# FY04 Management System Assessment Planning & Integration

**Management System:** Worker Safety and Health

**Status/maturity of the Management System:**

FY03 Planning for this Management System included a Maturity Evaluation, Required Line Assessment Aid, six self-assessments with BAO collaborating or observing, and six annual assessments.

**Maturity Evaluation:**

The Worker Safety & Health Management System was found to be fairly mature. Out of a possible high score of 5, Definition was rated at 3+, Implementation was rated at 3, and Planning, Assessment & Improvement was rated at 3+. It was noted during the evaluation that the Worker Safety & Health MS is still involved in the conversion of legacy ES&H Standards into Subject Area and the projection for completing the process is FY04. Sustaining performance measures in Occupational Safety and Health remains to be a challenge and current initiatives to address sustainability are ongoing. Completion of the entire set of Worker Safety and Health Subject Areas, increased management commitment to safety in general and worker involvement in safety initiatives were identified as major areas for increased maturity of the MS. Certainly benchmarking the Laboratory's performance against the "Best in Class" performers and addressing program gaps will result in the desired improvement in maturity.

Resources also represented an impediment to maturity. Right sizing the ESH&Q resources to ensure adequate and appropriate allocation of resources in the worker safety and health program is paramount to achieving the desired maturity level. It is important that ESH&Q customers are not penalized with high cost ESH services and duplication of services from other service providers.

**FY03 Self-Assessments:**

The FY03 SHSD Self-Assessment Plan identified the following assessments for FY03. A summary status report is listed in the table.

| | Title | Impacted Organizations | Scope | Status |
|---|---|---|---|---|
| 1. | Beryllium Program | Be Articles users organizations | Guidance Documents and Field Implementation | 2nd Qtr – Done |
| 2. | Ergonomics Program | Entire Site | Guidance Documents and Field Implementation | 3rd Qtr – Done |
| 3. | Interlock Protection Programs | Entire Site | Guidance Documents and Field Implementation | 2nd Qtr – Done |
| 4. | Operational Readiness Evaluations | Entire Site | Guidance Documents and Field Implementation | 3rd Qtr – To be completed by 09/30/03. |
| 5. | Construction Safety: Contractor Vendor Training Requirements | F&O, C-A, NSLS | Guidance Documents and Field Implementation | 4th Qtr – Draft out for factual accuracy |

| | Title | Impacted Organizations | Scope | Status |
|---|---|---|---|---|
| 6. | Annual Noise and Hearting Conservation | Entire Site | Guidance Documents and Field Implementation | 3rd Qtr |
| 7. | Annual Respiratory Protection | Entire Site | Guidance Documents and Field Implementation | 3rd Qtr |
| 8. | Annual Confined Space Permits | Enter Site | Guidance Documents and Field Implementation | 4th Qtr |
| 9. | Annual Directorate Work Planning | ESH&Q | Guidance Documents and Field Implementation | 2nd Qtr |
| 10. | Annual Lockout/Tagout Inspection | RCD, SHSD | Guidance Documents and Field Implementation | 3rd Qtr - Closed |
| 11. | Annual Firearms Safety Appraisal | Safeguards & Security | Guidance Documents and Field Implementation | 4th Qtr |
| 12. | Traffic Safety | Entire Site | Guidance Documents and Field Implementation | 4th Qtr |
| 13. | Chemical Management Surveys | Entire Site | Guidance Documents and Field Implementation | 4th Qtr |
| 14. | Chemical Owners Terminations | Entire Site | Guidance Documents and Field Implementation | 4th Qtr |

**Required Line Assessments:**

SHSD developed a Required Line Assessment Aid for Worker Safety & Health Management System. It requires line managers to evaluate aspects of their worker safety and health programs:

- Lockout/Tagout Program
- Tier 1 Inspections
- Chemical Management & IH Hazards
- Occupational Injury Management

For FY03, Line Managers are required to submit their assessment aid to the SHSD Manager by September 30, 2003.

