

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division S&H Representative Services Group Standard Operating Procedure	NUMBER IH65900
	REVISION Final Rev0
Subject: Serving in the Safety & Health Representative Role	DATE 12/19/08
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1.0 Purpose & Scope

Purpose: This procedure describes the role of the SHSD *Safety & Health Representative*. It provides a set of expectation of services and actions to be performed.

2.0 Responsibilities

- 2.1 The BNL program is implemented through the Safety and Health Services Division Manager who has delegated the role to the Industrial Hygiene Manager. The Industrial Hygiene Manager assigns a *Safety & Health Representative Group Leader* and SHSD employees to serve as *Safety & Health Representatives*.
- 2.2 The *Safety & Health Representative Group Leader* leads and supervises the activities of the *Safety & Health Representative*.
- 2.3 The *Safety & Health Representatives* are assigned to specific line organizations and hold general responsibility to assist in the delivery of effective Industrial Hygiene and Safety Engineering programs in those organizations.

3.0 Definitions none

4.0 Prerequisites SHSD *Safety & Health Representatives* need to have a high level of expertise in the IH program areas based on education, training, or work experience.

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5.0 Precautions none

6.0 Procedure The *Safety and Health Representatives* serve in the following roles:

- 6.1 **Assist with Periodic BNL Program Self-Assessment:** The *Safety & Health Representative*
- Assists as requested by the line organizations and the SHSD SMEs in assessing compliance with regulatory drivers.
 - Participates in Tier 1 inspections held by the line organizations. Observes items listed in HP65300.
 - Maintains diligence of observations of the facility and operations for the overall effectiveness of the program in line organizations.
- 6.2 **Conduct exposure assessment surveys:** The *Safety & Health Representative* conducts routine and advanced health & safety surveys following the IH Group Standard Operating Procedures.
- Makes evaluations to analyze potential employee health & safety exposure and determines the effectiveness of administrative and engineering controls.
 - Enters exposure information into the Exposure Monitoring Database. Compiles information from written field survey forms, printout of meter logged data, and other appropriate written records.
 - Hazards to be evaluated include:
 - Asbestos, Beryllium, Chemicals, Confined Space entries, lead and other toxic metal (airborne and surface levels), noise, and non-ionizing radiation.
- 6.3 **Support Site wide support IH/SE programs:** *Safety & Health Representatives* assists with the following as requested by line organization and the SHSD SME, including:
- Asbestos materials in building components.
 - Biological risks such as Lyme disease.
 - Heat Stress monitoring at the site and organizational level with a pager and web based notification system
 - Exhaust ventilation testing.
 - HEPA Filter Surveillance Testing.
 - Ergonomic evaluations.
 - Personal Protective Equipment and Respiratory Protection selections.
 - Indoor Air Quality Investigations.

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- 6.4 **Participate in project Design Reviews for health & safety impact on workers:** The *Safety & Health Representative* participates in Project Design Reviews as requested by the SHSD Safety Engineering Group. The review of major construction and renovation projects is to follow HP65200 (formerly IH60700) and include an analysis of potential health & safety exposure from the construction of and intended use of the project. The *Safety & Health Representative* documents the review and recommendations needed to correct health & safety sources before construction activities and transmits the information to the line organizations.
- 6.5 **Participate in work planning and control reviews:** The *Safety & Health Representative* participates in WP&C Reviews as requested by the line organizations. The review follows HP65250 for ESRs. The review includes an analysis of potential health & safety exposure from the construction of and intended use of the project.
- 6.6 **Consultations to line organizations:** The *Safety & Health Representative* advises the line organization on potential health & safety issues and assists/leads corrective actions as permitted by the line organizations.

7.0 Implementation & training

- 7.1 Personnel performing roles in *Safety & Health Representatives* to line organizations are to be qualified per the IH Manager using mechanisms described in the corresponding IH element SOPs.
- 7.2 Attachment 9.1: Job Performance Measure serves as the central Qualification Record of this program. Other SOPs used by the *Safety & Health Representative* have qualification requirements.

8.0 References none

9.0 Attachments

- 9.1 Safety & Health Representative Qualification Form: Job Performance Measure

10.0 Documentation

The only official copy is on-line at the SHSD SOP website.
 Before using a printed copy, verify that it is current by checking the document issue date on the website.

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Document Development and Revision Control Tracking		
Prepared By: <i>(signature/date on file)</i> R. Selvey 11/04/08 Certified Industrial Hygienist	Reviewed By / Date: <i>(signature/date on file)</i> J. Peters 11/18/08 Certified Industrial Hygienist	Approved By / Date: <i>(signature/date on file)</i> R. Selvey 12/19/08 IH Manager
ESH Coordinator/ Date: none	Work Coordinator/ Date: none	SHSD Manager / Date none
QA Representative / Date: none	Training Coordinator / Date: none	Filing Code: IH52
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ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input type="checkbox"/> Desk Top Review <input checked="" type="checkbox"/> SME Review Name / Date:	Implementation: Training Completed: n/a Procedure posted on Web: 12/19/08 Hard Copy files updated: 12/19/08 Document Control on forms: n/a

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Safety and Health Services Division
Safety & Health Representative
Qualification Certificate

Candidate's Name (Print):	BNL#	Date of Qualification
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Topic	Criteria	Qualification Status		
		Unsatisfactory	Recover	Satisfactory
Program Elements	Has adequate knowledge of the principles of the content of IHG programs, the site's programs, and line implementation of the programs. Can describe the relationship between SBMS, SHSD programs, and line organization programs.			
	Knowledgeable in the existence and content of the applicable SBMS Subject Areas for IH and Safety Engineering.			
	Knowledgeable in the existence and content of the SHSD SOPs.			
Assessment/ Audit Protocols	Tier 1 and Self-Assessments: Understands the skills necessary to be an effective auditor/assessor of programs, policies, and implementation at the line organization level.			
Training and Qualification	Knowledgeable in the existence and content of the site level training material on SE and IH topics.			
	Demonstrates knowledge necessary to train line organization personnel during field consultations on basic concepts of SE and IH specialties.			
Sampling & Measuring Equipment	Demonstrates knowledge of the equipment needed for the analysis employee exposure and how to use it. Has adequate level of knowledge of regulatory requirements and techniques to access compliance.			
Record forms	Demonstrates knowledge of the forms to record sampling results and how to correctly and completely fill them out.			
Time tracking and Reporting work status	Demonstrates knowledge of IH30100 for report time at work, time spent on projects, and status of projects.			

I accept the responsibility for performing the tasks as demonstrated within this JPM and the corresponding SOP.

Candidate Signature:	Date:
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I certify the candidate has satisfactorily performed each of the above listed steps and is capable of performing the task unsupervised.

Evaluator Signature:	Date:
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