

<b>BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT</b>	<b>Number:</b> PO-ESH-02	<b>Revision:</b> 0.2
	<b>Effective:</b> 04/01/2004	<b>Page</b> 1 of 2
<b>Subject:</b> ES&H Inspections		
<b>Prepared by:</b> Michael Zarcone	<b>Reviewed by:</b> ES&H Committee	<b>Approved by:</b> Department Chair

## ES&H INSPECTIONS

ES&H Inspections including a review of operations and procedures shall be conducted as specified below to detect any potentially unsafe conditions throughout the work area and to ensure that the reported deficiencies have adequate and documented follow-up. The program also provides an avenue for identification of potential environmental concerns. These procedures are to be used in conjunction with [BNL ES&H Standard 1.2.0](#).

### I. FREQUENCY OF ES&H INSPECTIONS

- A. The Department Inspection Team shall conduct quarterly ES&H Inspections for the Department laboratory and industrial work areas, such as shops, storage areas, and other similar areas.
- B. The Department Inspection Team shall conduct annual ES&H inspections in offices, libraries, conference rooms and similar non-industrial, non-laboratory areas.

### II. TIER I ES&H INSPECTIONS

- A. The ES&H Coordinator shall schedule inspections so that all areas are inspected in accordance with the frequencies specified in **I.** above and all Departmental written Policies are properly implemented as specified in **II. D** below.
- B. The ES&H Coordinator shall appoint an Inspection Team for each inspection. The team shall consist of at least two people and should include:
  - Department ES&H Coordinator
  - A Group Leader, Department Chair, or Departmental Manager
  - A Group Safety Supervisor (GSS)
  - RCD Technician (ex-officio member)
  - DOE Facility Representative (ex-officio member)
- C. The Inspection Team shall determine whether selected written Departmental Policies are properly implemented and operations and procedures are conducted in accordance with BNL ES&H policy.

- D. If the Inspection Team identifies an imminent danger during inspections, these items shall be noted and shall be corrected immediately. If they are not corrected immediately, the operation shall be shut down.

### **III. ES&H INSPECTION REPORTS**

- A. All Corrective Actions not immediately taken care of during the inspection should be assigned and entered in the Physics Department's Family Action Tracking System (ATS)
- B. Corrective Actions should be made available to the following:
  - 1. The person responsible for correcting the action,
  - 2. Department Chair
  - 3. Supervisor of occupant cited with violation
  - 4. Other appropriate personnel, such as Plant Engineering.

**Official copies of these procedures are maintained at this website. Before using a printed copy, verify that it is the most current version by checking the document issue date on this website. Signed copies of these official procedures are maintained at the Training Office.**