ESH&T POLICY RESPONSIBILITIES AND AUTHORITIES

The Physics Department ESH&T Policies are in conformance with BNL ESSH&T Policy, and achieves conformance by following the Related Standards of Performance stated in that Policy. The Physics Department has established an Environmental Management System in conformance with BNL Environmental, Safety, Security, and Health Policy and follows the Standards of Performance related to that Policy.

The Departmental Safety Policies are maintained as a web documents consisting of individual policies applicable to specific Departmental operations. Responsibilities and authorities for the Physics Department Safety Policies are as follows:

I. RESPONSIBILITY FOR DEPARTMENT SAFETY & TRAINING

A. The Department Chair is directly responsible for safety and training in the Physics Department and has the primary responsibility for taking the necessary measures to make certain that department facilities and activities comply with established safety requirements. The Chair shall provide full support to all components of the BNL safety program as set forth by BNL policy; the Environmental, Safety and Health Standards; the SBMS Subject Areas; the RadCon Manual; the BNL Emergency Response Plan; and other directive memoranda. The Chair is responsible for supporting those activities related to safety committees, local area emergency organizations, safety education and training, reporting and other actions designed to enhance the safety of operations. The Chair:

1. Reviews and approves the Department ESSH Policies to ensure that they are consistent with Laboratory policy outlined in SBMS Subject Areas, and the BNL Radiation Control (RadCon) Manual.
2. Reviews and approves the ESSH Documents for Physics Department Facilities that require authorization or review by Laboratory Level Safety Committees or the Department of Energy (DOE).
3. Reviews and approves the ESSH Documents for Physics Department as required by the DOE, BNL ESSH Standards, SBMS Subject Areas, and the BNL Radiation Control (RadCon) Manual.

4. Reviews and approves the Experimental Safety Reviews and all incident reports.

B. The Department ESSH Committee:
1. Reviews the web document annually during February, as necessary or required.
2. Forwards completed Department Safety Policies to the Department Chair for review and approval.
3. Reviews and approves the prepared ESSH Documents for Physics Department Facilities that require authorization or review by the Department Chair.
4. Reviews the Experimental Safety Reviews and approves them when they meet all requirements.
5. Reviews all Incident Reports and develops Corrective Actions and Lessons Learned as needed.
6. Provides or contracts oversight for facility operations including but not limited to: experimental operations and general safety, review of personnel interlocks, design and conduct of interlock tests and maintained documentation, monitor radiation safety, shielding integrity and radiation measurements, and develops procedures for experimental safety operations.
7. Reviews all new construction, modifications to existing facilities, and new projects within the Physics Department with regard to all occupational health and safety hazards. These include, but are not limited to, cryogenic, electrical, environmental, fire, industrial hygiene, laser and radiation protection safety as well as means of egress, interlocks for personnel safety and mechanical construction. The Committee reviews all Safety Analysis Reports and Documents prior to their submission to the BNL ESSH Committee. The Committee assists the Physics Department Chair in establishing safety policies and utilizes all local, state and national government safety guides as well as guides published in the BNL ESSH Standards, SBMS Subject Areas and BNL RadCon Manual as references to this function.
8. Reviews all experimental beam line layouts within or under the jurisdiction of the Physics Department for compliance with all BNL and Departmental Safety Policies and Procedures. These include, but are not limited to, beam heating of components, electrical and mechanical interlocks, electrical safety, general safety issues, laser safety, material handling, mechanical stability, ozone production and exhaust systems, radiation shielding and vacuum integrity.
9. Reviews current and proposed radiological performance goals and reviews the operational performance of the Physics Department with respect to its goals. It makes recommendations to the Chair to improve progress toward minimizing radiation exposures.

C. The Department Safety and Training Office:
1. Provides any assistance or completes any tasks assigned by the Department Chair.

