

Brookhaven National Laboratory/ LIGHT SOURCES DIRECTORATE			
<b>Subject:</b>	<b>SAFETY ORGANIZATION</b>		
<b>Number:</b>	<b>LS-ESH-PRM-0.0.0</b>	<b>Revision:</b>	11
		<b>Effective:</b>	02/05/10
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\*Approval signatures on file with master copy.

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## 1.0 INTRODUCTION

The Light Sources Directorate is committed to conducting activities in a safe and environmentally responsive manner. All activities will be planned and conducted in accordance with the BNL ESH policies and requirements. The purpose of this PRM is to outline the committees and processes established to implement each set of requirements, and to assign responsibilities for implementation. Whenever possible, hyperlinks to the applicable BNL Subject Area or PRM are provided.

## 2.0 POLICY

The Light Sources Directorate operates its facilities consistent with [the BNL Environmental, Safety, Security and Health Policy](#)

The Light Sources Directorate follows the requirements established within the [BNL SBMS](#).

## 3.0 RESPONSIBILITIES AND AUTHORITIES

### 3.1 Employees and Guests

Safety is a line responsibility extending throughout the line organization to all Directorate employees and guests. The primary responsibility for safety rests with those responsible for carrying out the various phases of operation.

### 3.2 Supervisors

Each supervisor has the responsibility to ensure that the activities under his/her jurisdiction are planned and conducted in accordance with the established ES&H rules and guides of the Light Sources Directorate and BNL. This specifically includes the responsibility to ensure that safety training and equipment is provided and used as required.

### 3.3 Beamline Local Contacts and Spokespersons

Personnel who are responsible for the management of beam lines or the conduct of research play an important role in ensuring safety. The roles and responsibilities for these personnel can be found in these web training courses:

<http://www.nsls.bnl.gov/training/R2A2/LS-R2A2-LOCALCONTACT.pdf>

<http://www.nsls.bnl.gov/training/R2A2/LS-R2A2-SPOKESPERSON.pdf>

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### 3.4 Light Sources Directorate ES&H Staff

The Light Sources Directorate [ES&H Staff](#) ensure that directorate policies and procedures comply with applicable regulations, and are responsible for assisting staff and users in the implementation and interpretation of BNL ESH requirements.

## 4.0 COMMITTEES

Current membership in each committee is listed on the [committee web pages](#).

All committees shall report their findings within two weeks of the date of any meeting and shall maintain formal minutes of all meetings held using the [Light Sources Directorate General Review Form](#). If applicable, the [EMS, FUA and SAD/ASE Checklist](#) shall be attached to minutes to document the review for any potential changes to the Environmental Management System significant environmental aspects, the Facility Use Agreement and the Safety Assessment Document/Accelerator Safety Envelope.

### 4.1 ES&H Committee

The Light Sources Directorate ES&H Committee shall meet as needed to review:

- Proposed modifications to the accelerator facility, its operation, or equipment that has potential safety implications
- New or modified Safety Assessment Document (SAD), Accelerator Safety Envelope (ASE) and unreviewed safety issues
- Identified causes of any ASE violation and the corrective actions proposed in response to a facility shutdown because of safety concerns

The Committee may also be asked to review:

- ESH inspection reports and the status of corrective actions
- Occurrence and accident reports including root causes, corrective actions and lessons learned information
- Experiments as referred to it by the Experimental Review Coordinator

This Committee shall report its findings within two weeks of the date of any meeting and shall maintain formal minutes of all meetings held using the [Light Sources Directorate General Review Form](#). If applicable, [the EMS, FUA and SAD/ASE Checklist](#) shall be attached to minutes to document the review for any potential changes to the Environmental Management System significant environmental aspects, the Facility Use Agreement and the Safety Assessment Document/Accelerator Safety Envelope.

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#### **4.2 Beamline Review Committee**

The Beamline Review Committee shall review all experimental beamline layouts for compliance with [PRM 1.3.5b “Beamline Safety Review.”](#)

#### **4.3 Interlock Working Group**

The Interlock Working Group shall review accelerator and laser personnel protective interlock designs or changes based on the requirements in [PRM 1.5.3 – Interlock Safety](#).

#### **4.4 ALARA Committee**

The ALARA (As Low As Reasonably Achievable) Committee shall review current and proposed radiological performance goals and review the operational performance of the accelerators with respect to their goals. Guidance for the ALARA Committee can be found in the BNL Radiological Control Manual.

