



# Safety and Health Services Division

## FY08 OSH/EMS Objectives



11/02/07

Status: Final Rev0

Approved by:

Name:	Signature:	Date:
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Registered to  
OHSAS 18001

## Safety and Health Services Division FY08 OSH/EMS Objectives

Objective/Targets and Measures	Assigned to:	Delivery Date:
<p><b>Objective 1: Enhance the expertise of <u>Safety and Health Representatives</u> in the area of Safety Engineering.</b></p> <p>Initiating event: Feedback from line organizations during S&amp;H Rep performance evaluations indicated this is an area where OSH programs would improve.</p> <p>Considerations: Legal and other Requirements &amp; OSH Hazards and Risks will be improved with expanded knowledge/skills the SH Representatives can apply to line organization consulting. Views of Interested Parties, our line organization customers will be directly addressed as requested.</p>		
Measure 1.1 (O): Develop a Job Training Assessment Code(s) for the SH Representative position for the 100% of the Safety Engineering program areas.	S. Kane/ R. Selvey	03/30/08
Measure 1.2 (O): Conduct training session to complete the JTA qualification for S&H Representatives on at least 2 Safety Engineering program areas.	S. Kane/ R. Selvey	06/30/08
<p><b>Objective 2: Improve <u>document &amp; record control</u> in SHSD operations and facilities.</b></p> <p>Initiating event: The Phase 3 NSF Registration audit found issues in SHSD and other organizations where forms in use for OSH data that did not have appropriate document control in place. Earlier internal and external OHSAS 18001 audits of other organizations had indicated implementation of document control and record management is a site wide issue. SHSD needs to verify compliance and correct non-conformances if they exist. This objective is part of the internal monitoring and measuring aspect of OHSAS. .</p> <p>Considerations: Legal and other Requirements will be better controlled. Potential OHSAS 18001 non-conformances will be eliminated.</p>		
Measure 2.1 (E/O): Develop an inventory of the location that SHSD Controlled Documents are placed in the division.	S. Wiley	04/30/08
Measure 2.2 (E/O): Conduct training with SHSD staff who generate OSH records to strengthen their understanding of DOE, OSHA and OHSAS 18001 expectations for record keeping. Ensure that 100% of staff with these responsibilities completes the records management training.	R. Selvey	09/30/08
<p><b>Objective 3: Improve SHSD operations in terms of OSH/EMS</b></p>		
Measure 3.1 (O): Prepare a calibration procedure or have IH Group's balances calibrated to NIST traceable standards.	R. Selvey	10/30/07
Measure 3.2 (O): Conduct at least 1 SHSD internal emergency preparedness drill to address administrative personnel.	R. Selvey	09/30/08
Measure 3.3 (E/O): Conduct at least 3 SHSD internal emergency preparedness drills for IH Group ERO Responders. Have at least one drill covering on Epicode and one on a mercury spill response by IH.	R. Selvey	09/30/08
<p><b>Objective 4: Improve the SHSD OSH/EMS program</b></p>		
Measure 4.1 (E/O) Expand the IH Groups EMS and OSH SOPs to Division level Procedures and qualify 100% of SE and HP Administrative Staff in EMS/OSH SHSD Programs.	P. Williams R. Selvey S. Kane	04/30/08

Objective/Targets and Measures	Assigned to:	Delivery Date:
Measure 4.2 (E): Prepare an SHSD Operational Environmental Evaluation for Administrative Work done in the Division. Measures such as double sided copies, copiers capable of 2-sided copying, default setting for copiers, plastic recycling, mixed waste paper recycling.	R. Selvey	03/30/08
Measure 4.3 (O): Review 1/3 of SHSD Job Risk Assessments and Facility Risk Assessments	R. Selvey	02/28/08
<b>Objective 5: Support the <u>Lab level OSH Objectives/Improvements</u> and champion those under the responsibility of SHSD.</b>		
Measure 5.1 (O): Develop and provide accident investigator training specific to types of BNL cases.	S. Kane	4/30/08
Measure 5.2 (O): Develop a mechanism to check that line organization Division Manager/Department Chair approve and sign Event reports.	J. Ellerkamp	4/30/08
Measure 5.3 (O): Conduct training session for ESH Coordinators (and others determined by line organizations) on at least 2 Safety Engineering Subject Area.	S. Kane	06/30/08
Measure 5.4 (O): Conduct training session for ESH Coordinators (and others determined by line organizations) on at least 2 Industrial Hygiene Subject Area.	R. Selvey	06/30/08
Measure 5.5 (O): S&H Representatives average attendance of least 80% of the SBMS Subject Area training on all OSH topics delivered in FY08.	R. Selvey J. Peters	09/30/08
Measure 5.6 (O): Develop a matrix that cross-links training qualification JTA of S&H Representatives to reviewing each appropriate OSH Subject Area. Complete the matrix and begin review of 30% of the SBMS Subject Areas in FY08.	R. Selvey J. Peters	09/30/08

O = OSH E = EMS

Considerations in setting these Objectives:	Output needs to be:
C1. Legal and other Requirements C2. OSH Hazards and Risks C3. Technological Options C4. Financial, operational and business requirements C5. Views of Interested Parties	O1. Consistent with BNL ESSH policy <input checked="" type="checkbox"/> O2. Ensure Continual Improvement <input checked="" type="checkbox"/> O3. Support BNL Site Level Improvement Objectives <input checked="" type="checkbox"/>

Other sustaining SHSD actions that support the Site OSH Program to be tracked

Sustaining Action	Assigned to:	Delivery Date:
SA1 (O): Conduct Requirements Management Evaluation for Safety Engineering regulatory drivers and Best Management Practice standards. (Annual)	S. Kane	09/30/08
SA2 (O): Conduct Requirements Management Evaluation for Industrial Hygiene regulatory drivers and Best Management Practice standards. Q1	R. Selvey	12/30/07
SA3 (O): Conduct Requirements Management Evaluation for Industrial Hygiene regulatory drivers and Best Management Practice standards. Q2	R. Selvey	03/31/08
SA4 (O): Conduct Requirements Management Evaluation for Industrial Hygiene regulatory drivers and Best Management Practice standards. Q3	R. Selvey	06/31/08

<b>Sustaining Action</b>	<b>Assigned to:</b>	<b>Delivery Date:</b>
SA5 (O): Conduct Requirements Management Evaluation for Industrial Hygiene regulatory drivers and Best Management Practice standards. Q4	R. Selvey	09/31/08
SA6 (O): Incorporate OHSAS 18001 program elements into the SHSD SE and IH Program assessment checklist on a multi-year schedule so that all elements are covered with the cycle.	R. Selvey	01/28/08
SA7 (O): Conduct the combined OHSAS/OSH Audit in at least seven line organizations that are selected based on existing OSH/OHSAS conditions or incidents.	R. Selvey	03/30/08