2. Provides the Department Chair with the information necessary to make certain that department facilities and activities comply with established safety requirements for safety and training.
3. Provides Departmental representation on safety committees that have a significant impact on the way the Department conducts its safety and environmental programs and on issues that affect the well being or are important to the Department's personnel.
4. Manages the safety and training policies, procedures, and personnel to maintain compliance with DOE, BNL, and Department requirements.
5. Updates web documents annually as necessary or required.
6. Determines the areas that require Hazard Placards, has them properly mounted and ensures they are updated annually.
7. Performs an annual Self-Evaluation of Safety performance, identification of weaknesses, and goals for safety enhancement.
8. Assists the ESSH Committee in finding Subject Matter Experts, prepares reports, and tracks issues that require follow up.
9. Prepares safety documents for the ESSH Committee's review.
10. Provides information and expertise to the Group Safety Coordinators that they can bring to their respective groups that will further integrate safety into the work that is being performed.
11. Has responsibility for record keeping of safety policies, procedures, meeting minutes, and other records required by ESSH programs.
12. Reviews Experimental Safety Reviews for content, compliance, and for assigning training.
13. Prepares Tier I inspection assignments and schedule, make sure inspections are completed as required, corrective actions are entered into an appropriate database, and tracked to completion.
14. Gives facility specific training to all employees, guests, and visitors in accordance with BNL policies.
15. Provides assistance to all Department employees, guests, and visitors for their safety and health needs as appropriate.
16. Generates MOUs with other departments when the Physics Department uses or pays space charges for their labs or offices.

D. The Physics Department Training Coordinator is responsible for the management and coordination of the departmental training program. Responsibilities include the following:

1. Coordinate and assist in the assessment and documentation of training and qualification requirements for personnel based on the hazards encountered, work performed, location access needs, and site requirements. Consult with the Department ESH Coordinator, departmental supervisors, and others in the safety and environmental organizations to achieve a coordinated effort in ensuring appropriate training.

2. Review training requirements and JTAs (Job Training Assessment) of individuals identified on each Experimental Safety Review to achieve a coordinated effort in ensuring appropriate training.
3. Represent the Department in matters pertaining to training and to provide departmental participation into the: formulation and revision of site training policies; identification of training needs and priorities; and the evaluation of training activities.
4. Assist in the communication of lapsed training qualifications for incumbents to appropriate supervisors in the effort to ensure that personnel do not perform tasks for which they are not qualified.
5. Provide assistance in the administration, documentation, and record keeping of organization-provided training courses where appropriate in accordance with Training and Qualification Program Requirements.
6. Ensure that attendance records for internally-delivered required training courses are incorporated into the Brookhaven Training Management System (BTMS) and retain original hard copies of signed training rosters, on-the-job training checklists/ performance measures, indoctrination records, and/or examinations. Retention periods for hard copies of records are a minimum of four years (unless course records relate to the handling of hazardous, toxic, radioactive materials, radiation safety or other area that relates to chronic exposure in which case the retention period is 75 years).
7. Assist in defining and prioritizing objectives for organizational training initiatives and coordinate their accomplishment.
8. For internally administered required courses, ensure course documentation requirements and instructor requirements are met in conjunction with Training and Qualification Program Office.

E. The Department ESH Coordinator or his designee:
1. Uses the BNL ESSH Standards, BNL RadCon Manual, and SBMS Subject Areas to develop and update the Departmental policies.
2. Reviews web documents at least annually to identify procedures to be added to or deleted.
3. Reviews and updates each written Departmental ESSH policy at least every three years, reviews revisions with the Departmental ESSH Committee and provide an explanation of changes to affected personnel.
4. After approval by the Department Chair, ensures that the policy is published electronically and the department personnel are notified of the new policy.
5. Advises the ESSH Committee with regard to safety, environmental, and health issues.
6. Is responsible for the Lockout/Tagout needs of the Department.
   a. The Department ESH Coordinator maintains a log of all tagged and locked equipment within the Department. These records are located in the Safety and Training Office.

b. The Department ESH Coordinator ensures that an ample supply of locks, hold tags, and lockout tape is available.
c. The Department logbook must be reviewed periodically by the ESH Coordinator and kept current.

F. The Group Safety Coordinator (GSC) assists the Group Leader in recognizing and guarding against safety hazards and violations within their groups. The GSC is the group's first contact for questions or problems regarding safety, provides assistance or directs individuals to those safety personnel who can answer their questions and assist with problems. The GSC also is responsible for advising the Safety & Training Office whenever Hazard Placards need updating.

G. Group Leaders ensure that all activities under their jurisdiction are conducted in accordance with the ESSH Standards, BNL RadCon Manual, SBMS Subject Areas, and their Departmental policies.