**FY03 Subject Area Development:**

SHSD has aggressively worked to complete the conversion of ESH Standards to Subject Areas. Eleven (11) were scheduled for completion in FY03 and remainder scheduled for FY04. Progress on the subject area completion process is monitored through the SHSD FY03 Self Assessment Plan, SHSD staff FY03 Goals, and the Division Head Staff Meetings. FY03 progress is presented below:

| Industrial Hygiene | | | |
|---|---|---|---|
| Title | Status | Due Date | Owner |
| PPE | 2nd Team working | Prelim Team Submitted; Met due date of 09/30/02 | RLS |
| Reproductive Hazards & Declaration of Pregnancy- Non-Rad | 2nd Team working | Prelim Team Submitted; Met due date of 03/30/03 | RLS |

| | | | |
|---|---|---|---|
| Noise/ Hearing Conservation | 2nd Team called | Prelim Team Submitted; Met due date of 03/30/03 | RLS |
| Bloodborne Pathogens | First team submitted | Prelim Team Submitted; Met due date of 9/30/03 | RLS |
| Ventilation- Exhaust | First team submitted, Pending 2nd Team | Prelim Team Submitted; Met due date of 06/30/03 | RLS |
| Working With Chemicals Rev 4 and CMS – Exhibit for WWC | Revision Team meeting | Due date of 12/01/02 FY04 Q1 | RLS |

**Safety Engineering**

| | Title | Status | Due Date | Owner |
|---|---|---|---|---|
| 1. | Underage Workers | Published | 2nd Qtr | TM/LQ |
| 2. | Construction Safety | SA completed and submitted to SBMS | 4th Qtr | KK |
| 3. | Lifting Safety - Upgrade | SA completed and submitted to SBMS | 3rd Qtr | JE |
| 4. | Incident/Accident Investigation – Upgrade | Reprioritized based on OSMIS | 1st Qtr FY04 | JE |
| 5. | Lockout/Tagout (Std) - Upgrade | Published | 3rd Qtr | JC |

It is apparent from the results of the OSHA type inspections of BNL facilities and Independent Oversight's Electrical Safety Audit that field implementation of BNL Worker Safety and Health requirements presents opportunities for improvement. These observations may also be linked to the increase in BNL occupational injury/illness performance statistics. To address these issues, shift in SHSD resources from program documentation to field presence and support has been accelerated. This planning document reflects the prioritization for these factors.

**General Work Scope:**

BNL's Worker Safety and Health (S&H) Management System was established to assist line and operations management in ensuring that a safe and healthy workplace is provided to all employees, visitors, vendors, and subcontractors of the Laboratory. This management system addresses the identification, evaluation, and control of hazards in the workplace by providing direct technical assistance to those conducting work, including line, facility, and project managers, as well as staff. The objective of the system is to provide processes for identifying and controlling hazards that prevent work-related accidents, injuries, and illnesses involving Laboratory staff, contractors, and visitors.

As the "Owning" organization unit for the MS, SHSD will continue to provide services in the areas of industrial hygiene, safety engineering, chemical management, and Workers' Compensation to assist BNL line units in implementing their Worker Safety and Health program. Increased emphasis on field presence to support BNL line organizations' day-to-day work planning and control activities is our highest priority. Work efficiency efforts will also continue. Key activities, which focus on increased field presence, include:

- Safety Improvement Initiatives
- Staff Field Presence Tracking
- Safety Awareness Days
- Safety Leadership Training

- DOE SC 5 year Goals
- SE and IH Assignments to Line Units
- IH Forum Series
- Development and implementation of IH SOP's for use by IH and Radiological Control FS staff who perform IH tasks.

The key objective is to reduce the number of unsafe acts and conditions in BNL workplace, thereby reducing our footprint for potential accidents and worker injuries. Key FY04 emphasis will be on management involvement and worker participation with a goal for 3rd party validation in the not-so-distance future.

Our second priority is to complete the subject area development/conversion process. Plans to complete the process by FY04 will allow increased field presence by the IH and SE staff since the highest priority ESH Standards have already been converted or absorbed into existing subject areas. The strategic objective for assigning this priority is that it supports hazard recognition by providing clear safety guidance for potential work.

**Integrated Assessment Planning:**

A series of assessments are planned during FY04 to evaluate laboratory performance in worker safety and health to improve and accelerate the maturity of this management system. The topics for self-assessments were selected based upon input from BAO and BNL internal sources. Most of these assessments will result in evaluating the performance of specific line organizations' implementation and therefore, should be captured in the department/division self-assessment plan.

