



# Integrated Safety Management Plan

## Directorate/Operations



**March 2021**

**Prepared by:** *Noah Schwartz* **Date:** 5/19/21  
Noah Schwartz, LD/Ops Area Safety Coordinator

**Approved by:** *Michael Brandt* **Date:** 5/18/21  
Michael Brandt, Deputy Director for Operations, Berkeley Lab

# **Integrated Environment, Safety and Health Management Plan**

## **Laboratory Directorate and Operations Units**

This Integrated Safety Management (ISM) plan covers the Laboratory Directorate and Operations organizations (LD/Ops) listed below. The LD/Ops area will conduct operations in a manner that protects the health and safety of its workforce, does not endanger the environment, and is consistent with applicable LBNL, University of California and government agency policies and regulations. LBNL's policies and requirements can be found in the Requirements and Policies Manual (RPM), EHS Manual (PUB-3000) and Quality Assurance Program Description (PUB-3111) and can be viewed via these links:

- [Requirements & Policies Manual](#)
- [EHS Manual \(PUB-3000\)](#)
- [Quality Assurance Program Description](#)

### **1.0 Scope of Plan and Description of LD/Ops Units**

The requirements described in this ISM Plan apply, as appropriate, to staff, matrix staff, affiliates, visitors, vendors, and contractors performing work under the management of the LD/Ops area. It does not distinguish between students and other personnel performing work at Berkeley Lab - the contract between DOE and UC directs LBNL to assure safety in all operations "regardless of the performer of the work". Everyone is afforded the same protections and everyone has the same obligations for safe practices.

The LD/Ops area has approximately 650 members across the following LD/Ops units covered by this plan:

- Office of the Laboratory Director
- Office of the Deputy Director for Research
- Office of the Deputy Director for Operations and Chief Operating Officer
- Office of Chief Financial Officer
- Human Resources
- Office of Laboratory Counsel
- Office of Institutional Assurance and Integrity
- Diversity, Equity and Inclusion Office
- Intellectual Property Office
- Government and Community Affairs
- Internal Audit Services
- Strategic Communications
- Workforce Development and Education
- Career Pathways Office
- Sustainability Office

## 2.0 Roles, Responsibility and Accountability

### Statement of Roles, Responsibilities and Accountability

Roles, responsibilities and accountability for personnel associated with LBNL are documented in PUB-3000, Chapter 1, 'General Policy and Responsibilities'. The LD/Ops area adheres to all institutional requirements, including Chapter 1. The following section defines key roles and responsibilities for implementing EHS within the LD/Ops units.

### Workforce Area: Employees (Including matrixed), affiliates, students and contractors

#### Additional Training Courses:

- EHS0470 (GERT)
- LBL0010 (LBL Safety)
- EHS0260 (General Electric Safety)
- EHS0059 (Ergo Self-Assessment)
- EHS0058 (Ergo Self-Assessment Refresher)
- EHS0054 (Telework Ergo)\*

#### Additional Controls:

- Work with Activity Lead(s) to complete appropriate Work Planning and Control (WPC).
- Complete and maintain all required training

*\*If authorized for teleworking*

#### Safety Expectations and Hazard Reporting:

Employees are expected to understand and comply with Berkeley Lab's institutional requirements for EHS. The requirements are as follows:

"Employees must perform work in a manner that protects the health and safety of yourself, your fellow employees, and the public and preserves the quality of the environment by following your Division Integrated Safety Management (ISM) Plan".

- Work with Activity Lead(s) to complete Work Planning and Control Requirements prior to starting those activities
- Complete and maintain required training
- Work safely and within the authorized scope and controls to prevent accidents at all times
- Adhere to the Stop Work Policy

In addition, this ISM Plan requires that all LD/Ops workforce:

- Properly utilize ergonomic accessories and resources
- Promptly notify supervisor of injuries and ergonomic concerns (including early signs and symptoms of musculoskeletal discomfort)
- Report to Health Services for medical assistance at the first sign of work-related injury or illness
- Be aware of and understand the Building & Emergency Preparedness Plan
- Communicate safety concerns and ideas to their supervisor or the Division Safety Coordinator. Go [here](#) to read about alternative options to communicate concerns

## Workforce Area: Managers, Supervisors, Mentors and Activity Leads

### Additional Training Courses:

- EHS0042 (Supervisor EHS)
- EHS0027 (Safety Walkaround)

### Additional Controls:

- Safety Walkarounds
- Supervisors of CUE represented employees must be familiar with Article 8 of the "Health and Safety" CUE agreement.

### Safety Expectations and Hazard Reporting:

Line managers, Supervisors and Mentors are expected to understand and comply with the Lab's Institutional Requirements for EHS. The requirements are as follows:

"Managers, Supervisors and Mentors are accountable for creating a safe workplace and for working diligently to reduce accidents by the employees and students you supervise. You are to model safe behavior and provide leadership in EHS by doing the following:

- Complete training courses applicable to your division/unit
- Be familiar with PUB-3000 and other relevant EHS policies
- Ensure that safety is actively incorporated for all aspects of work
- Take preventive actions to minimize injuries and illnesses, property damage and adverse environmental impact
- Thoroughly investigate all accidents

In addition, this ISM Plan requires that all LD/Ops Managers, Supervisors, Mentors and Activity Leads:

