

Subject: Management Safety Walkthroughs	Effective Date: November 25, 2003	Initiated by: Head, ES&H and Infrastructure Support
	Supersedes: Rev. 2, dated Feb. 14, 2003	Approved: Director

It is PPPL policy that Laboratory Management conduct periodic walkthroughs of all areas of PPPL to evaluate safety conditions and management processes in these areas. These reviews should include observations of ongoing work practices and procedures (including access to radiologically controlled areas) and review of previous safety violations in the area and the resolution of those violations. Consideration should be given to whether the right things are being done to avoid future problems and to the detection and prevention of adverse trends.

These Management Safety Walkthroughs (MSWs) are organized and coordinated by the Head, Environment, Safety & Health (ES&H), and are generally conducted on a semimonthly basis. All areas of the Laboratory have MSWs at least every two years, and MSWs are performed at least annually in areas having significant hazards (e.g., experimental areas). The MSWs are intended to supplement the walkthroughs conducted by "Facility Managers" and line management, which are conducted per O-027. They are announced to line management with an invitation for line-workers to participate.

Participants in the MSWs usually include: representatives of senior management (e.g., Deputy Director, Head of ES&H and Infrastructure Support Department, Head of Engineering and Technical Infrastructure Department, etc.), Head of ES&H Division, responsible Facility Manager(s), line managers and staff associated with the walkthrough areas, ES&H professionals (e.g., Industrial Hygienist, Electrical Safety, Fire Safety, etc.), Environmental and Waste Management personnel, Maintenance and Operations personnel, invited line-worker(s) and representatives from the DOE-Princeton Area Office. Other personnel may accompany the MSW as well.

Findings from the MSWs are documented and forwarded to participants and responsible parties by the Head, ES&H. Action items associated with these findings are assigned for completion within 60 days of the walkthrough, unless otherwise indicated in the MSW documentation. Action items to address deficiencies that present serious potential hazards to environment, safety, and health are assigned for completion within 5 days or less of the walkthrough.

The remaining items will be considered '*management walkthrough*' actions. The ES&H Division tracks action items to completion. Maintenance items may be identified, entered into the Maintenance & Operations Division Work Order System, and prioritized and tracked with other work orders. The Head of ES&H, Quality Assurance personnel and managers may detect apparent trends with MSW findings. In the event that such trends are identified, and dependent upon the seriousness of the problem, an action item will be

generated by using Procedure GEN-011, "ES&H Deficiency Reporting" or QA-012, "Corrective Action Request". These procedures provide an established vehicle for documenting, tracking, and correcting ES&H related deficiencies.

Special MSWs are also conducted prior to startup of a High Hazard Operation (per ES&HD 5008, Section 11, Chapter 2), and prior to startup of other operations at the request of the Responsible Line Manager. In addition, a team of safety and quality assurance professionals conducts periodic focused OSHA-style inspections in specific small areas of the Laboratory. After documenting any discrepancies with responsible line personnel, the team returns to the inspected areas at future dates to evaluate and report on progress made in their resolution.

REFERENCES

P-003:	Environment, Health, and Safety Policy
O-027:	Line Management Safety Organization
ES&HD 5008, Section 11, Chapter 2:	Safety Certification System
GEN-011	ES&H Deficiency Reporting
QA-012	Corrective Action Request