

# Lawrence Berkeley National Laboratory

## Recent Work

**Title**

Technical Requirements Document 1.1, General Policy and Responsibilites

**Permalink**

<https://escholarship.org/uc/item/1qz3j11s>

**Author**

Kotowski, M.

**Publication Date**

1994-03-01

# GENERAL EH&S POLICY AND RESPONSIBILITIES

**Preprint**

March 1994

Environment, Health & Safety Division  
Lawrence Berkeley Laboratory  
University of California  
Berkeley, California 94720

This work was supported by the U.S. Department of Energy  
under Contract No. DE-AC03-76SF00098.

|                |                   |
|----------------|-------------------|
| PUB-3119       |                   |
| REFERENCE COPY | Copy 1            |
| Does Not       |                   |
| Circulate      | Bldg. 50 Library. |

## **DISCLAIMER**

This document was prepared as an account of work sponsored by the United States Government. While this document is believed to contain correct information, neither the United States Government nor any agency thereof, nor the Regents of the University of California, nor any of their employees, makes any warranty, express or implied, or assumes any legal responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by its trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof, or the Regents of the University of California. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof or the Regents of the University of California.

# GENERAL EH&S POLICY AND RESPONSIBILITIES

**Preprint**

March 1994

Reviewed by: Paul Johnson 3-30-94  
Date

Approved by: D. L. McQueen 3/30/94  
EH&S Division Director Date

## CONTENTS

|                                                    |    |
|----------------------------------------------------|----|
| Policy .....                                       | 1  |
| Performance Expectations .....                     | 1  |
| General Requirements for Facilities .....          | 2  |
| Housekeeping .....                                 | 2  |
| Aisles and Passageways .....                       | 2  |
| Covers and Guardrails .....                        | 3  |
| Floor Loading Protection .....                     | 3  |
| Reviews of Health and Safety Program .....         | 3  |
| Annual Building Inspections .....                  | 3  |
| Access to LBL .....                                | 3  |
| Requesting a Variance from LBL Safety Policy ..... | 4  |
| Stopping Unsafe Work .....                         | 4  |
| Responsible Parties .....                          | 5  |
| Laboratory Director .....                          | 5  |
| Associate Laboratory Director for Operations ..... | 6  |
| EH&S Division Director .....                       | 6  |
| EH&S Division .....                                | 6  |
| Safety Review Committee .....                      | 7  |
| Chairperson of the SRC .....                       | 8  |
| Chairpersons of SRC Subcommittees .....            | 8  |
| Biological Safety Subcommittee .....               | 8  |
| Electrical Safety Subcommittee .....               | 8  |
| Emergency Preparedness Safety Subcommittee .....   | 8  |
| Fire Safety Subcommittee .....                     | 8  |
| Mechanical Safety Subcommittee .....               | 9  |
| Radiation Safety Subcommittee .....                | 9  |
| Seismic Safety Subcommittee .....                  | 9  |
| Toxic Chemicals Safety Subcommittee .....          | 9  |
| Toxic Gases Safety Subcommittee .....              | 9  |
| Traffic Safety Subcommittee .....                  | 9  |
| Facilities Department .....                        | 10 |
| Facilities Construction Managers .....             | 10 |
| Office of Assessment and Assurance .....           | 10 |
| Engineering Division .....                         | 10 |
| Division Directors .....                           | 10 |

Responsible Parties, cont'd.

|                                                       |    |
|-------------------------------------------------------|----|
| Building Managers .....                               | 11 |
| Managers and Supervisors .....                        | 11 |
| Employees and Casual and Participating Visitors ..... | 11 |
| DOE Orders .....                                      | 12 |
| Regulations .....                                     | 13 |

# GENERAL EH&S POLICY AND RESPONSIBILITIES

## POLICY

Lawrence Berkeley Laboratory's EH&S policy states that LBL is to provide a safe and healthy workplace for LBL employees and casual and participating visitors. LBL activities are not to cause harm to these individuals, the general public, or the environment. LBL property is to be protected from property damage and loss due to accidents or other causes. LBL employees, casual and participating visitors, and others performing work at LBL or its off-site locations are required to be familiar with and observe LBL safety standards.