H. Supervisors are responsible for the safety and training of employees under their supervision. Supervisors:
1. Ensure that employees are trained and qualified to perform assigned tasks unsupervised or are under the supervision of a trained and qualified worker until they are qualified.
2. Suspend qualifications for individuals who are unable to re-qualify successfully until successful performance is demonstrated.
3. Review status of training and qualification requirements prior to making work assignments to ensure that all personnel within your area of responsibility have fulfilled the training and qualification requirements needed to perform assigned activities.
4. Ensure that employees do not perform tasks with lapsed qualifications that are regulatory driven, or required for specific task performance.
5. Assist in the identification and updating of job training and qualification requirements for positions and personnel under your supervision that result from facility modifications, changes in tasks, changes in requirements, or changes in personnel assignments. Communicate these updates and changes to the Training Coordinator.
6. Notify the Training Coordinator of new training needs or new positions/tasks for that need to be assessed for training and qualification requirements.

I. The Research Space Manager is responsible for informing Physics Department personnel, guests, and visitors when infrastructure repairs, replacements, or changes will affect their working space in the Physics Building.

J. Principal Investigators (PIs) are responsible for the safety and training of employees, guests, contractors, and visitors working under their supervision or on their experimental work as permitted by their Experimental Safety Reviews (ESRs). Since

PIs also act as supervisors they abide by all the requirements above and in addition they:

1. Provide job-specific, equipment-specific, and procedural training and qualification, as needed.
2. Prepare and have an approved Experimental Safety Review or Work Permit for any experimental, laboratory, or other non-office work performed by themselves or by others for them.
3. As part of the job-specific training, ensure they and all their workers have read and signed the Experimental Safety Reviews or Work Permits and adhere to their provisions.
4. Provide routine updates for ESRs or Work Permits as required by BNL or Physics Department Policies or at the request of the Experimental Safety Review Coordinator (ESRC) or Work Control Coordinator (WCC).
5. Request additional review for hazards not specifically covered before any work is done or the new hazards are introduced and provide the proper training for those hazards after approval.

K. All Employees, guests and visitors perform assignments in their workplace in accordance with the ESSH Standards, BNL RadCon Manual, SBMS Subject Areas, and their Departmental policies. Employees:

1. Attend required training courses to maintain training and qualification requirements needed for task performance.
2. Maintain the level of knowledge required for safe and efficient performance of assigned duties.
3. Provide feedback on training adequacy/quality to course instructors, supervisors and the Training Coordinator.
4. Refrain from performing tasks they are not trained and qualified to perform.
5. Notify Training Coordinator/Supervisor of any job-related training courses/certifications completed outside of the Laboratory.
6. Identify new training and qualification needs for assigned work to your Supervisor and Training Coordinator.

II. SIGNATURE AUTHORITY FOR ESH&T DOCUMENTS

A. The Department Chair signifies the review and approval by signature for:

1. ESSH Documents for Physics Department Facilities that require authorization or review by Laboratory Level Safety Committees or the Department of Energy.
2. ESSH Documents for Physics Department as required by the DOE, BNL ESSH Standards, SBMS Subject Areas, and the BNL Radiation Control (RadCon) Manual.
3. Department ESSH Policies.
4. Experimental Safety Reviews.
5. Physics Department Incident Final Reports.

B. The Department ESSH Committee Chair signifies the review and approval of the ESSH Committee by signature for:
   1. ESSH Documents for Physics Department Facilities that require authorization or review by the Department Chair.
   2. ESSH Documents for Physics Department as required by the DOE, BNL ESSH Standards, SBMS Subject Areas, and the BNL Radiation Control (RadCon) Manual.
   3. Physics Department Incident Final Reports.

C. The Department ESH Coordinator signifies the review and approval by signature for:
   1. New Employee/Guest Orientation Forms,
   2. Safety equipment as needed,
   3. Work Control permits as needed,
   4. Other safety documents that require some level of safety review but are not reviewed by the ESSH Committee or Department Chair.

III. PROCEDURE FOR REVISIONS TO PROCEDURES AND POLICIES

A. Minor revisions are ones that are administrative or logistical in nature and do not change the substance or requirements of the policy. The ESH Coordinator or designee, at their discretion can make these revisions. The revision number will be increased by a decimal number. Minor revisions do not require committee approval or a new signature from the Department Chair, but shall be brought to their attention.

B. Major revisions require review by the ESSH Committee and approval and signature of the Department Chair. The revision number will be increased by an ordinal numeral.

IV. CONFIGURATION MANAGEMENT

The Physics Department recognizes the need for documentation that accurately reflects the current specifications of its major pieces of equipment. When changes need to be made, the process must meet the requirements of the Engineering Design Subject Area.