

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	ORGANIZATION/ MISSION	No.O-027 Rev 3 page 1 of 4
	Subject: Line Management Safety Organization	Effective Date: April 26, 2002	Initiated by: Head, ES&H & Infrastructure Support
Supersedes: Revision 2 dated 8/12/99		Approved: Director	

Introduction

The Laboratory Director has ultimate responsibility for the safe operation of PPPL facilities. The line organization within PPPL, which includes all employees, is responsible for implementing the systems established to comply with Environmental, Safety, and Health requirements.

Responsibilities

All Employees

Responsibilities of all PPPL personnel include, but are not limited to, the following:

- A. Ensuring tools, equipment, buildings and grounds, materials, and any other physical objects within the assigned area of responsibility are maintained and used consistent with manufacturer recommendations, OSHA standards, DOE policy, and PPPL requirements;
- B. Ensuring personnel working within an assigned area of responsibility use proper personal protection devices, proper equipment operating procedures, and safe work practices in the conduct of their work;
- C. Taking a proactive stance on environmental conditions which might adversely affect ecological systems (i.e., soil, air, surface water, ground water, plants, animals, and people);
- D. Taking action on observed health hazards, including all ionizing and non-ionizing radiation concerns, industrial hygiene, and other health concerns and stopping what you perceive to be unsafe work practices;
- E. Ensuring that an orderly and clean working environment is maintained. Assuring all materials, tools, and refuse are stored in their proper place, and only a minimum amount of supplies are located in any work area.
- F. Going to a supervisor if a safety concern of yours is not resolved and going up the supervisory chain, all the way to the Director if necessary, to resolve concerns.
- G. Following rules and instructions. As just a few representative examples, listening to a safety watch when you are advised against entering a particular area, wearing a safety helmet in designated areas, and obeying all the rules about entry into Radiation Controlled Areas.
- F. Participating in emergency response functions in accordance with the PPPL Emergency Preparedness Plan;

- G. Ensuring that any hazardous materials, hazardous waste, scrap, excess material, and debris are properly handled, stored, and disposed of in accordance with PPPL regulations; and
- H. Participating on ES&H walkthroughs¹ as requested by Facility Managers or Line Managers.

Department and Division Heads

The Department Head has primary responsibility for all environmental, safety, and health activities associated with that individual's area of operational and administrative control.

At this level, the ES&H responsibilities of the Department and Division Head are general in nature and focus on issues which include:

- A. The provision of necessary resources (both human and financial) for the safe performance of work;
- B. Accompanying cognizant supervisors during their monthly walkthroughs of the workplace and work activities (accompanying a minimum of one walkthrough per month is required). When possible, discussing safety concerns with workers in the area;
- C. Following up on the correction of safety related noncompliances;
- D. Identifying significant issues or incidents to the cognizant Facility Manager;
- E. Maintaining an active and open line of communication with the Facility Manager(s) for the areas within which people are working; and
- F. Informing staff, especially Accountable Technical Individuals and Responsible Line Managers, of changes to PPPL ES&H Directives and other pertinent ES&H standards, procedures, policies and requirements and ensuring that Departmental and Divisional procedures are consistent with these ES&H requirements.
- G. Appointing Area Coordinators, as appropriate.
- H. Review the supervisor's walkthrough reports.

Supervisors

At the cognizant supervisor level, responsibilities are broadened and require more direct involvement in day-to-day activities. They focus on issues that include:

- A. Ensuring the availability of necessary protective equipment;
- B. Conducting walkthroughs and maintaining awareness of work being performed in geographic areas for which he or she is responsible (a minimum of one walkthrough per month must be

¹ Walkthroughs by line managers, supervisors and employees are an integral part of the ES&H program. Attached to this document is a typical checklist that may be used as a guide in performing walkthroughs.

documented and forwarded to the Head of the ES&H Division and the Department Head). When possible, discussing safety concerns with workers in the area.

- C. Ensuring that any hazards associated with work performed by his/her employees are evaluated in accordance with PPPL policies and procedures;
- D. Encouraging the use of pre-job and post-job briefings as tools for workers and supervisors to communicate work hazards and the appropriate methods for controlling identified hazards;
- E. Performing frequent visits (may be informal) of work areas to ensure safe work practices are being followed;
- F. Ensuring that employees under his/her supervision are provided with necessary training and are performing their duties in a competent manner;
- G. Following up with the ES&H Division on safety incidents and accidents;
- H. Remediating of safety related noncompliances either through direct action (when appropriate) or through identification to another cognizant authority (e.g., the Maintenance or ES&H organizations); and
- I. Maintaining an active and open line of communication with the Facility Manager(s) for the areas within which subordinates are working.

Area Coordinators

Area Coordinators may be appointed at the discretion of a Department/Division Head. Their appointment is not intended to replace the line manager's accountability for ES&H issues, but rather to support the line manager. Responsibilities for the Area Coordinator may include:

- A. Tracking the status of open safety related issues and informing the Department Head;
- B. Coordinating and scheduling training for staff members;
- C. Accompanying line managers on safety walkthroughs.

Facility Managers

Selected representatives from *the ES&H and Infrastructure Support Department* and the *Engineering and Technical Infrastructure Department* have been designated to facilitate ES&H performance. These individuals are known as **Facility Managers** (FMs). Their appointment is not intended to replace line management's accountability for ES&H issues, but rather to supplement line responsibilities through enhanced communication of ES&H issues and through furnishing technical resources for situations that are beyond the capability of line management to act upon. FMs are designated in such a manner that every geographical area of the Laboratory has a FM assigned to it.

