

18 December 2007

To: Piermaria Oddone  
From: James Strait   
Subject: 2008 Particle Physics Division ES&H Plan

In response to the letter dated November 1, 2007 from ES&H Section Head Bill Griffing, I am forwarding to you the Particle Physics Division's 2008 ES&H action plan. This plan has been developed in consultation among the Particle Physics Division office staff and the ES&H Department.

Seven separate tasks are described below. The PPD ES&H Department will coordinate all seven tasks. Any actions or recommendations resulting from the implementation of this plan will be documented by the PPD ES&H Department and transmitted to the Division Head for approval and assignment if necessary.

**Task 1 Continue to solicit and implement ES&H suggestions from PPD employees.**

This will be accomplished as follows:

- ◇ Suggestion boxes are posted throughout the division.
- ◇ We will continue to promote the use of the electronic suggestion boxes.
- ◇ We will continue to give cash awards at our annual picnic for good ES&H suggestions.

**Task 2 Inventory all credible chemical spill sources in the division.**

This inventory will be compiled by the ES&H Group and written up for posting on the PPD ESH/BMS Department webpage. Each credible spill source will be accompanied by a spill plan. Both the inventory of the spill sources and the spill plans will be reviewed by the Environmental Officer before being posted to the webpage.

**Task 3 Complete a comprehensive inventory all air emission sources in the division.**

This will include not just those sources that need to be considered for the Laboratory's annual permit, but all small sources as well. The inventory will be written and posted on the PPD ES&H/BMS Webpage.

**Task 4 Lunch with the division head.**

Lunches will be set up by department. Each lunch will be catered and held in the area where the greatest number of department personnel sits. The lunches will be limited to 30 people or less and will include at least one member of the division management team. This lunch will be a forum for department personnel to give feedback to the division management regarding the program strengths and weaknesses, as viewed by them. It will also serve as a morale booster as the lunch will be paid for with employee morale money. Four lunches will be held this year.

**Task 5 Create an online database of example hazard analyses.**

These will be used as guidance documents by division personnel. This database will be created by the ES&H Group and will include several examples of good, current hazard analyses. This will serve as an aid to those inexperienced employees and those employees who do not write hazard analyses often and may overlook some of the details. The database will be reviewed quarterly and updated as needed.

**Task 6 Create an employee's grassroots safety committee for PPD.**

This committee will include one member from each of the following departments: Mechanical, Electrical, ESH/BMS, Technical Centers, D-Zero, CDF and Support Services. The committee members will be chosen by their department heads. This committee will meet monthly to discuss relevant ES&H issues in the division and at the Lab. The specifics of the committee are outlined below.

Purpose:

The primary purpose of the employee's grassroots ES&H committee is to provide a forum for non-supervisory employees to identify and discuss unresolved unsafe conditions, processes, and practices in their workplace. In addition, the Particle Physics Division management encourages the PD grassroots committee to engage themselves in discussing, deliberating, and recommending solutions to common ES&H issues. Such issues may include personal protective equipment, training problems, safety procedures, and to look out for each others (co-workers) to help instill the Fermilab Integrated Safety Management (ISM) safety culture in their respective areas of work.

Committees Composition:

The employee's grassroots committee is comprised of non-supervisory employees only. The committee members elect a spokesperson and a secretary. Supervisory personnel may attend the meeting on an invitation basis only.

Charge:

The committee is charged with identifying, discussing, and deliberating unresolved safety issues and work practices in the work place. Employees must not wait for the grassroots committee meeting to bring up unsafe conditions. These must be brought to the attention of their supervisor when they are discovered. The spokesperson, with the help of the committee's secretary, writes meeting minutes and communicates these concerns to the division head in a clearly written report. The committee should meet at least once per month.

The minutes will go to the division head and the senior safety officer. If there are action items in the minutes, the division head will have 10 working days to respond. In addition to what is outlined in the charter, the committee will be responsible for helping to coordinate the annual ES&H picnic and they will provide input for the creation of the 2009 PPD ES&H Plan.

**Task 7 Direct attention on housekeeping in the division.**

Particle Physics Division will choose four days in the next calendar year that will be dedicated to housekeeping. Each department in the division will have to choose one of the four days to participate. On the housekeeping day, no other work (except those tasks related to the ES&H of the people or property) will take place except housekeeping. The department heads will be responsible to coordinate the housekeeping in their spaces. This may include asking for

assistance from ES&H to dispose of chemical waste, making arrangements for scrap metal or cardboard recycling hoppers to be available or placing a work order to have WCI help with additional cleaning services. Whatever the individual circumstances, each department will dedicate one entire day (less in areas where the work load is less) to the task of cleaning out and organizing their work spaces.

Our goal is to complete each of these tasks by the end of CY08. For those ongoing activities, we will continue to do them and evaluate their effectiveness at the end of the year. Questions or comments about the elements of the plan or the status of the implementation of our plan should be directed to either me ([strait@fnal.gov](mailto:strait@fnal.gov)) or Martha Heflin ([martha@fnal.gov](mailto:martha@fnal.gov)).

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