

FESHM 1050: ENVIRONMENT, SAFETY & HEALTH MANUAL PROCEDURES

Revision History

Author	Description of Change	Revision Date
Martha Michels	Updated chapter to include new workflow and approval processes and to clarify responsibilities.	January 2012

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1.0 INTRODUCTION

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

2.0 DEFINITIONS

Directive – a standard method for communicating information.

Policy - a written statement that expresses the philosophy of senior management for guidance to attain stated goals.

Practice – a generally accepted method for performing work.

Procedure - the written or established step by step method of performing a task which is necessary for an organization 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.

3.0 RESPONSIBILITIES

3.1 The Chief Safety Officer

- Function as the editor and distributor of the Fermilab ES&H Manual.
- Appoint authors for FESHM chapters, usually FESHCom subcommittee members or ESH&Q Section staff.
- Assure approved policies and procedures developed by the Fermilab Environment, Safety and Health Committee (FESHCom) and its technical subcommittees, ES&H professionals, and "ad hoc" groups have been incorporated into the Fermilab ES&H Manual as appropriate.
- 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.
- Review Exception and Variance requests and make recommendations to the Director.

3.2 The Chief Operating Officer

Review and recommend approval to the Laboratory Director of FESHM chapters submitted for his/her review.

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

- Assure appropriate review of FESHM chapters posted for review
- Implement requirements contained within FESHM chapters
- Request exception from requirements that cannot be implemented within 90 days (per [FESHM 1010](#)).

4.0 PROGRAM DESCRIPTION

The [Fermilab ES&H Manual](#) is available on the ESH&Q Section web page. Updates are typically posted within a day of approval and notifications are sent out to ES&H Manual 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 part of the Fermilab ES&H Manual and is controlled using the same procedures.

5.0 MANUAL ADMINISTRATIVE PROCEDURES

- FESHM Chapters are reviewed at least every five years. The Chapter author/subject matter expert (SME) determines if the review should be lab-wide or only by SME(s).
- The revision dates are changed when:
 - There is a lab-wide review of the chapter, or
 - The SME(s) updates a chapter and determines a lab wide review is not warranted.
 - If only one section of a chapter is updated, the revision date shall not be changed.
- New and revised FESHM chapters are prepared as needed to improve Fermilab's ES&H program. Often their preparation/revision is stimulated by an improvement identified by an individual or agency. Revisions are also motivated by changes in Fermilab's [Work Smart Standards](#) and/or applicable laws and regulations.
- The Chief Safety Officer may promulgate Interim ES&H Manual chapters to state specific policies. These will be issued without prior review by D/S/P's and will normally be limited in scope to the implementation of regulatory changes or mandated DOE policies.
- Draft FESHM chapters are managed by a semi-automated process in Oracle. [The FESHM Chapter Template](#) provides authors with details regarding the "FESHM Workflow" and other information.
- When the draft is ready for approval, ESH&Q Admin drafts a memo to be signed by the Chief Safety Officer and delivers it to the Directorate for approval by the Chief Operating Officer and the Laboratory Director. A summary of the need for the new chapter or the changes to an existing chapter shall be provided in the memo and at the beginning of the revised document. The Directorate does not have to approve chapters that have no substantive changes.
- After approval by the Laboratory Director, the chapter shall be posted on the ESH&Q website. Notifications shall be sent to those who have requested such information.
- Any chapter that is recently posted assumes a 90-day period for implementation of the new requirements. If additional time is needed, D/S/P's shall request an exemption of the requirement from the Laboratory Director.
- 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.

6.0 TECHNICAL APPENDICES

This TA describes the approach to [format FESHM chapters](#) and Technical Appendices.

6.1 Philosophy

The purpose of the ES&H Manual is to state management policies regarding ES&H. This guidance is put in writing in order to minimize confusion concerning direction or assignment of responsibility. The Manual chapters are to be kept as brief and clear as is practical.

6.2 ES&H Manual Sections

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

- Revision History - A summary of changes/additions made to the chapter, along with the revision date and name of the author. New revisions should appear at the top of the table.
- Table of Contents - This can be done automatically in Word by using styles.
- 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.
- 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.
- Responsibilities - A responsibilities section is included only if there are any responsibilities which are unusual, i.e., different than those indicated in [FESHM 1010](#).
- 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 section refers to the availability of a Technical Appendix.
- Procedures - This section is used for other than "Program" chapters. The last statement in the procedures section indicates the availability of one or more Technical Appendices.
- References
- Technical Appendices

6.3 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.

6.4 Technical Appendices

The [format of Technical Appendices](#) is to follow that of the rest of the FESHM Chapters.

6.5 Interim ES&H Manual Chapters

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