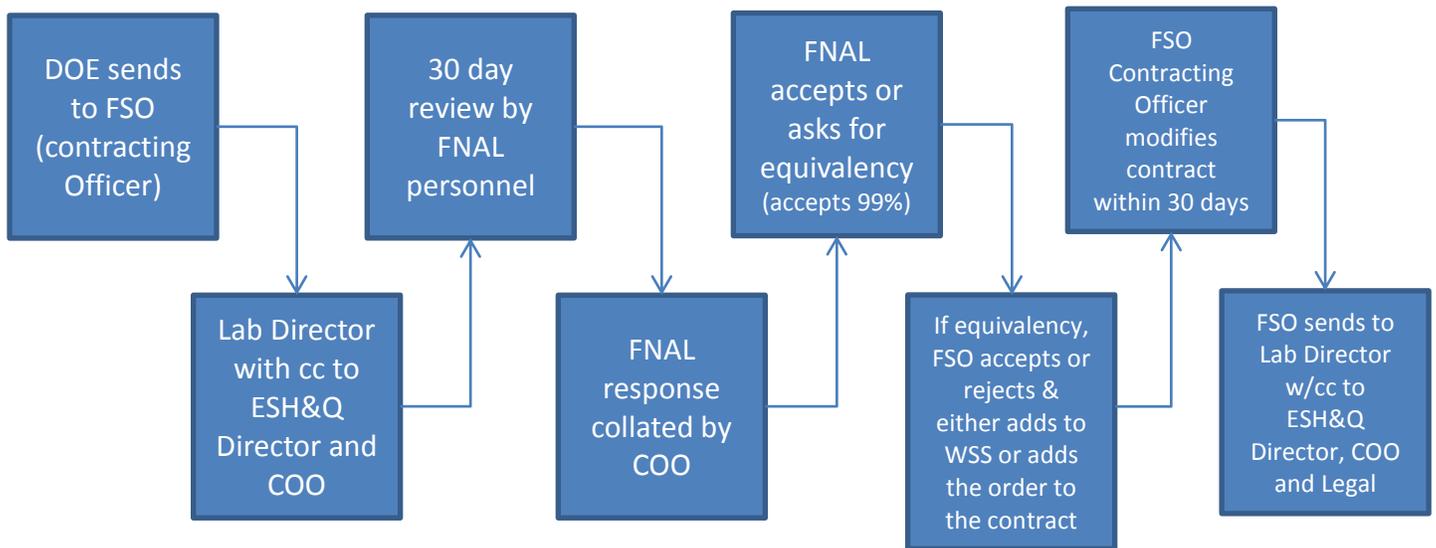
If there is a new request from the Lab (ESH&Q)

(At any point if the request is denied the process moves back one step.)



If there is a new DOE Directive

(At any point if the request is denied the process moves back one step.)





4.0 REFERENCES

Appendix A

1. Use this link: <http://www.fnal.gov/directorate/Legal/documents.shtml>
2. Click on 'DOE Directives and Appendix I'