## PERFORMANCE EXPECTATIONS

LBL's performance expectations direct employees and casual and participating visitors to:

- Be familiar with PUB-3000.
- Comply with LBL's implementations of DOE ES&H policies.
- Comply with other applicable fire, health, safety, emergency preparedness, pollution prevention, and environmental protection policies as required by federal, state, and local authorities.
- Perform all work safely and be aware of potentially hazardous operations and conditions.
- Stop their own work immediately if conditions or practices related to work appear to constitute an imminent danger (see definition below), and:
  - Call the danger to the attention of the responsible employee and employee's supervisor.
  - Notify the EH&S Division Office.

(An **imminent danger** is any condition or practice that could reasonably be expected to cause death or serious physical harm (e.g., permanent or prolonged impairment or temporary disablement requiring hospitalization) unless immediate actions are taken, including removing the employee, to mitigate the effects of the hazard.)

- Correct any hazardous conditions promptly.

## **PERFORMANCE EXPECTATIONS**

(cont'd.)

- Proceed with work only after ensuring that appropriate EH&S procedures have been implemented.
- Ensure that research operations and other activities involving potentially hazardous conditions are carried out in conformance with a current AHD.
- Maintain operating and quality assurance records in conformance with LBL Notebook requirements.
- Ensure that personnel exposure to toxic chemicals, ionizing radiation, and contaminants is maintained within prescribed standards and is as low as reasonably achievable.
- Minimize the volume and toxicity of LBL-generated waste and maintain chemical inventories as low as reasonably achievable.

LBL employees who observe conditions or practices that appear to constitute an imminent danger in areas under the control of construction subcontractors must:

- Call the danger to the attention of the responsible subcontractor or subcontractor's employee.
- Call the Facilities Department, Ext. 5495, to notify the construction supervisor and the construction manager.

## **GENERAL REQUIREMENTS FOR FACILITIES**

LBL divisions are responsible for all laboratory space assigned to them. A division's line management must ensure that the following standards apply to all laboratory space and personnel for which and whom the division is responsible:

### **HOUSEKEEPING**

All workplaces, passageways, storerooms, and service rooms must be kept clean, dry, orderly, and sanitary. Floors, workplaces, and passageways must be kept in safe condition. Debris from sweeping, solid and liquid wastes, and garbage must be removed as often as necessary to keep the workplace sanitary.

### **AISLES AND PASSAGEWAYS**

All required aisles and exit passages must be kept clear of storage items and obstructions. Permanent aisles and passageways must be marked appropriately. Aisles and passageways must be in good repair.

Sufficient safe clearance for aisles, loading docks, doorways, and turns must be made where mechanical handling equipment is used.

## **GENERAL REQUIREMENTS FOR FACILITIES**

(cont'd.)

### **COVERS AND GUARDRAILS**

Covers and guardrails must be used to protect personnel from the hazards of open floors, tanks, ditches, and similar areas.

### **FLOOR LOADING PROTECTION**

The loads approved by the Facilities Department in every building must be marked on plates made from an approved design. The plates must be in the area to which they pertain and be conspicuous.

The rated floor load approved by the building official must not be exceeded.

## **REVIEWS OF HEALTH AND SAFETY PROGRAM**

To ensure continued effectiveness, periodic reviews of LBL procedures and operations are conducted by EH&S, the Office of Assessment and Assurance (OAA), the Safety Review Committee (SRC), DOE, specialized consultants, state and local regulatory agencies, and prominent non-LBL experts in various fields.

## **ANNUAL BUILDING INSPECTIONS**

All LBL buildings must be inspected annually for fire, electrical, industrial, and general environmental safety. This inspection requirement is met through the LBL Self-Assessment Program.

EH&S teams make inspections for safety deficiencies. Fire Services conducts fire safety and fire protection inspections. A division representative, and/or the Building Manager, accompanies EH&S and Fire Safety on their inspections. The division representative identifies, reviews, and ranks safety deficiencies by urgency.

