

## Program Heads

Program Heads are responsible for establishing, implementing, and maintaining effective ES&H procedures for their Programs and ensuring correction of ES&H deficiencies on a timely basis. In addition to their general responsibilities as **Supervisors**, all Program Heads are expected to:

- Provide **leadership** and encourage participation in the ES&H activities of their Program;
- **Communicate** regularly with their Program ES&H Coordinator and **maintain awareness** of their Program ES&H performance;
- **Communicate safety information** to their Program and **receive and address safety concerns** from their Program. [ATAP expectation: incorporation of safety discussions into regular meetings with groups and supervisors.]
- Regularly **assess the safety** of their Program's workplace conditions and activities, including walkthroughs of spaces and observation of activities. [ATAP expectation: walkthrough of the Program spaces at least quarterly.]
- Consult with Division Director to recommend appropriate Project Leads and select Activity Leads for Program Projects and Activities under Work Planning and Control.
- Appoint personnel to perform ES&H duties for the Program, including:
  - Program ES&H Coordinator;
  - representatives to serve on **Focus Area Self-Assessment** teams;
  - Area Safety Leaders;
  - person(s) to perform and maintain **Electrical Equipment inventories**;
  - qualified **Shop Managers** for each mechanical and electrical shop, and ensure that the Shop Manager's name and the **shop use policy** are posted at the entrance to each shop. (Engineering Division supervisors or the EHS Shop Safety Subject Matter Expert are available to help ATAP Program Heads determine which individuals are qualified to serve as Shop Managers. Designation of Shop Managers must be approved through Work Planning and Control in a manner to be determined by Engineering Division.) Program Heads **provide resources** to Shop Managers to maintain shop tools in good mechanical and operating condition, with all required guarding in place.
- Take responsibility for the safety of non-construction work requested from subcontractors or vendors by ensuring **Subcontractor and Vendor Oversight** takes place.