

Matrixed Personnel and Shared Spaces

A person is considered "matrixed" if the person has a "home" division from which he/she is assigned to work in a "host" division and typically receives daily work instructions from the host division. Personnel from other divisions (primarily Engineering Division) are matrixed to ATAP, and some ATAP personnel are matrixed to other divisions. LBNL requirements are found in the **RPM Matrixed Employee Work Authorization Policy**.

In addition, some ATAP employees perform ATAP work in spaces belonging to other Divisions (APEX at ALS, Supercon in Bldg. 77/77A, and IBT in Bldg. 88) and some personnel from other Divisions may perform non-ATAP work in ATAP areas (Gould/Feinberg laser lab and EETD ventilation lab at Bldg. 71). People may perform short-term tasks for another division without being assigned a host division Matrix Supervisor, such as Facilities personnel responding to Work Requests or Engineering Division technicians working on ATAP equipment in the Bldg. 77 shop. People performing their own Division's work in shared spaces and people performing short-term tasks for other Divisions are not considered matrixed personnel. The safety of these workers remains the primary responsibility of the home division. The Building Manager of the Division owning the space is responsible for working with Facilities Division to maintain a safe workspace. WPC Activity Leads are responsible for maintaining the safety of the contents and activities within the workspaces under their control. ATAP personnel requesting work from another division are expected to inform the workers of any hazards or safety precautions associated with the work.

All personnel are responsible for stopping any work activities they observe that appear to be an imminent danger, regardless of the status of the persons performing the work. If anyone becomes aware that there may be circumstances when a matrixed person could be **working alone** and hazards remaining after controls could incapacitate him/her so that he/she could not self-rescue or activate emergency services, the work must be stopped, and the concerns brought to the immediate attention of the home and host division supervisor(s) and WPC Activity Lead(s) for resolution before work can resume.

The employee's supervisor from the home division or department retains all health and safety responsibilities pertaining to matrixed employees, except where some of the responsibilities have been transferred to the host division or department through a Memorandum of Understanding (MOU). Whenever an MOU is established, it remains the responsibility of the home supervisor to assure that the MOU is appropriately implemented. [NOTE: Due to management and safety policy changes, ATAP will be establishing new formal **MOUs** with the **Engineering Division, ALS Division, Materials Sciences Division, and Nuclear Science Division** during FY15].

A Matrix (host division) Supervisor is a person responsible for providing day-to-day technical direction and oversight, including responsibilities for proper execution of ES&H activities of Employees and Affiliates within their purview. A Matrix Supervisor is required to be a Higher Education Employer-Employee Relations Act (HEERA)-designated supervisor (as determined by Human Resources) and can be in a division separate from the Employee's home division. (Persons who are not HEERA supervisors who oversee matrixed personnel are considered to be **Work Leads** or **WPC Activity Leads**). The Matrix Supervisor can also act as the host and point of contact on behalf of the division for Affiliates of LBNL. A Matrix Supervisor partners with the home division HEERA Supervisor on matters of staffing, performance review, work direction, and/or evaluation. The Matrix and home division supervisors discuss corrective actions for ES&H performance issues relative to the matrixed assignment. The Matrix Supervisor refers matrixed personnel to their home division supervisor to address issues that are not directly related to the day-to-day tasks of the matrix assignment, but is responsible for ensuring implementation of those that are related to those day-to-day tasks. The Matrix Supervisor and home division supervisor stay appropriately informed of and sensitive to personnel issues that may be covered by collective bargaining agreements.

Occurrences related to matrixed assignments are reported by the division whose operations are most affected, as determined by the host and home Division Directors. Home and host division personnel and EHS Liaisons will assist in the Occurrence investigation, reporting, and corrective actions as requested by the reporting Division Director. Further information on Occurrence Reporting is found in **ES&H Manual Chapter 15** and the **LBNL Occurrence Reporting and Processing System** website.

The home division supervisor retains primary responsibility for working with the injury/illness incident investigation team to complete the Injury/Illness Investigation Report for accidents involving their personnel who are matrixed to other divisions in accordance with the home division ISM Plan. Home and host division personnel and EHS Liaisons will assist in investigations, reporting, and corrective actions as requested by the home division ES&H Manager/ Coordinator/ Administrator. Further information on Incident Reviewing and Reporting is found in **ES&H Manual, Section 5.1**

Matrixed Engineering Division Employees

The ESH roles and responsibilities of personnel matrixed from Engineering Division to perform work under the direction of ATAP, and the roles and responsibilities of Home (Engineering Division) and Host (ATAP) Supervisors of matrixed employees will be discussed and agreed upon through the WPC Activity review and approval process on a case-by-case basis until a new Memorandum of Understanding is established.

ATAP's ALS Accelerator Physics Program

ATAP's Advanced Light Source (ALS) Accelerator Physics Program personnel are matrixed to ALS Division and are also subject to the **ALS Division ISM Plan** and ALS work authorizations. The ESH roles and responsibilities of personnel matrixed from ATAP to perform work under the direction of ALS, and the roles and responsibilities of Home (ATAP) and Host (ALS) Supervisors of matrixed employees will be discussed and agreed upon through the WPC Activity review and approval process on a case-by-case basis until a new Memorandum of Understanding is established. The ATAP ES&H Coordinator is invited to ALS Division Safety Committee meetings, and the ALS Division ES&H Coordinator is invited to ATAP ES&H Operations Committee meetings.

Work for MSD at Rutherford Backscattering Spectroscopy (RBS) System

ATAP and matrixed Engineering Division personnel work for Materials Sciences Division on the Rutherford Backscattering Spectroscopy system in 53-022. An ATAP employee is matrixed to MSD as the WPC Activity Lead and has responsibility for the day-to-day safety of the work of MSD employees and other persons working at this facility. MSD retains ownership of the equipment and work authorizations and has oversight responsibility for ensuring the safe set up and operation of the RBS system. ATAP is responsible for maintaining the safety of the building space. The ESH roles and responsibilities of personnel matrixed from ATAP to perform work under the direction of MSD, and the roles and responsibilities of Home (ATAP) and Host (MSD) Supervisors of matrixed employees will be discussed and agreed upon through the WPC Activity review and approval process on a case-by-case basis until a new Memorandum of Understanding is established.

ATAP Ion Beam Technology Work at Bldg. 88

ATAP Ion Beam Technology (IBT) Program performs work in 88-0071, also known as K-area. All work by IBT in the K-area will be conducted after safety reviews, per 88' Cyclotron standards, have been conducted and after all documentation has been included in the Safety Assessment Document (SAD) of the 88" Cyclotron. This includes any future modifications or new work of IBT Test Stands in the K-area. The ESH roles and responsibilities of ATAP personnel, including Engineering Division personnel matrixed to ATAP, working at K-area will be discussed and agreed upon through the WPC Activity review and approval process on a case-by-case basis until a new Memorandum of Understanding is established.

The authority to define the scope of Research and Development activities to be conducted in the K-area lies with the IBT Program. ATAP and IBT leadership controls which staff and affiliates can have access to the K-area (i.e. who gets badge access to the K-area) and is responsible to ensure proper training of all staff and affiliates, consistent with standard 88" Cyclotron procedures. Access of all staff and affiliates is subject to approval by the facility director of the 88" Cyclotron. It is ATAP's and IBT's intent to avoid any undue inconveniences or disruptions of 88" Cyclotron operations due to the IBT presence.