#### **4.5 Environmental Management System (EMS) & Occupational Health and Safety (OHSAS) Management Committee**

The Light Sources Directorate EMS/OHSAS Management Committee shall monitor performance of the [Environmental Management and the Occupational Health and Safety Management Programs](#) and the status of the respective Program Elements at regular meetings (not less than twice per year).

#### **4.6 Environment, Safety and Health Improvement Committee (ESHI)**

The ESHI Committee examines ESH issues in all aspects of the Light Sources Directorate workplace with the goal of suggesting improvement to management in the safety environment and culture. The purpose of the committee is to provide a means for input to management on BNL and department ESH issues and policies, periodically review ESH and assessment data, identify opportunities for ESH improvement in the workplace, and serve as a vehicle for expression of staff ESH concerns/issues.

To facilitate its work, the following type of information will be provided, as requested, to the Committee by the ESH/Q Staff prior to each meeting: accident/injury statistics, trends and Investigation Reports; occupational Illness/Injury Reports; results of Safety related audits and assessments of the work place; non-conformance Reports; Occurrence Reports; summary of Tier I Findings; commentary from users or staff regarding ESH, Work Planning, or Training related issues; specific issues referred to the Committee by management; and other pertinent information relating to ESH or training. In addition, Committee members may bring their own workplace experience and observations

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up for discussion as well as solicit and bring the observations of their colleagues up for discussion.

The ESHI committee is made up of a cross section of employees with an emphasis at the working level. The Committee shall meet quarterly, or more frequently at the request of its members, or management.

#### **4.7 Work Planning/Permit Review Committee**

The Work Planning/Permit Review Committee is responsible to assist Light Sources Directorate Staff and User personnel regarding compliance with [PRM 1.3.6 - Work Planning and Control Procedure](#). The committee applies the graded approach to identify hazards, risks and controls; determine complexity levels, and to establish the rigor of additional planning and reviews necessary to accomplish tasks. Job tasks deemed outside of a designated qualification matrix will require enhanced work planning. This Committee reviews and approves submitted work permits.

### **5.0 EMPLOYEE CONCERNS**

Light Source Directorate employees at all levels have the right and must have the opportunity to communicate any type of concern, e.g. ES&H, personnel, fiscal, etc. That concern may be communicated personally, in written form or in electronic form. The employee is assured that avenues of communication are open at all times. Listed below are typical methods of communication.

- An employee's most immediate line of communication should normally be to his/her supervisor
- An employee may communicate with members of the ESHI Committee
- An employee also has the right to communicate concerns to any other level of supervision or management within the directorate, BNL, or the DOE Area Office.
- An employee may pursue a concern confidentially through the services of the Brookhaven Advocacy Council for personnel concerns or the [BNL ES&H Issues and Suggestion Form](#)

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<b>Document Review Frequency</b>
<b>3</b> Years

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<b>LIGHT SOURCES DIRECTORATE REVISION LOG</b>		
<b>Document Number:</b>		LS-ESH-PRM-0.0.0
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<b>Rev</b>	<b>Description</b>	<b>Date</b>
4	Original Document	04/24/00
5	Update section 3.2.1 to include links & explanation of EMS checklist	12/07/00
6	Added reporting forms for committees	03/23/01
7	Section 3.1.6 was added to define the R2A2s for ESH for beam line staff and users working on the NSLS experimental floor	01/01/04
8	Corrected links & reporting requirements	03/22/04
9	Revised Section 3.2.1 to improve the description of the NSLS ESH Committee's roles. Corrected the ALARA Program link in Section 3.2.4	01/30/06
10	Updated section 3.2.5 - changed EMS Management Committee to EMS/OHSAS Management Committee. Created section 3.2.6 - ESH Improvement Committee. Added section 4.2 to include the ESHI Committee. Changed Associate Chair for ESH/Q to ESH/Q Manager.	01/05/07
11	Changed to Light Sources Directorate. Took out responsibilities (PRTs, Area ESH Reps, etc) and referred to web R2A2s for beamline people. Deleted specific job titles within the ESH/Q group, and made it generic 'ESH staff'. Deleted specific committee position make-up, and referred to the web pages. Added a description for the Work planning committee. Added a link to the ESH Staff page in the beginning, rather than as attachment.	02/05/10