

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:

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Sign-off Record:

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

Note: Original Sign-off Record with signatures is on file with ESH&A.

1.0 REVISION/REVIEW LOG

Environment, Safety, Health & Assurance (ESH&A) will formally review this document once every five 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
3	1/1/04	J. Withers	All	G:\DOCS&REC\DCP\ Revision Descriptions\ plan10200_009rev3.doc
4	3/1/07	J. Withers	All	G:\DOCS&REP\DCP\ Revision Descriptions\ Plan 10200.009 Rev 4 RevDesc.doc

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, safety and environmental issues between Laboratory personnel and the Environment, Safety, Health and Assurance (ESH&A) office. Specific responsibilities for successful implementation of this Program are delineated below.

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 and Department Managers shall officially designate Safety Coordinators by notifying ESH&A when new Safety Coordinators are assigned and by completing the attached job description and providing a copy to ESH&A, G40 TASF.
- 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 three 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 or 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 three times 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, and participate in monthly Occupational Medicine/Industrial Hygiene site visits. Finally, Safety Coordinators and Representatives are an integral part of the Laboratory's Readiness Review process.

4.2 POSITION DESCRIPTIONS

Position descriptions for Safety Coordinator and Safety Representative are included as Attachment A. Descriptions for each employee designated as a Safety Coordinator or Representative are signed by the Program Director (for Coordinators) or Group Leader (for Representatives) and maintained by ESH&A, G40 TASF.

4.3 TRAINING

Safety Coordinators and Safety Representatives are required to take two courses offered by ESH&A:

Hazard Identification (AL-137)
Safety Coordinator & Representative Development (AL-031)

Safety Coordinators and Representatives also take mandatory training indicated as a result of completion of a Training Needs Questionnaire (TNQ) and may take additional training, as directed by the Program Director / Administrative Manager or Group / Section Leader, on hazards within the organization that they serve.

5.0 IMPLEMENTATION SCHEDULE

4/1/98 – Hazard Recognition course developed and offered.
9/1/99 – Program revised; Safety Coord/Rep. Coordination course offered.
11/15/01 – Program reviewed; written program updated.
11/1/04 – Program reviewed.
3/1/07 – Program reviewed.

6.0 ATTACHMENTS

ATTACHMENT A – GENERIC SAFETY COORDINATOR JOB DESCRIPTION
GENERIC SAFETY REPRESENTATIVE JOB DESCRIPTION

ATTACHMENT A

**SAFETY COORDINATOR POSITION DESCRIPTION
SAFETY REPRESENTATIVE POSITION DESCRIPTION**

Safety Coordinator

PERCENT TIME: ≥5%

The Program Director or Department Manager appoints the Safety Coordinator. The responsibilities associated with this position include but are not limited to:

- * Serve as liaison between the Program Director and the Environment, Safety, Health & Assurance Group (ESH&A).
- * Assist the Program Director with the implementation of environment, safety and health programs, as directed.
- * Ensure that new employees are given Emergency Awareness Training (AL-002).
- * Participate in annual Independent Walk Throughs (see Procedure #10200.021) and Program Walk Throughs (see Procedure #10200.014) and report to the Program Director.
- * Report status of safety activities including concerns to the Program Director.
- * Attend Safety Coordinator/Representative meetings as coordinated by ESH&A.
- * Attend Hazard Identification (AL-130) and Safety Coordinator / Representative Development (AL-031) training and other training as directed by the Program Director and in consultation with ESH&A.
- * Review Activity ES&H Hazard Identification Checklists for Readiness Reviews within the Program and participate in Readiness Reviews, as appropriate.

Designated Safety Coordinator (PRINT): _____

Safety Coordinator Signature: _____

Program Director Signature: _____

Date: _____

Safety Representative

PERCENT TIME: ≥5%

The Group or Section Leader appoints the Safety Representative. The responsibilities associated with this position include but are not limited to:

- * Serve as liaison between the Group / Section Leader and the Safety Coordinator; the Safety Representative also interacts with Environment, Safety, Health & Assurance (ESH&A).
- * Assist the Group / Section Leader with the implementation of ES&H-related programs, as directed.
- * Conduct periodic walk-throughs, as directed, and report to the Group / Section Leader.
- * Report status of safety activities including concerns in the group to the Group / Section Leader, Safety Coordinator and/or ESH&A, as indicated.
- * Attend Safety Coordinator / Representative meetings as coordinated by ESH&A.
- * Attend Hazard Identification (AL-130) and Safety Coordinator/Representative Development (AL-031) training and other training as directed by Group / Section Leader and in consultation with ESH&A.
- * Review Activity ES&H Hazard Identification Checklists for all Readiness Reviews within the Group or Section and participate in Readiness Reviews, as appropriate.

Designated Safety Representative (PRINT): _____

Safety Representative Signature: _____

Group / Section Leader Signature: _____

Date: _____