A final inspection report covering safety deficiencies is sent by the inspection team to the responsible Safety Coordinator(s) requesting corrective action. A response is required within 30 days. Copies of the report are also sent to the OAA and Building Manager(s).

## **ACCESS TO LBL**

Access to LBL and its facilities is controlled. Casual and participating visitors' access is set forth in PUB-201, *Regulations and Procedures Manual*, Section 1.06, *LBL Site Access*.

Children are not allowed at LBL except when part of a management-approved tour or accompanied by an employee or parent. Children must not be left unattended or allowed to wander.

## **ACCESS TO LBL**

(cont'd.)

Pets may not be brought to LBL. Seeing-eye dogs may be brought on site by their owners.

## **REQUESTING A VARIANCE FROM LBL SAFETY POLICY**

An experimenter who has the concurrence of the cognizant Division Director may request in writing a variance from LBL safety policy. Requests for variances go to the EH&S Division Director and must include:

- An enumeration of the specific criteria, rules, or procedures for which the variance is being requested.
- An explanation of the need to perform the experiment in the proposed manner.
- A description of the experimental apparatus.
- A description of the measures to be taken to ensure that the variance will not compromise safety.
- A statement defining the period during which the variance is to be in effect.

Variances from DOE orders and regulations require DOE approval and must be requested through the Associate Laboratory Director for Operations.

For more information on variances, see the section on *Responsible Parties* and the following sections that describe the responsibilities of specific individuals and groups at LBL.

## **STOPPING UNSAFE WORK**

Any work-related activities that constitute an imminent danger are cause to stop work immediately. Stopping unsafe work applies to all activities conducted at LBL and the Donner and Calvin Laboratories.

When employees discover conditions or practices that appear to constitute an imminent danger, employees must:

- Stop work immediately, if it is related to the danger.
- Call the danger to the attention of the responsible employee and the employee's supervisor.
- Notify the EH&S Division office.

## **STOPPING UNSAFE WORK** (cont'd.)

Upon being notified of a situation involving imminent danger, the supervisor or, in his or her absence, the technical EH&S staff must:

- Stop the work immediately or ascertain that no danger exists.
- Notify the responsible division office.
- Ensure that the EH&S Division office is kept informed.

Upon being notified of a situation involving imminent danger, the responsible division office must:

- Investigate the situation and arrange for any required remediation.
- Prepare an investigation and remedial action report for immediate submittal to the Director of EH&S.

**LBL EMPLOYEES MUST IMMEDIATELY STOP WORK  
ACTIVITIES CONSIDERED TO BE AN IMMINENT DANGER.**

If operations are suspended, the work stoppage must be investigated and reported in accordance with the relevant procedure specified in the *Accident Investigation Program*,\* *Occurrence Reporting Program*,\* or *Construction Safety Program*.\* Operations can resume when authorization has been granted by the EH&S Division Director or designee.

## **RESPONSIBLE PARTIES**

The following individuals and parties are responsible for implementing general policy at LBL:

### **LABORATORY DIRECTOR**

- Has overall responsibility for EH&S matters at LBL.
- Delegates, in his or her absence, overall EH&S responsibility to senior management, in the normal chain of command.
- Carries out the EH&S policy under the terms of a contract between the University of California and the DOE.
- Delegates to the Associate Laboratory Director for Operations responsibility for EH&S policy-making, implementation, and daily operation of the EH&S program.

\* To be published in late 1994.

**RESPONSIBLE  
PARTIES (cont'd.)**

**ASSOCIATE LABORATORY DIRECTOR FOR OPERATIONS**

- Is responsible for EH&S policy-making, implementation, and the daily operation of the EH&S program.
- Delegates to the EH&S Division Director responsibility for developing and publishing LBL EH&S policy and developing and operating effective service and support programs to ensure that LBL EH&S objectives and requirements are met.
- Delegates to the EH&S Division Director and his or her staff responsibility for stopping unsafe work activities in the absence of cognizant line management.
- Appoints the members and chairperson to the SRC and appoints SRC subcommittee chairpersons.
- Handles appeals for denials of variances on LBL policy and requests for variances from DOE orders and regulations. (See the section on *Requesting a Variance from LBL Safety Policy*.)

