

## ATAP ES&H Coordinator

The general safety responsibilities for a Division Safety Coordinator are described in **ES&H Manual Section 1.7**. The ATAP ES&H Coordinator reports to the Division Deputy for Operations and is responsible for the management, general administration, and day-to-day functioning of the ES&H program, including:

- Indicating his/her role as a Division Safety Coordinator on the **WPC Activity Manager** and completing required training;
- Serving as a **point of contact** for all division staff regarding the implementation and interpretation of the Lab's ES&H policies and serving as a conduit for feedback on how safety is being implemented (including point of contact for Lessons Learned);
- Serving as a member of the **ATAP ES&H Operations Committee**;
- Ensuring that division-specific safety **training**, if needed, is developed and implemented effectively;
- Consulting and **coordinating** with EHS (and other) resources as needed;
- **Promoting Safety Culture**, ES&H awareness, communication, safe work practices, and compliance within ATAP;
- Maintaining **familiarity** with division staff, work activities, and potential hazards;
- Serving as a member of the **Division Safety Coordinator's Subcommittee** and attending this and other meetings as necessary;
- Coordinating and managing required safety **documentation**, which includes:
  - Updating the ATAP ISM Plan and safety website;
  - Entering the findings of Division walkthrough and inspection reports into CATS;
  - Monitoring and communicating the status of safety training and Corrective Action Tracking System (CATS) corrective actions;
  - Monitoring the status and coordinating the performance of hazards reviews and work authorizations, chemical inventory, 10 CFR 851 reporting, laser inventory, and Satellite Accumulation Areas (SAAs);
- Ensuring the division has a proactive **ergonomic** safety program that minimizes injuries. Acts as an **Ergonomics Advocate**, working with EHS ergonomists to perform ergonomic evaluations and assist in resolution of action items;
- Working with the EHS Liaison and appropriate subject matter experts to assess the adequacy of hazard controls through frequent **inspections and monitoring** of work activities. Facilitating the implementation of appropriate **hazard controls** by Line Managers;
- Managing the **division self-assessment**, including: development of the ATAP Self-Assessment Plan (including the QUEST Program), coordinating completion of self-assessment reports, tracking and trending of appropriate ES&H performance indicators, ensuring Division and institutional findings are entered into CATS, and tracking and validating corrective actions;
- Serving as the division point of contact for **audits** external to the division, including EHS program reviews, LBNL management and peer reviews, DOE operational awareness and audit activities, and independent reviews;

- Monitoring the status of **building manager and emergency teams** and informing the Division Director of the need for appointments;
- **Assisting the Incident Review Program Manager in reviews** for first aid and Occupational Safety and Health Administration (OSHA) recordable injuries and other significant incidents by helping to identify associated Line Management and scheduling review activities as requested. Supporting the supervisor in the review process by facilitating interviews, advising the Supervisor on the review findings and use of the **CHESS Injury/Illness Incident Investigation module**, and facilitating development and closure of appropriate Corrective Actions, as described in **ES&H Manual Section 5.1**;
- Serving as a division point of contact for **Occurrence Reporting**, assisting in the notification, recommended categorization, investigation, mitigation, and report preparation of all reportable occurrences within the division, as described in **ES&H Manual Chapter 15**;
- Communicating status of key safety performance measures and results of audits, assessments, and incident investigations to ATAP management (Division Director, Division Deputies, Program Heads, and Program ES&H Coordinators) and recommending actions to improve performance; and
- Serving as the Division **Space Coordinator**. This combination of duties provides additional opportunities for participation in the work planning process, to work with the ATAP Deputy for Operations to ensure facilities provided are appropriate to the work to be performed in the space. Space coordination activities require the ES&H Coordinator to visit work areas frequently, providing opportunities to observe work in progress and assist in identifying potential hazards.