SAFETY COMMITTEES

I. ESSH COMMITTEE

A. ESSH Committee Assignments

1. The Department Chair appoints people to the department Physics Department ESSH Committee. The Department Chair appoints a Chair or Co-Chairs for the committee or may allow the committee to elect a Chair or Co-Chairs. The members include:

   a) The Department ESH Coordinators
   b) Research Space Manager
   c) The Radiological Control Division Facility Support person (ex-officio member)
   d) The Environmental Compliance Representative (ex-officio member)
   e) The DOE Facility Representative (ex-officio member)
   f) Others as determined by the Department Chair

B. ESSH Committee Meetings

1. The Chair of the Physics Department ESSH Committee schedules meetings as necessary to:

   a) Review the Safety Assessments including the Tier I program, Chemical Audit, Radiological Dose Reviews, Sealed Source Audits, Hazard Placard Audit, and annual Self-Evaluation.
   b) Review the major revisions of each written Departmental ESSH Policy.
   c) Review any and all ESSH situations brought to its attention by the Department Chair, ES&H Committee Members, or any other agency or person.
   d) Review and approve Experiment Safety Reviews.
   e) Review experimental design changes to decide whether National Environmental Policy Act review, environmental permits, safety analysis review, facility design review, operational safety limits, and occupational readiness reviews, or other reviews are required and/or completed.
   f) Perform investigations of accidents or occurrences.
   g) Investigate and review occurrence and accident reports including root causes, corrective actions and lessons learned information.

h) Keep minutes of each meeting documenting the issues discussed and activities of the Committee.

2. The Chair of the Physics Department ESSH Committee may appoint a Sub-Committee to act in lieu of the full Committee or to review and report its findings and recommendations to the full Committee for their action.

3. A quorum for making ESSH decisions shall consist of at least four ESSH Committee Members three of whom are Physics Department Employees.

4. In the absence of the ESSH Committee Chair or Co-Chairs, an ESH Coordinator may function as an acting chair.

II. EXPERIMENTAL SAFETY REVIEW COMMITTEE

A. Experimental Safety Review Committee Assignments

The Department Chair has appointed the **Physics Department ESSH Committee** to serve as the **Experiment Safety Review Committee.**

B. Experimental Safety Reviews (ESR)

1. The Committee:

   a) Reviews and discusses written documentation forwarded to the Committee by the Experimental Safety Review Coordinator.
   b) Discusses with, or acquires additional information from project personnel, subject matter experts and compliance representatives.
   c) Inspects of the project work area(s) as necessary, prior to approval of the ESR. (This can be done by a subset of the Committee.)
   d) Makes recommendations to the Principal Investigator for safety improvements and additional training.

2. The Committee has the authority in conjunction with the Department Chair to:

   a) Refuse to allow an experiment to proceed until its recommendations are implemented.
   b) Stop an existing project when it is operating outside the agreed upon safety envelope.

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 issue date on the website. Signed copies of these official procedures are maintained at the Training Office.

III. ACCIDENT/INCIDENT INVESTIGATION COMMITTEE

A. Accident/Incident Investigation Committee Assignments

The Department Chair has appointed the **Physics Department ESSH Committee** to serve as the **Accident/Incident Investigation Committee** but may appoint a separate group of people for this purpose.

B. The Accident/Incident Investigation Committee:

1. Complies with the provisions of the appropriate Subject Areas such as Events/Issues Management, Investigation of Incidents/Accidents/Injuries, Occurrence Reporting and Processing System (ORPS), and others as necessary.
2. Reviews all incidents brought to its attention through the Department Chair or the ESSH Committee Chair.
3. Decides what level of investigation will be undertaken.
4. Charges the Group Leader that owns the incident or others with performing the initial investigation.
5. Reviews the Group Leader's Investigation Report and decides if further investigation/action is necessary.
6. Sends a formal report to the Department Chair. If the committee is an "ad hoc" committee, they shall also send a copy to the ESSH Committee Chair.
7. Disseminates information about the accident/incident to the Group Leaders, Group Safety Coordinators, and Department Staff along with Lessons Learned.
8. Provides Lessons Learned to the Lessons Learned Coordinator for possible lab-wide distribution.

IV. ENVIRONMENTAL ASSESSMENT COMMITTEE (EAC)

A. The Environmental Assessment Committee is appointed by the Department Chair and shall consist of at least:

1. The Department EMS Representative
2. The Department Environmental Compliance Representative

B. The Committee:

1. Conduct an annual Environmental Management System Assessment as required by the ESH Assessments and Management Review Subject Area.
2. Report findings and pollution prevention opportunities to the Department Chair.
3. Track and ensure closure of corrective actions.

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