**EH&S DIVISION DIRECTOR**

- Develops and publishes the LBL EH&S policy.
- Develops and operates effective service and support programs to ensure that LBL EH&S objectives and compliance requirements are met.
- Stops unsafe work activities in the absence of cognizant line management.
- May ask that a request for a variance be studied by the SRC and its appropriate subcommittees. (See the section on *Requesting a Variance from LBL Safety Policy*.)
- Approves or denies in writing requests for variances. (See the section on *Requesting a Variance from LBL Safety Policy*.)

**EH&S DIVISION**

- Audits all LBL activities independently for compliance with the applicable safety rules and standards and provides appropriate technical services.
- Publishes and revises PUB-3000, LBL's environment, health, and safety manual.
- Reviews AHDs and hazardous operations.

**RESPONSIBLE  
PARTIES** (cont'd.)

- Inspects all LBL activities for compliance with applicable safety rules and standards.
- Provides technical expertise and services in EH&S issues.
- Monitors closely experimental operations for which a variance has been granted for the duration of the variance. Ensures that the conditions of the variance are met and safety is not compromised. (See the section on *Requesting a Variance from LBL Safety Policy*.)
- Conducts with division representatives inspections for earthquake, emergency preparedness, electrical, industrial, and hazardous material safety.

**SAFETY REVIEW COMMITTEE**

- Reports to and advises the Associate Laboratory Director for Operations on matters of health and safety.
- Performs research for and makes recommendations to the Associate Laboratory Director for Operations on matters of policy, guidelines, codes, and regulatory interpretation.
- Conducts reviews of special safety problems and provides recommendations for possible solutions, if requested to do so by the EH&S Division Director.
- Has members who represent all divisions and are selected on the basis of their scientific activity, balance of technical knowledge, and safety expertise.
- Forms subcommittees that handle specific science- and technology-related safety problems for which no published guidelines, codes, or regulations exist.
- Reviews appeals from divisions when a division and EH&S do not agree on the interpretation or application of criteria, rules, or procedures, and advises the Associate Laboratory Director for Operations on options for a resolution.
- Appoints subcommittees to address specific health and safety matters.
- Conducts, under the coordination of the OAA, triennial reviews of the safety programs of LBL divisions.

Membership terms in the SRC are renewable for up to three years. The participation of active experimental scientists is important to the functioning of the SRC.

**RESPONSIBLE  
PARTIES (cont'd.)**

**CHAIRPERSON OF THE SRC**

- Recommends, for appointment by the Associate Laboratory Director, chairpersons for the SRC's subcommittees.

**CHAIRPERSONS OF SRC SUBCOMMITTEES**

- Have the authority to appoint members to the subcommittee and assign them tasks. (This must be done with the approval of the member's department head or the Division Director.)
- Maintain records of the subcommittee's activities and submit a written annual report to the SRC.
- Are *ex officio* members of the SRC, through which they report.

**BIOLOGICAL SAFETY SUBCOMMITTEE**

- May be requested to review biological safety guidelines for LBL work that includes potentially dangerous biological materials.
- May be requested to evaluate systems for containment, sample handling, and disposal of biological hazardous materials.

**ELECTRICAL SAFETY SUBCOMMITTEE**

- May be requested to review electrical and electronic equipment and its installation at LBL from the standpoint of personnel and equipment safety.

**EMERGENCY PREPAREDNESS SAFETY SUBCOMMITTEE**

- May be requested to review the Emergency Preparedness Program and make recommendations regarding emergency preparedness matters. Members are normally leadership personnel from emergency response groups (e.g., Fire Services and the UCB police).

**FIRE SAFETY SUBCOMMITTEE**

- May be requested to review the interpretation and implementation of fire codes, regulations, and policy in research laboratories. The LBL Fire Marshal is an *ex officio* member of the Fire Safety Subcommittee.

