



ATAP Self-Assessment Systems

Introduction to ATAP Self-Assessment Systems

The Laboratory has implemented a self-assessment system that ATAP fully supports and in which the Division actively participates. This system includes the following assessments:

- ES&H Peer Reviews, conducted by the LBNL Safety Advisory Committee, review how well the management systems described in our ATAP Integrated Safety Management Plan are functioning. (ATAP is not anticipating a Peer Review in FY16).
- EHS Division's Technical Assurance Program consists of subject matter experts' self-assessments the performance of their programs.
- Contract 31, Appendix B self-assessments utilize information from the ES&H self-assessments described above and assessments of business and operational functions to measure LBNL's performance against contract performance measures.

Division Self-Assessments are another important element of this system. The Accelerator Technology and Applied Physics Division (ATAP) self-assessments will evaluate hazard controls (e.g. administrative, engineering, etc.), aspects of Safety Culture, and compliance with institutional and divisional requirements to determine if the programs and/or processes are effective, adequately implemented, and are fostering improvement.

ATAP uses a tailored, risk-based approach to assessing safety program effectiveness. ATAP management identifies the hazards and aspects of Safety Culture having the greatest potential impact on the safety of employees, protection of environment, and/or continuity of operations.

ATAP's division self-assessment program for FY16 will consist of the following key elements:

- **ALD Self-Assessment**
- **Focus Area Self-Assessments**
- **Safety Day & QUEST**
- **BELLA Center Accelerator Safety Self-Assessment**
- **Focused Clean-up Day(s)**

Additional on-going assurance activities include quarterly ES&H Coordinator/EHS Liaison walkthroughs, ATAP management and supervisor walkthroughs, Hazardous Waste Generator Assistance walks, Lockout/Tagout procedure reviews, Work Planning and Control Activity reviews, and ergonomics assessments.



ALD Self-Assessment – Improved Implementation of ISM in Multi-Divisional Projects

The Division Safety Coordinators of the Physical Sciences Division Associate Laboratory Directorate (Accelerator Technology and Applied Physics Division, Engineering Division, Nuclear Science and Physics Divisions) will be conducting a special assessment of the causes of safety incidents involving more than one Physical Sciences Division and the best ways of preventing these incidents. The results of the assessment will be shared with the Associate Lab Director and Division Directors of the participating Divisions.

Focus Area Self-Assessments

The ATAP Division Director, Program Heads and ES&H Operations Committee identify hazards and aspects of Safety Culture having the greatest potential impact on the safety of employees, protection of environment, and/or continuity of operations. The division ES&H self-assessment process and associated work products are “owned” by ATAP and are an integral part of our Integrated Safety Management process. See **Focus Area Self-Assessments** for a description of ATAP’s focus areas, methodologies, and evaluation frequencies. ATAP’s self-assessment will address safety programs and hazards of importance to ATAP and, in the process, will identify findings, observations, and noteworthy practices.

Safety Day & QUEST

As part of putting safety first in ATAP, we will hold one or more Safety Day(s). (It may be one day throughout the Division, or separate days by Program or zone, depending on research schedules.) Safety Day is a chance to step aside from our busy routines and prioritize both physical safety and the EH&S training and assurance aspects of our jobs. Under the guidance of the Deputy for Operations, each Program's Safety Coordinator will organize their Safety Day. These are among the likely activities for all:

- Assessing the safety of our work areas as part of a team;
- Safety meetings;
- Completing online safety training;
- Housekeeping clean-ups of work areas;
- Activity Leads will be developing Activities for new work in the Work Planning and Control system. Those who have been assigned to WPC Activities will be reviewing and accepting these entries.

ATAP developed and implemented an internal self-assessment process called **QUEST**: **Q**uality assurance/improvement and **E**nvironment, safety and health through **S**elf-assessment and **T**eamwork. Its basic premise is that teams composed of employees are in the best position to evaluate the quality and safety of our workplaces. QUEST raises safety awareness, involves everyone in the Division in improving safety, and encourages teamwork and communication. See **QUEST** for a description of the participation requirements, scope, assessment methodologies and tools, and schedule for the activities for this year. QUEST activities planned for FY 2016 include a broad-based assessment



of safety hazards and environmental management practices in ATAP workplaces. The 2016 QUEST assessment will include teams composed of participants from different work areas to facilitate exchange of ideas.

At the end of Safety Day, a debrief will take place with the Program Safety Coordinators, Division Safety Coordinator, Deputy for Operations, and Division Director. Observations, findings and action items will be shared across the Division.

BELLA Center Accelerator Safety Self-Assessment

Every 3 years, BELLA Center must demonstrate that our self-assessment processes provide an adequate review of our safety systems and compliance with the Accelerator Safety Order. The most recent triennial review was in November 2013, so we are anticipating a review in **November 2016**. The purpose of our BELLA Center Accelerator Safety Self-Assessment is to maintain our safety systems and help prepare for the triennial review by identifying any needs for updating documents or resolving safety issues. The self-assessment will take place in second quarter FY16 and the scope will include a review of the results of EHS surveillance and a summary of institutional assurance activities reviewed by the Accelerator Readiness Safety Committee since November 20, 2013.

Focused Clean-up Day(s)

The ATAP Division Director and Deputy for Operations will select at least one ATAP building or zone for focused clean-up efforts on a designated day or days. The day will include identification and organized collection of surplus materials for proper removal to disposal or recycling. The Division Safety Coordinator and Building Manager will work with ATAP/Engineering Supervisors, EHS, and Facilities to organize the effort.