



# FESHM 1050: ENVIRONMENT, SAFETY & HEALTH MANUAL PROCEDURES

## Revision History

<b>Author</b>	<b>Description of Change</b>	<b>Revision Date</b>
Martha Michels	Updated chapter to include new workflow and approval processes and also 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 RESPONSIBILITIES

### 2.1 The ES&H Director or their designee, shall:

- Function as the editor and distributor of the Fermilab ES&H Manual.
- 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. The decision not to forward revised chapters shall be documented in a memo to the file.
- Review exception requests and recommend approval to Laboratory Director or designee.

### 2.2 The Chief Operating Officer shall:

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

### 2.3 Division/Section/Center Heads are responsible for:

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

## 3.0 PROCEDURES

1. 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).
2. The revision dates are changed when:
  - a. There is a lab-wide review of the chapter, or
  - b. The SME(s) updates a chapter and determines a lab wide review is not warranted.If only one section of a chapter is reviewed and/or updated, the revision date shall not be changed.
3. New and revised ES&H Manual chapters are prepared as needed to improve Fermilab's ES&H program. Often their preparation/revision is stimulated by an improvement identified



by someone or some agency. Revisions are also motivated by changes in Fermilab's [Work Smart Standards](#) and/or applicable laws and regulations.

4. 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).
5. The ES&H Director shall appoint authors for all ES&H Manual chapters. Often these will be the FESHCom technical subcommittee members or members of the ESH Section staff.
6. Draft FESHM chapters are managed by a semi-automated process in Oracle. [The FESHM Chapter Template](#) provides details regarding the “FESHM Workflow” and other information for authors.
7. When the draft is ready for approval, ES&H Admin drafts a memo to be signed by the ESH Director, or his/her designee and delivers it to the Directorate for the 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. In this case a note is written to the file to document the update.
8. 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.
9. Any chapter that is recently posted assumes a 90-day period for implementation of the new requirements. If additional time is needed, the Division/Section Head shall request an exemption of the requirement from the Laboratory Director.
10. 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.

#### 4.0 MANUAL ADMINISTRATIVE PROCEDURES

The [Fermilab ES&H Manual](#) is available on the ES&H 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](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 considered part of the Fermilab ES&H Manual and is controlled using the same procedures.



## 5.0 TECHNICAL APPENDICES

This Technical Appendix describes the philosophy and [formatting for ES&H Manual chapters](#) and Technical Appendices of ES&H Manual chapters.

### 5.1 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.

### 5.2 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.

### 5.3 ES&H Manual Sections

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

1. 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.

2. Table of Contents

This can be done automatically in Word by using styles.

3. 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.

4. 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.

#### 5. Responsibilities

A responsibilities section is included only if there are any responsibilities which are unusual, i.e., different than those indicated in [FESHM 1010](#).

#### 6. 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.

#### 7. Procedures

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

#### 8. References

#### 9. Technical Appendices

### 5.4 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.

### 5.5 Technical Appendices

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

### 5.6 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 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.