**RESPONSIBLE  
PARTIES (cont'd.)**

**MECHANICAL SAFETY SUBCOMMITTEE**

- May be requested to review ventilation systems in areas with potential safety hazards.
- May be requested to review the mechanical design, fabrication, testing, operation, and emergency procedures of potentially hazardous research equipment or unusual and potentially hazardous experimental setups (e.g., pressure vessels, cryogenic apparatus, and equipment containing flammable gases or liquids).

**RADIATION SAFETY SUBCOMMITTEE**

- May be requested to advise on and assist in identifying and resolving LBL radiation safety issues (including radioactive material, radiation sources, and accelerator operations).
- May be requested, by EH&S, to investigate and review identified radiation safety problems.

**SEISMIC SAFETY SUBCOMMITTEE**

- May be requested to provide design criteria and guidance for structures and special LBL equipment that involve state-of-the-art seismic design problems.
- May provide advice for cases where appropriate code or institutional criteria may not directly apply or exist.

**TOXIC CHEMICALS SAFETY SUBCOMMITTEE**

- May be requested to review and recommend procedures for the use, accountability, and control of carcinogens and toxic chemicals.

**TOXIC GASES SAFETY SUBCOMMITTEE**

- May be requested to advise on the installation and operation of toxic gas systems at LBL.

**TRAFFIC SAFETY SUBCOMMITTEE**

- Reviews moving traffic violations and vehicle accidents and their related causes (e.g., road layouts and conditions).
- Makes recommendations for correcting traffic safety hazards and reviews all accidents involving LBL-furnished vehicles on or off site.
- Serves as the hearing board for drivers involved in vehicle accidents or moving traffic violation warnings or citations.

**RESPONSIBLE  
PARTIES (cont'd.)**

**FACILITIES DEPARTMENT**

- Is charged with the safe operation and maintenance of LBL's physical plant and facilities, including removing from service unsafe facilities and equipment maintained by the Facilities Department.

**FACILITIES CONSTRUCTION MANAGERS**

- Instruct, before construction work begins, construction subcontractors and their employees to stop work immediately if their activities are identified as constituting an imminent danger.

**OFFICE OF ASSESSMENT AND ASSURANCE**

- Develops and manages the LBL Self-Assessment Program.
- Coordinates certain external audit functions.

**ENGINEERING DIVISION**

- Ensures that all non-Facilities equipment, structures, and engineered experimental apparatus, with which Engineering Division personnel at LBL are connected, are designed, engineered, and maintained in a safe manner and in conformance with all applicable EH&S requirements.

**DIVISION DIRECTORS**

- Ensure that self-assessments are carried out and identify safety deficiencies.
- Ensure that LBL's EH&S policies are implemented and observed within the division.
- Take the initiative to consult with appropriate support organizations when safety-related assistance or advice is needed.
- Ensure that the division's research projects and unique activities are evaluated for potential hazards and that safety controls are specified and implemented as required by DOE Order 5481.1B, *Safety Analysis and Review System*.
- Ensure that safety deficiencies identified through inspections are corrected in a timely manner.
- Are responsible for all laboratory space assigned to them.
- Investigate the circumstances surrounding situations identified as imminent dangers.

**RESPONSIBLE  
PARTIES** (cont'd.)

- Arrange for any required remediation and prepare an investigation and remedial action report for immediate submission to the Director of EH&S.

**BUILDING MANAGERS**

- Ensure that the required building management functions are staffed properly by one or more qualified individuals, and that building duties are carried out effectively.
- Ensure the safety and emergency preparedness of their respective buildings.
- Coordinate construction and maintenance activities.
- Oversee the space management of their respective buildings.
- Act as the liaison with visitors and regulatory agencies visiting the respective buildings.

**MANAGERS AND SUPERVISORS**

- Ensure that employees and casual and participating visitors are properly trained in safety and emergency procedures and are provided with a safe and healthy workplace.
- Ensure that operations under their control meet all EH&S requirements.

