

Guidelines for Safety Performance Evaluations

OBJECTIVE: Employees and supervisors need to integrate safety into their work and understand their safety related expectations and receive feedback in order to improve performance.

Training Information

Discuss the organization's efforts to ensure that all employees are provided with the training necessary for the safe and productive completion of their assigned work activities. Review the status of these items:

- General Employee Training (GET)
- Emergency Awareness Training (EAT)
- Training Needs Questionnaire (TNQ)
- All mandatory training courses

Definition and Review of Work Activities

Discuss and emphasize the importance of planning the safety aspects of work, conducting safety reviews of activities, and performing work within approved safety controls. Periodically, the Safety Review Committee provides Group Leaders a list of their activities. Assess whether or not the list adequately covers all existing activities. Address the status of any active activities that are not listed as "Approved", which indicates that the two-step approval process has not been completed. Questions regarding the identification and review of activities should be addressed to the appropriate Safety Review Committee (SRC) Facilitator or the ESH&A office.

Close-out of safety deficiencies

Discuss the importance of closing out safety deficiencies within the time frame defined by the audit. ESH&A tracks the deficiencies identified during the Independent Walk-Throughs. Programs and Departments are responsible for tracking deficiencies identified during the Program and Department Walk-Throughs. Programs and Departments are responsible for reporting the types of deficiencies identified during the Program/Department Walk-Through to the ESH&A office before the close of the calendar year.

Environmental Protection

Discuss the importance of minimizing waste products, pollution prevention, and energy and natural resource conservation. Although it is not feasible to generate measurable environmental statistics at the group or program level, the greatest impact can be achieved through individual participation in efforts to reduce energy usage, prevent pollution, and minimize waste. Establish group or program goals to help achieve overall Laboratory Environmental Management System (EMS) and DOE goals.

Additional safety related issues

Discuss the need for safety documents and job/activity specific training. Related questions include:

- Are Group/Department safety documents such as procedures and manuals up-to-date?
- Are superseded copies of safety documents removed from circulation and properly archived?
- Have employees received job/activity-specific training and/or mentoring?