

ES&H Responsibilities for All ATAP Personnel

Safety responsibilities of employees and participating affiliates are described in **RPM ES&H Core Policy** and **ES&H Manual Section 1.7**.

Hazards Analysis and Work Authorization

Before performing work, ATAP personnel must define what will be done, analyze the hazards, determine what type of work authorization(s) are required and obtain them, and ensure the necessary hazard controls are in place. The Work Planning and Control (WPC) **Activity Manager** system is used to guide the hazards analysis process. Program, Division, and EHS staff (**ATAP ES&H Operations Committee**) are available to assist in the hazards analysis process.

New work authorizations will be established through the WPC **Activity Manager** system. Existing work authorizations, such as Activity Hazards Documents (AHDs), Individual Baseline Job Hazards Analyses (JHAs) and Task-Based JHAs will be maintained until the work is fully authorized through WPC Activity Manager.

All personnel are responsible for knowing which work authorizations apply to their work, reading and understanding the conditions, and working within the limits of their work authorizations. Under WPC, all personnel are responsible for:

- Reviewing and accepting conditions of the work authorization;
- Performing work only for which they are authorized and qualified and per requirements of [ESH Manual, Chapter 1](#);
- Accepting primary responsibility for performing work in a safe manner;
- Stopping work when the tasks, hazards, and/or required controls differ from those authorized in the completed and active WPC Activity and not re-starting work until the WPC Activity accurately describes the work and has been re-authorized; and
- Continually reviewing work and assuring that the work activity has been analyzed and authorized appropriately under WPC and engaging the Activity Lead to modify the WPC Activity as appropriate.

Training

Required and recommended training for each person is determined by his/her work authorizations and is summarized on the Training Profile, found in the **Berkeley Lab Training (BLT) database**. The training records of personnel are reviewed for completion of required EHS courses prior to determining the appropriate level of authorization to perform work under WPC Activities. Personnel may be required to complete on-the-job training and work under supervision until they have demonstrated sufficient proficiency to work safely on their own. Annually, in conjunction with the Performance Review process, the employee's WPC Activity authorizations and status of completion of required training is reviewed by his/her Supervisor, and a training plan is

developed for each employee for the next twelve-month period. Most training courses are available on-line at the **BLT** web page. Schedules and enrollments for classroom courses are available through the **Employee Self-Service** web page.

Self-Assessment

All ATAP personnel (including ATAP employees, matrixed employees, students, and affiliates) are assigned to a **QUEST** self-assessment team, with the exception of short-term personnel. (**QUEST** is an integrated way to examine **Q**uality Assurance/**I**mprovement and **E**nvironment, Safety, and Health through **S**elf-Assessment **T**eamwork.) Persons whose participation in work activities at ATAP are anticipated to occur over a period of less than 90 days may be included in a **QUEST** team as determined by the Program Head. Advanced Light Source (ALS) Accelerator Physics personnel are assigned to ALS Division **QUEST** Circles. Each **QUEST** team has charge of self-assessment for the workspace of its members. For further information on the **QUEST** process see **QUEST**.

Responding to Emergencies and Reporting Concerns

All ATAP personnel must be prepared to respond appropriately to emergencies, including imminent danger situations, accidents, environmental releases, and natural disasters affecting LBNL (see **Emergency Response**). They are expected to follow directions from **Building Managers and Emergency Teams**.

All ATAP personnel are encouraged to implement the **RPM Stop Work Policy** for activities considered an imminent danger and **report any workplace safety or environmental concerns** to their supervisor as described in **ES&H Manual Section 1.7, Workers, #3**.

All personnel are responsible for responding to **corrective actions** assigned to them through the **Corrective Action Tracking System (CATS)**. Any ATAP personnel can enter safety issues into the **CATS** system.

All personnel are expected to take the initiative to **consult with their supervisor** and encouraged to consult with their Activity Lead, Program ES&H Coordinator, ATAP ES&H Coordinator, or appropriate EHS personnel when safety-related assistance or advice is needed. If a person becomes aware that there may be circumstances when the person could be **working alone** and hazards remaining after controls could incapacitate him/her so that he/she could not self-rescue or activate emergency services, the work must be stopped and these concerns brought to the immediate attention of their supervisor and Activity Lead for resolution before work may resume.