When a supervisor (or EH&S staff member, in the absence of the supervisor) is notified of an imminent danger, the supervisor must:

- Stop the work immediately or ascertain that no danger exists.
- Notify the responsible division office.
- Ensure that the EH&S Division office is kept informed.

**EMPLOYEES AND CASUAL AND PARTICIPATING VISITORS**

- Must attend the *New Employee Safety Orientation* (EH&S-10) class within a month of being hired. This applies to visitors if, in the judgment of the LBL supervisor, the visitor's activities will involve entering accelerators or workshops, or exposure to hazards.
- Must adhere to the performance expectations listed in the section on *Performance Expectations*.

## DOE ORDERS

Appendix G of the contract between DOE and the University of California provides that LBL will adhere to the following DOE orders in the area of ES&H. Copies of these regulations are available from EH&S.

- DOE Order 1540.1, *Materials Transportation and Traffic Management*
- DOE Order 3792.2, *Smoking Regulations*
- DOE Order 5400.1, *General Environmental Protection Program*
- DOE Order 5400.2A, *Environmental Compliance Issue Coordination*
- DOE Order 5400.3, *Hazardous and Mixed Waste Program*
- DOE Order 5400.4, *CERCLA Requirements*
- DOE Order 5400.5, *Radiation Protection of the Public and the Environment*
- DOE Order 5440.1E, *NEPA Compliance Program*
- DOE Order 5480.4, *Environmental Protection, Safety, and Health Protection Standards*
- DOE Order 5480.3, *Safety Requirements for the Packaging and Transportation of Hazardous Materials*
- DOE Order 5480.4, *Environmental Protection, Safety, and Health Protection Standards*
- DOE Order 5480.7, *Fire Protection*
- DOE Order 5480.8, *Contractor Occupational Medicine Program*
- DOE Order 5480.9, *Construction Safety and Health Program*
- DOE Order 5480.10, *Contractor Industrial Hygiene Program*
- DOE Order 5480.11, *Radiation Protection for Occupational Workers*
- DOE Order 5480.13, *Aviation Safety*
- DOE Order 5480.15, *DOE Laboratory Accreditation Program for Personnel Dosimetry*
- DOE Order 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- DOE Order 5480.20, *Unreviewed Safety Questions*
- DOE Order 5480.22, *Technical Safety Requirements*
- DOE Order 5480.23, *Nuclear Safety Analysis Reports*
- DOE Order 5481.1B, *Safety Analysis and Review System*

**DOE ORDERS** *(cont'd.)*

- DOE Order 5482.1B, *Environment, Safety, and Health Appraisal Program*
- DOE Order 5483.1A, *Occupational Safety and Health Program for Contractor-Employees at GOCO Facilities*
- DOE Order 5484.1, *EH&S Information Reporting Requirements*
- DOE Order 5700.6C, *Quality Assurance*
- DOE Order 5820.2A, *Radioactive Waste Management*
- DOE Order 1300.3, *Policy on the Protection of Human Subjects*
- DOE Order 1540.2, *Hazardous Material Packaging for Transport - Administrative Procedures*
- DOE Order 5000.3B, *Occurrence Reporting and Processing of Operations Information*
- DOE Order 5500.1B, *Emergency Management System*
- DOE Order 5500.2B, *Emergency Categories, Classes and Notification and Reporting Requirements*
- DOE Order 5500.3A, *Planning and Preparedness for Operational Emergencies*
- DOE Order 5500.4, *Public Affairs Policy and Planning Requirements for Emergencies*
- DOE Order 5500.7B, *Emergency Operating Records Protection Program*
- DOE Order 5500.10, *Emergency Readiness Assurance Program*
- DOE Order 6430.1A, *General Design Criteria*

**REGULATIONS**

- PUB-201, *Regulations and Procedures Manual (RPM)*

LAWRENCE BERKELEY LABORATORY  
UNIVERSITY OF CALIFORNIA  
TECHNICAL INFORMATION DEPARTMENT  
BERKELEY, CALIFORNIA 94720