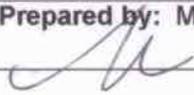
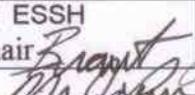


BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT	Number: PO-ESH-10	Revision: 7.1
	Effective: 03/01/2014	Page: 1 of 2
Subject: Work Planning and Experimental Safety Review Policy		
Prepared by: Michael Zarcone 	Reviewed by: ESSH Committee Chair 	Approved by: Department Chair 

Official copies of these procedures are maintained at the following website, <http://www.bnl.gov/physics/safety/policies.asp>. Before using a printed copy, verify that it is the most current version by checking the document effective date on the website. Signed copies of these official procedures are maintained at the Training Office.

WORK PLANNING AND EXPERIMENTAL SAFETY REVIEW POLICY

Requirements related to this Policy are contained in the [SBMS Subject Area Work Planning and Control for Experiments and Operations](#), and documents referred to therein. The Physics Department's implementation of this policy is intended to be in full compliance with the Subject Area, and to incorporate BNL's Integrated Safety Management System. All work in the Physics Department must be reviewed under the terms of this Policy, or under the terms of the applicable Subject Area, or equivalent formal review.

- I. WORK PLANNING - Department Specific Information:**
- A. The Department Chair has appointed the Manager of the Safety and Training Office to serve as the Work Control Manager and the Research Space Manager as a Work Control Coordinator for the Department.
 - B. This document is the Physics Department's work planning and control system procedure. It is monitored through the Department's Self Assessment Plan.
 - C. The Work Control Manager:
 1. In consultation with the Research Space Manager, designates areas that are strictly administrative in nature and are not required to comply with the Work Planning and Control Standard.
 2. Ensures that personnel within the Department are informed of the requirements of their work planning and control procedures. This is to include work screening guidelines, work permit, worker feedback, and other department-specific policies that may apply.
 3. Tracks and closes out work permits within the Department.
 4. Consults with the ESH Coordinator and the Environmental Compliance Representative (ECR) for work that may impact safety or the environment.
 - D. Research Space Manager Maintains the Department key plans and serves as the contact point for questions on work activities in these (cross-hatched) areas.
 - E. Work Request Screening - All work requests for internal work not covered in an ESR or not under the pervue of the Facility Project or Complex Manager, be submitted to the Manager of the Safety and Training Office, ext. 5890 or Research Space Manager, ext. 2281. The Work Control Manager/Coordinator will decide if the request requires group-specific screening or

additional review. This can be a verbal inquiry. See the Work Planning and Controls for Experiments and Operations Subject Area for criteria in assigning work as low, moderate, or high hazard work.

II. EXPERIMENTAL SAFETY REVIEWS - Department Specific Information:

- A. The Department Chair has appointed the Department ESSH Committee to function as the Experiment Safety Review Committee (ESRC).
- B. The Department Chair has appointed the ESH Coordinator to function as the Experiment Review Coordinator (ERC).
- C. The ERC may give initial approval to continue or start up experiments prior to review by the ESRC provided that the hazards are minimal or the work is of a routine nature whose hazards and controls are well understood.
- D. The annual Experiment Safety Review (ESR) update may, at the discretion of the ERC, consist of a statement by the Principal Investigator that there have been no changes since the last approved review. If there are new review requirements, these are addressed in the "no changes" statement.
- E. A continuing experiment submits a new ESR form at least every three years even if there have been no changes to the experiment during that period. Minor changes during the three-year period are addressed as addenda to the full ESR document and are subject to review by the ESRC.
- F. The ESRC review includes:
 1. A review of documentation and opportunity for discussion by Committee members.
 2. Human Performance considerations as part of the hazard analysis.
 3. The opportunity to discuss with, or acquire additional information from, the PI or personnel who work on the project, subject matter experts and compliance representatives. This may be at the request of the ESRC or the experimenters.
 4. An inspection of the project work area(s) prior to approval of the project safety review when deemed necessary.
- G. A copy of the approved Experiment Safety Review form shall be forwarded to the Department Chair for final approval and signature.
- H. The signature of the ESRC Chair on the approved project safety review documentation signifies the acceptance of the project safety review by the full Committee, unless specified otherwise in the review summary.
- I. The approval time/date stamp, or other indication, on the electronic version of the ESR form is accepted as an approval signature.