

Shop Managers

Shop Managers, as described in **ES&H Manual Chapter 25**, are persons approved to assist in monitoring work in ATAP shops. The Shop Manager must be a person who can, through experience, sufficient knowledge, or training, operate the equipment safely, and identify and mitigate hazards associated with the work performed in the shop. The Shop Manager:

- Completes any training required for Shop Managers;
- Has demonstrated experience in the safe operation of the equipment in the shop;
- Determines whether other personnel are competent and qualified to operate specific pieces of equipment in the shop;
- Determines who may use the equipment, and how and when they may do so (**ES&H Manual Chapter 25, Section 25.7 Work Process A, 2.a.xvi and xvii**). This includes prohibiting people from **working alone** when hazards remaining after controls could incapacitate them so that they could not self-rescue or activate emergency services;
- Maintains records of who is qualified to use the shop (**ES&H Manual Chapter 25, 25.10 Appendix A Applications to Use Shop Equipment**) and records of On the Job Training;
- Ensures that only qualified people operate the equipment;
- Assists home and matrixed supervisors of shop users in enforcing safe use of tools and good housekeeping; and
- Removes from service, labels, and secures any equipment/tool that is damaged, in disrepair, or deemed unsafe and reports safety deficiencies to the Program ES&H Coordinator.

Note: It is anticipated that the methods of authorizing Shop Managers and shop workers will transition to the Work Planning and Control System, and that ES&H Manual Chapter 25 will be revised to reflect LBNL requirements relevant to how this process will occur under Work Planning and Control. Until these changes occur, Shop Managers should contact the Engineering Division Safety Coordinator for guidance.