

ES&H Manual Chapter 1
General Policy and Responsibilities
Abridged version 1.1 03/06
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This is not intended as a substitute for the ES&H Manual
Please read the full chapter

1. **Overview:** Assigns roles, responsibilities and authorities to management, supervisors and employees. It includes visiting scientists, subcontractors, students and guests.
2. **Scope:** All SLAC management, supervisors, employees, non-employees and all SLAC work activities.
3. **Standards:** DOE contract for operation of SLAC, DOE directives
4. **Definitions:**
5. **Requirements:**

5.1 SLAC Mission and Policy

5.1.1 SLAC Mission

Photon Science, Particle and Particle Astrophysics, Operate Safely and Train the best

5.1.2 Respectful workplace

5.1.3 SLAC Environment, Safety and Health Policy-

respectful workplace that supports the value of each indiv.
And strives for excellence in health, safety and environmental matters.

- 5.2 Integration of ES&H** Adequately protecting workers, the public, and the environment, like research integrity, scientific discipline and fiscal responsibility, is a product of culture and sound management. To achieve a truly integrated systems approach to doing work safely, environment, safety and health (ES&H) concerns must be an integral part of work from initial planning through final execution.

SLAC uses ISM's seven guiding principles and five core functions... to achieve ISM. All are reflected in the detailed policies and procedures of the laboratory... While these principles apply to all work, their exact implementation must be tailored to the complexity of the work and the severity of the hazards.

- 5.2.1** Line management and individual responsibility, authority, and accountability for ES&H

ISM guiding principle 1

Each SLAC line manager (director down to and including the first line super) and each individual (employee and non-employee alike) working at SLAC is accountable for protecting the public, workers and the environment, integrating ES&H into work, active and rigorous communication on ES&H and ISM.

- 5.2.2** Clear roles, responsibilities and authorities for ES&H and competence commensurate with responsibilities.

ISM Guiding principles 2 and 3

Every individual performing work at SLAC must work safely and be familiar with and implement applicable laboratory safety standards as defined within this manual and other safety related documents.

Clear and unambiguous lines of authority and responsibility for ensuring safety are established at all organizational levels...

5.2.2.1 Lab Director

5.2.2.2 Program Directors

5.2.2.3 ES&H Program and ES&H Division Director

5.2.2.4 ES&H Division Subject Matter Experts

5.2.2.5 Safety Officers

5.2.2.6 Safety Overview Committee and Citizen Committees

5.2.2.7 Managers and Supervisors, SLAC Contacts, And UTR's

5.2.2.8 Project Managers

5.2.2.9 Employees and Non-employees

5.2.2.10 Line managers who oversee facility safety (primarily Fac. And Area Mgrs.) and Bldg. Mgrs.

5.2.2.11 Directorate ES&H Coordinators

5.2.3 **Balanced Priorities**

ISM Guiding Principle 4 ... Balanced priorities, that is, keeping the need for investments in safety equal in importance to scientific objectives, are ensured by both organizations. (SLAC and DOE)

5.2.3.1 FTPS, WFO proposals, and line item requests must include funding sufficient to ensure proposed work will be performed safely and in an environmentally sound manner.

5.2.3.2 Annual infrastructure Investment Process ES&H considerations are an integral part of planning infrastructure improvement.

5.2.4 **Identification of ES&H Standards and Requirements**

ISM Guiding Principle 5

Each standard in the current set of work smart standards was selected for one of three reasons, it is a legal requirement, it significantly contributes to the health and safety of workers and the public, or it enhances environmental protection.

5.2.5 Establishment and tailoring of hazard controls

ISM Guiding Principle 6

Administrative and engineering controls to prevent and mitigate hazards are to be appropriately tailored to the work being performed and the risk of harm.

5.2.6 Authorization Basis

ISM Guiding Principle 7 core function 1 through 5

Chapter 2 Work Authorization describes how work is authorized following ISM core functions.

5.2.7 Initiation and approval of ES&H policy in all cases, the proposed policy will be developed following the steps listed below, with the close coordination of the ES&H division. New or amended ES&H policy can be authored and initiated by ES&H SME's SME's outside the division,

safety officers, citizen committees, the directorates. For detail on steps to develop see chapter.

5.3 Reporting Employee Concerns employees should normally first raise an ES&H concern with their immediate supervisor. If the concern is not addressed, the employee should raise it to a higher-level manager, the ES&H division or the local DOE office. Former employee may raise an ES&H concern with the ES&H division director or any other laboratory manager.

5.4 Requesting a variance from ES&H requirements. ...

When the requirement stems from an ES&H program that is managed by the ES&H division, the program/project manager will bring the variance to the ES&H division director and the COO who are empowered to grant variances. Final appeal is to the lab director (through the ES&H CC if time permits.)

When the requirement stems from an ES&H program that is managed by a designated safety officer, the program/project manager will bring the variance request to the safety officer, who is empowered to grant variances. Because of how a safety officer's accountability is structured, the final appeal is directly to the lab director.

When the requirement stems from a citizen committee in the review of a new project, the program/project manager will bring the variance request to the ES&H division director and the COO, who are empowered to grant variances. Final appeal is to the laboratory director (through the ES&H Coordinating Council if time permits).

6. Exhibits

7. References