**Assessment Activities by or on behalf of the MS Steward:**

| | Title | Impacted Organizations | Scope of Assessment | Schedule |
|---|---|---|---|---|
| 1. | Asbestos | Plant Engineering | Guidance Documents and Field Implementation | 2nd Qtr |
| 2. | Laser Program | Class III or IV Laser Owning Organizations | Guidance Documents and Field Implementation | 3rd Qtr |
| 3. | Use of Electrical Personal Protective Equipment | Entire Site | Guidance Documents and Field Implementation | 2nd Qtr |
| 4. | Construction Safety Corrective Action Completion/Trending | Plant Engineering, NSLS, CA | Guidance Documents and Field Implementation | 2nd Qtr |
| 5. | Internal Control Documentation (SOP's) for IH Service Delivery and Exposure Monitoring Recordkeeping | SHSD | Guidance Documents and Field Implementation | 3rd Qtr |
| 6. | Annual Noise and Hearting Conservation | Entire Site | Guidance Documents and Field Implementation | 3rd Qtr |
| 7. | Annual Respiratory Protection | Entire Site | Guidance Documents and Field Implementation | 4th Qtr |
| 8. | Annual Confined Space Permits | Entire Site | Guidance Documents and Field Implementation | 4th Qtr |

| | Title | Impacted Organizations | Scope of Assessment | Schedule |
|---|---|---|---|---|
| 9. | Annual Directorate Work Planning | ESH&Q | Guidance Documents and Field Implementation | TBD |
| 10. | Annual Lockout/Tagout Inspection | ESH&Q | Guidance Documents and Field Implementation | 4th Qtr |
| 11. | Annual Firearms Safety Appraisal | Safeguards & Security | Guidance Documents and Field Implementation | 4th Qtr |

Each assessment will have a specific scope, deployment, and results component and corrective actions identified during the assessment will be tracked until completed via ATS. Milestones and schedules for each assessment are included in the SHSD FY04 Self Assessment Plan and in the staff FY04 Goals. These high priority items are tracked in the Division Head Staff Meetings and in the Division Head Status Meetings with his direct reports.

**FY04 Subject Area Development:**

**Industrial Hygiene**

| | Title | Status | Due Date | Owner |
|---|---|---|---|---|
| 1. | Non-Ionizing Radiation | Conversion | FY04 | RLS/NMB |
| 2. | Heat Stress/Cold Stress | Conversion | FY04 | RLS |
| 3. | Biohazards in the Environment (Building Crawl Spaces & Attics) | New | FY04 | RLS/JWP |
| 4. | Sanitation | Conversion | FY04 | RLS/NWB |

**Safety Engineering**

| | Title | Status | Dne Date | Owner |
|---|---|---|---|---|
| 1. | Traffic Safety | New | 1st Qtr FY04 | JE |
| 2. | Compressed Gases | Conversion | On Hold | TBD |
| 3. | Excavation Safety | Conversion | 3rd Qtr | KK |
| 4. | Organizational ESH Inspections | Conversion | 4th Qtr | TM |
| 5. | Aviation/Marine | | On Hold | TBD |
| 6. | Fircarm Safety | New | TBD | TM |

**Required Line Assessments:**

In order to effectively flow down the WSH Management System into line programs, the following assessments should be included dept/div self assessment activities:

- Utilize SHSD staff in work planning and control line, accident investigations, experimental reviews, safety meetings, and critiques.
- Number of OSHA type deficiencies from dept/div inspections
- Management of chemical inventory, i.e. web deletions and transfers, PDA use, track chemicals for termination, ERE, Tier 1,
- Periodic reviews of the dept/div injury/illness statistics, OMC response, identification of restricted duty, timely accident investigations and injury/illness goals.

Each line organization is also required to complete and submit the Worker Safety and Health Required Line Assessment Aid to the SHSD Division Manager as per the schedule.

**Independent Assessments: (IO, IA, Third Party, peer review):**
The following independent assessments are planned for FY04:

- ESH&Q ALD review of recent near misses.

The final list of IO FY04 assessments which impact the worker safety and health management systems are the following:

- Perform eight (8) senior management work observations
- Follow up on Electrical Safety corrective action plan (CAP)
- Conduct review of ESH&Q Directorate Self-Assessment Programs
- Work Planning Assessment at C-AD (tentative)
- Review of Tier 1 Inspection Process (tentative)

**Planned or anticipated external assessments:**

- OSHA site visit scheduled for October 21, 2003 - November 7, 2003.
- BAO will be conducting FY04 assessments of the Injury/Illness Reporting System and Facility Review Disposition Projects in FY04.
- BAO will be participating in the Safety Improvement (DuPont) Benchmarking Review to analyze the progress of BNL goals to achieve "Excellent" rating in 2 years.

**Signatures:**

MS Point of Contact: _____ Date 9/19/03
O. White, Jr.

MS Steward: _____ Date 9/19/03
J.E. Tarpinian