

TEMPORARY CHANGE REQUEST

TCR NO. TCR-O-025.R0-001

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine

Department Name: ES&H **Phone Ext:** 3439

Document Number: O-025 **Revision No.:** 0

Document Title: Electrical Safety Subcommittee Charter

Reason for change: Increase number of members. Add a representative "Worker Representative".

Change description: (Summarize and attach changed pages, with changes clearly indicated)
Add a member "Worker Representative"

1. Does this TCR significantly alter the intent or scope of the document? **YES:** **NO:** x

2. Does this TCR significantly impact **ES&H**? **YES:** **NO:** x

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Jerry Levine
Department/Division Head Approval

11/3/06
Date

John W. Anderson
Head, ES&H and Infrastructure Support/designee

11/3/06
Date

Release/Effective date of this TCR: **11/3/06**

Incorporate this TCR into next revision of this document? **Yes** x **No**

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	Subject: Electrical Safety Subcommittee Charter	Effective Date: April 5, 2002	Initiated by: ES&H Executive Board Chairperson
Supersedes: NEW		Approved: Director	

Introduction

The Electrical Safety Subcommittee is a resource subcommittee that supports the Safety Review Committee and is a source of expertise to Laboratory projects and departments. It is responsible for providing information on Laboratory electrical safety concerns to the Safety Review Committee (SRC), providing suggestions for improving the PPPL electrical safety program, and for reviewing various documentation as requested by the SRC or Responsible Line Managers.

Members (9)

Head, Power Systems Branch (Chairperson)

Head, Electrical Engineering Division

Maintenance and Operations Division representative

Environment, Safety and Health Division representative

Fabrication, Operations, and Maintenance Division representative

AC Power Section Representative

Two (2) representatives appointed by the Engineering Department Head

Worker Representative (one year assignment)

Five (5) voting members must be present to meet the quorum requirements for a meeting. Electrical Safety Subcommittee meetings will be held, at minimum, semiannually. The Electrical Safety Subcommittee can request the services of specific Laboratory employees to serve as non-voting Resource Members.

Responsibilities

The Electrical Safety Subcommittee is responsible for:

- Reviewing and commenting on new and revised ES&H Directives (excluding Temporary Change Requests), Laboratory-wide manuals, policies, plans, procedures and Engineering Standards that pertain to electrical safety issues.
- Proposing or initiating new or revisions to ES&H Directives (excluding Temporary Change Requests), Laboratory-wide manuals, policies, plans, procedures and Engineering Standards that pertain to electrical safety issues.
- Reviewing and commenting on the electrical safety of work practices and activities, as requested by the SRC or by individual PPPL projects or departments.
- Approving Engineering Standards that pertain to electrical safety.
- Reviewing and commenting on proposed electrical designs regarding unusual safety

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issues, as requested by the SRC or by individual PPPL projects or departments.

- Communicating electrical safety requirements and regulations (and their revisions) that affect PPPL to the Safety Review Committee.
- Performing other tasks as requested by Safety Review Committee Chairperson or by the ES&H Executive Board Chairperson.
- Maintaining minutes of meetings, including approvals of documentation and recommendations to the Safety Review Committee or to PPPL projects or departments.

Reference Documents

O-021 ES&H Executive Board Charter

O-022 Safety Review Committee Charter