

WORKSHOP

Proposed Design for Safety Leadership Training Program

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Purpose of Meeting

- Define target audience
- Establish the overall objective of course
- Validate specific course objectives
- Confirm delivery method
- Describe elements of course

Target Audience

- Level 3 Managers (Principal Investigators/Group Leaders/Supervisors) with responsibility for providing safe working conditions for others.
- Level 2 Managers with responsibility for safety resources.
- Primary Points-of-Contact with responsibility for the specific elements of the Dept/Div ESH programs and selected employee representation.

Terminal Objective:

Develop a core group of safety leaders in each BNL dept/div, who “walk the walk” and “talk the talk” from a safety standpoint. This group must include all supervisors and should include workers.

Enabling Objectives (Developing Leaders)

- Discuss the purpose of the safety leadership.
- Explain why safety leadership training must be initiated.
- Review the steps in becoming safety leaders.
- Recognize the personal significance and involvement of safety leaders to:
 - Staff health and safety
 - Environmental compliance
 - Resource management, and
 - BNL research and development mission
- Explain the role of the ES&H subject matter expert in the dept/div safety programs to ensure complete identification of hazards and development of controls.

Enabling Objectives (cont.)

Define Core Elements of Safety Leadership at BNL:

- Knowledge of hazards of work
- Knowledge of BNL requirements associated with work
- Practice the principles of Integrated Safety Management
- Lead by example
- Clearly articulate safety expectations

Delivery Method:

“Classroom” delivery conducted by Associate Laboratory Directors (ALD’s) and Level 2 Managers.

- ALDS and Level 2’s may select ESH Coordinators for conduct of “makeup” sessions and for continuing implementation.
- Effort will be supported by lesson plan using a PowerPoint slide show with references to electronic web information and tools.

Course Administration

- Define course in T&Q Training Catalog.
- Manage qualification as a JTA requirement for all supervisors.
- Document course completion with signed attendance rosters.
- Input completion data into T&Q Database.
- Use T&Q Database to determine qualification status.

Meeting Aids

1. Why is Safety Important?
2. Why is Safety Improvement necessary?
3. What can each of us do to improve safety?
4. Discuss OI Statistics – How can we improve or sustain if appropriate?
5. What should be our celebrating safety goals?
6. Review the FY03 Worker Safety and health Required Line Assessment Tool.

BROOKHAVEN NATIONAL LABORATORY *Worker Safety and Health Required Assessment Aid*

Organization:	YEAR:
Tier 1 Inspection Program (Due annually by September 30th)	
1. What key deficiencies have been identified during Tier 1 inspections?	
2. What processes are used to ensure timely completion of corrective actions for identified deficiencies?	
3. What trends have been observed with respect to repeat deficiencies?	
4. To what extent do Tier 1 inspections include involvement of subject matter experts?	
5. To what extent do Tier 1 inspections include management?	
6. To what extent do Tier 1 inspections include involvement of workers?	
7. Is guidance, tools and processes provided by the laboratory for the Tier 1 program sufficient to meet your organizational needs?	
Chemical Management & Industrial Hygiene Hazards (Due annually by September 30th)	
1. How does management insure its <i>chemical inventories (CMS)</i> are being maintained in accordance with laboratory requirements?	
2. How does management insure that <i>Carcinogen, Reproductive Hazards, and High Toxicity chemicals</i> are appropriately identified and controlled?	
3. How does management insure that <i>Peroxide Forming Compounds</i> are tested at appropriate frequency?	
4. Has organizational management maintained and updated its review of: <input type="checkbox"/> <i>Beryllium Use (BURF)</i> <input type="checkbox"/> <i>Static Magnetic Fields (SMURF)</i> <input type="checkbox"/> <i>Class 3b & 4 Laser Registration</i> <input type="checkbox"/> <i>Confined Space Inventory</i> <input type="checkbox"/> <i>Confined Space Cancelled Permits</i> <input type="checkbox"/> <i>Etologic Agent Inventory</i> <input type="checkbox"/> <i>Noise Area Assessment</i> <input type="checkbox"/> <i>PPE and Respiratory Protection assessments</i>	
Lock-Out – Tag-Out Program (Due annually by September 30th)	
1. Describe typical findings observed during LOTO audits?	
2. Describe the frequency of LOTO audits (e.g., logbook, tagging order, and tag reviews)?	
3. Briefly describe the most significant finding/discrepancy? Was it adequately addressed?	
4. Is the Lab LOTO process sufficient for your Organization's needs or have you supplanted the Lab process with an internal guidance document?	
Occupational Injury Management (Due semi-annually by March 31st & September 30th)	
1. How have organizational supervisors been made aware of their responsibilities for reporting and follow-up of occupational injuries?	
2. What actions have been taken by management to ensure staff members are aware of the importance of preventing worker injuries?	
3. What is your organization's current LWCR? What is it relative to BNL/DOE? What actions/processes are being implemented to reduce/sustain those rates?	
Prepared By:	Date:
Reviewed By:	Date:

Return to Safety and Health Services Division (SHSD Manager) Building 120

Path Forward

- Your input needed send suggestions to Jim Tarpinian and/or Otto White.