

SAFETY COORDINATOR & REPRESENTATIVE PROGRAM

This plan describes how the Safety Coordinator and Safety Representative Program at Ames Laboratory is implemented.

Comments and questions regarding this plan should be directed to the contact person listed below:

Name: Jim Withers
Industrial Hygienist
Address: G40 TASF
Phone: 294-4743

Sign-off Record:

Approved by: _____ **Date:** _____
Manager, Environment, Safety, Health & Assurance

1.0 REVISION/REVIEW LOG

Environment, Safety, Health & Assurance (ESH&A) will formally review this document once every three years at a minimum:

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	9/1/98	J. Withers	All	Initial Issue
1	9/1/99	J. Withers	All	Editorial changes, new attachment
2	11/15/01	J. Withers	All	G:\DOCS&REC\ DCP\Revision Descriptions\ PLAN102_009revdesc

2.0 PURPOSE AND SCOPE

Ames Laboratory is required to provide employees a safe and healthy workplace. Employee involvement in the safety, health and environmental program is critical to this endeavor. The Laboratory's Safety Coordinator and Representative Program is designed to facilitate communication on workplace health and safety and environmental protection issues between Laboratory personnel and the Environment, Safety, Health and Assurance (ESH&A) office. Program Directors and Department Managers support the Safety Coordinator and Representative Program by assigning personnel to program activities including attending meetings, training sessions, etc.

This implementation plan applies to all Ames Laboratory employees.

3.0 RESPONSIBILITIES

Responsibilities for implementation of the Safety Coordinator and Representative Program are as follows:

- 3.1 **LABORATORY DIRECTOR** – The Laboratory Director is ultimately responsible for ensuring that employees are provided a safe and healthy work place; the Director supports initiatives such as the Safety Coordinator and Representative Program which establishes a network of communication on environment, safety and health issues.
- 3.2 **PROGRAM DIRECTORS / DEPARTMENT MANAGERS** – Program Directors / Department Managers shall officially designate Safety Coordinators by completing the attached job description and providing a copy to ESH&A, G40 TASF; Program Directors / Department Managers shall notify ESH&A via memo or e-mail when new Safety Coordinators are designated.

- 3.3 **GROUP / SECTION LEADERS** – Group / Section Leaders shall officially designate Safety Representatives, where appropriate, by completing the attached job description and providing a copy to ESH&A, G40 TASF; Group / Section Leaders shall notify ESH&A via memo or e-mail when new Safety Representatives are designated.
- 3.4 **SAFETY COORDINATORS / REPRESENTATIVES** – Safety Coordinators / Representatives shall perform the functions noted in the job descriptions attached as appropriate for the individual program or group.
- 3.5 **EMPLOYEES** – Ames Laboratory employees shall participate in the Laboratory’s environment, safety and health program by performing work in accordance with established practices and procedures; employees shall interact with supervisory personnel, Safety Coordinators / Representatives and ESH&A personnel on environment, safety and health issues as indicated.
- 3.6 **ENVIRONMENT, SAFETY, HEALTH & ASSURANCE (ESH&A)** – ESH&A shall be responsible for implementing the Safety Coordinator & Representative Program; this includes offering training modules and coordinating at least two meetings per year.

4.0 PREREQUISITE ACTIONS AND REQUIREMENTS

4.1 PROGRAM ORGANIZATION

Safety Coordinators are affiliated with a research program or administrative department. Safety Coordinator assignments are made by the Program Director or Department Manager. Safety Representatives are affiliated with a research group or administrative office. Safety Representative assignments are made by the Group / Section Leader or administrative office manager.

All research programs and administrative departments shall have a Safety Coordinator. The assignment of Safety Representatives is at the discretion of the Group / Section Leader and should be driven by a review of the group’s activities. Typically, research groups have Safety Representatives; administrative offices may or may not have a Safety Representative or have one Safety Representative serve several sections. ESH&A may be consulted regarding the need for a group/ section Safety Representative.

The ESH&A office transmits relevant ES&H program information to Safety Coordinators / Representatives via electronic mail, memo and / or formal meetings. Safety Coordinator and Representative assignments are maintained in a database managed by the ESH&A Industrial Hygienist.

Safety Coordinators and Representatives meet at least twice a year to receive updates on safety, health and environmental program information.

Safety Coordinators participate in the Independent and Program / Department Walk Throughs. Safety Coordinators and Representatives may also be involved in group-specific walk throughs.

ATTACHMENT A

SAFETY COORDINATOR POSITION DESCRIPTION
SAFETY REPRESENTATIVE POSITION DESCRIPTION

ATTACHMENT B – SAFETY COORDINATOR & REPRESENTATIVE
JOB TRAINING CHECKLIST FORM