- Understand and implement the Lab's ISM core functions
- Regularly communicate EHS policy, procedures and safety expectations to all staff – a portion of group meetings should be dedicated to discuss safety issues at least two (2) times per year
- Ensure employees, affiliates, students and contractors complete and maintain all required training
- Request ergonomic evaluations for employees, affiliates, students and contractors and address recommended actions quickly
- Ensure resources for safe computer work stations are allocated for all employees, affiliates, students and contractors per PUB-3000
- Ensure that a current Telecommuting Agreement is in place and the necessary safety measures taken if applicable.
- Conduct the Safety Walkaround Program twice a year within their area of responsibility (see more information below)
- Understand that for matrixed employees, the "home" supervisor maintains overall responsibility for the safety of the employee
- Encourage early reporting of all injuries and near-miss events
- Elevate safety issues that cannot be resolved by line management or supervisor to the next level of management
- Participate in the Incident Review Process, including completion of Supervisor Accident Analysis Report (CHESS) within seven (7) days of receipt from Health Services
- Timely response to corrective actions from accident investigations or identified from safety inspections and institutional reviews
- Understand and disseminate the Building Emergency Plan that affects employees, affiliates, students and contractors under their direct supervision or operational oversight
- Mentors of students brought in through WDE will execute a Memorandum of Understanding (MOU) that clarifies the responsibilities of the students, mentors, and WDE personnel.

## Workforce Area: Safety Committee Members

### (No additional Training courses nor controls)

### Safety Expectations and Hazard Reporting:

- Serve as a point of contact for implementation of the ISM plan within respective organizational units
- Review performance and effectiveness of the ISM plan and self-assessment program and make recommendations to the Chief Operating Officer
- Review CHES accident injury data, special safety problems and provide recommendations as appropriate
- Promote EHS awareness and training
- Review the need for specialized training
- Address safety problems
- Attend LD/Ops Safety Committee meetings

## Workforce Area: Division Safety Coordinator

### Additional Training Courses:

- EHS0802 (ORPS)

### Additional Controls:

- CATS Training
- Ergonomics
- WPC
- ORPS
- CHES
- Division Self-Assessments

### Safety Expectations and Hazard Reporting:

- Coordinate and update the LD/Ops ISM plan
- Support the LD/Ops Safety Committee in coordinating presentations, developing agendas, meeting logistics, posting minutes on safety web site
- Respond to inquiries and validation reports for various institutional safety reviews, including self-assessments and walkthroughs
- Audit WPC compliance
- Identify and audit safety training requirements and compliance
- Document safety deficiencies and corrective actions
- Assist line managers or supervisors to facilitate incident reviews
- Assist in facilitation of safety communications
- Attend Safety Coordinator Meetings

## Workforce Area: Ergo Advocates

### Additional Training Courses:

- Ergo Advocate Training

### No Additional Controls

### Safety Expectations and Hazard Reporting:

- Perform ergonomic evaluations for "risk level" determined by the on-line assessment tool and refer employees to sources of additional information, such as 1 Minute 4 Safety Slides, Pub 3000, and other material from EHS and other ergo resources
- Generate results and recommendations from ergonomics evaluations and assist with the selection and ordering of ergonomic equipment
- Work with Supervisors, the EHS Ergo team, the Division Safety Coordinator and other stakeholders to resolve employee ergonomic issues, do follow-ups, monitor and close out evaluations in the Ergo database
- Escalate ergonomic discomfort and/or any complex or unusual concerns to the Division Safety Coordinator

### **3.0 EHS Performance Metrics**

To promote continuous improvement, a variety of institutional and internal EHS-related performance indicators have been developed. These measures will help gauge the effectiveness of the LD/Ops efforts toward establishing and implementing an effective ISM system.

Key performance metrics used will be the following:

- % of employees with assigned and accepted WPC activities
- % of required training completed
- Number of discomfort ergonomic evaluations
- % of supervisors who have completed safety walkarounds in the current fiscal year
- Number of first aid cases
- Number of recordable cases
- Number of first aid cases that became recordable cases
- Number of DART cases year to date
- Number of recordable cases year to date

Bi-Annual Safety Walkaround process: One key component to data gathering for these metrics will be the Safety Walkarounds that are to be conducted two times per year for all staff members. Supervisors are to meet with their staff members and respond to the walkaround questions together (virtual meetings are acceptable) and submit responses to the Division Safety Coordinator.

### **4.0 Funding of EHS Requirements**

Line managers will incorporate appropriate resource allocations to address EHS concerns in current and new budgets. EHS costs will be identified and funded as appropriate for facility modifications, safety equipment and controls, personal protective equipment, EHS training, ergonomic accessories, etc. When safety needs exceed the allocated funding, the issues will be elevated to senior management.

### **5.0 Supporting EHS Resources**

To facilitate implementation and execution of this LD/Ops ISM Plan, the following resources are made available:

- Safety Advisory Committee
- Division Safety Coordinator
- Host Division Safety Coordinators
- Ergonomic Advocates

The following resources are made available by the EHS Division on a matrix basis. They are available to assist LD/Ops Managers, Division Safety Coordinator, and the staff at large with any aspects related to the implementation of this ISM plan.

- EHS Division Liaison
- EHS Division Subject Matter Experts

For questions or concerns regarding this ISM Plan, contact the LD/Ops Safety Coordinator, Noah Schwartz, at 510-847-4295 or [nischwartz@lbl.gov](mailto:nischwartz@lbl.gov)