Facility Managers (FMs) are responsible for maintaining an awareness of ES&H issues within their assigned areas and are highly motivated toward achieving PPPL's ES&H objectives. This responsibility is broad and general and will be assigned to an individual with sufficient authority to carry out this responsibility, typically a Division Head or higher. Responsibilities include:

- A. Providing strong, supportive leadership to personnel and helping them fulfill their ES&H related responsibilities;
- B. Assuring that assigned areas are properly posted with an Emergency Action Data Card;
- C. Conducting and documenting quarterly inspections for assigned areas and inviting one or more line workers or technicians to participate in the inspections (a minimum of one walkthrough per quarter must be documented and forwarded to the Head of the ES&H Division);
- D. Participating in periodic Management Safety Walkthroughs of assigned areas;
- E. Providing periodic status reports on uncorrected ES&H open items, to the cognizant Department Head(s);
- F. Fulfilling responsibilities for the identification and reporting of occurrences in accordance with Procedure GEN-006, as necessary;
- I. Responding promptly to ES&H concerns expressed by employees;
- J. Attending periodic training and meetings to maintain and increase ES&H knowledge; and
- K. Communicating regularly with line managers responsible for work activities within the FM's assigned area. This line of communication should include current and planned work, hazard identification, and hazard controls.

Due to the possibility that emergency incidents or events can take place at any time of the day or night, a subset of the Facility Managers serve on a 'duty-call' basis where he/she is provided a SKY-PAGER and Occurrence Reporting Handbook for a two week service period. This 'Duty FM' provides the Emergency Services Unit with a timely and single point of contact during emergency situations. The Duty FM will coordinate any follow-up issues and actions with the cognizant building Facility Manager.

ES&H and Infrastructure Support Department

The ES&H and Infrastructure Support Department (ESH/IS) has established an ES&H compliance inspection team to assess ES&H compliance in the field. This team is comprised of members selected by ESH/IS management. The primary focus of the team is to perform frequent and comprehensive OSHA-type compliance inspections of PPPL facilities. This team is not intended to replace line management or line worker accountability for ES&H issues, but rather to provide expert independent assessment and to augment other mechanisms of the line management safety program. A comprehensive description of other responsibilities of the ES&H and Infrastructure Support Department is provided in O-003 - "ES&H and Infrastructure Support Department Charter".

This is a typical checklist that may be used as a guide in performing walkthroughs.

Fire doors/barriers

Doors not blocked open
Breaks in fire walls/floors sealed

Emergency equipment

Fire extinguishers, eyewashes, safety showers not blocked
Fire extinguishers checked by ESU in past 3 months
Fire extinguishers mounted on wall or in cabinets
Fire extinguishers located where posted
Eyewashes and safety showers inspected monthly
Hard piped eyewashes operational and water is clean (operate periodically to flush them out)

Emergency Lighting

Lighted Exit signs functioning
Operable emergency lights

Emergency Egress

Hallways and doorways kept clear
No storage in, or other utilization of stairwells
Exit routes and assembly areas clearly posted

Walkways

Aisles established and clear
No tripping hazards
Floors are smooth and even
Carpets and rugs secured
Floors not slippery, floor mats provided at entrances to control water
Handrails on stairs in good condition

Housekeeping

All areas free from excessive clutter
Lighting adequate for tasks
Storage on top of cabinets minimal and stable

Sanitation

Food kept and eaten in "clean" areas
All refrigerators marked "Food Only" or "Chemicals Only", contents appropriate
Microwaves clean and have current test sticker
Garbage removed promptly

Bookcases, Shelves, Cabinets

Shelves not overloaded (not sagging)
Tall cabinets secured from tipping
File drawers not left open, only one open at a time.
No heavy storage on top of cabinets
Heavy objects kept low, lighter objects higher up.
No storage within 18 inches of sprinkler heads

General Office Equipment

Chairs in good condition
Paper cutter blade locked, spring can hold blade up
Portable Heaters have tip-over protection (heater shuts off when tipped over)

Electrical

Extension cords used for temporary power only
Power cords not frayed - check insulation
GFCI's (Ground Fault Circuit Interrupters) operating properly (test on walkthroughs)
GFCI used for portable tools, for use outside, or for use when water present
Powerstrips plugged directly into wall (not into extension cord)
Three prong plugs have all three prongs in place.
No conversion from 3 prong devices to 2 prong cords/outlets
Plugs must have molded or securely attached ends
Wall outlets have covers, not broken
Electric panels have 36-inch clearance in front
Circuits not overloaded (multiple power strips or breakers constantly tripping)
No wires or extension cords under carpets, through doorways, or unprotected in high traffic areas.

Lockout/Tagout

Danger Tags show names of current personnel
Locks used with tags when possible
Danger tags/locks used only to protect people/property

Safety Signs & Permits

Danger, Caution, Notice signs all current and appropriate
Signs in good condition (readable)
Personnel names on signs are current
When cutting or welding: Hot Flame Permit issued, Fire Watch w/ extinguisher present
Confined Spaces have valid, readable stickers, Confined Space Entry Permits posted for any active entry
Noisy areas posted as "High Noise Area"

Compressed Gas Cylinders

Stored upright, capped, and chained/strapped.
Flammables & oxygen separated by firewall or 20ft.
Cylinders labeled with contents.
Old, empty, or unused cylinders returned to supplier (contact Materiel Control).
Cylinders not overdue for hydrostatic retesting (contact Materiel Control if overdue).

