

Division Director

The ATAP Division Director is responsible and accountable for assuring that all ATAP activities are carried out in a safe manner, in accordance with all Laboratory requirements. The Division Director's general safety responsibilities are described in **RPM ES&H Core Policy Section E** and **ES&H Manual Section 1.7**.

The Division Director regularly participates in safety walkthroughs of Division work areas and discusses relevant safety topics in Division and Program meetings.

Under Work Planning and Control (WPC), the Division Director is responsible for:

- Assuring that the WPC process is implemented within the division;
- Assuring that all work is authorized by Activity Manager activities or facility-based authorization, as required; and
- Consulting with Program Heads to designate appropriate Project Leads and review the selection of Activity Leads.

The Division Director reviews and approves Hazard Level 3 work Activities. When the Division Director anticipates being off-site and unavailable to perform this role, the Division Director may assign this WPC role to another person through the Activity Manager database.

The Division Director is responsible for the timely **reporting of adverse and/or abnormal occurrences** that occur at ATAP facilities or operations. The Division Director has overall responsibility for ensuring occurrence reporting procedures described in **ES&H Manual Chapter 15** and the **LBNL Occurrence Reporting and Processing System** website are properly implemented and corrective actions are instituted to prevent recurrence of the occurrences. The Division Director must concur with the decision that a given incident is a reportable occurrence through the Department of Energy (DOE) Occurrence Reporting and Processing System (ORPS) in order for it to be reported; and, if so, must approve the final ORPS reports before submission to the DOE ORPS database.

The Division Director ensures that sufficient **Funding and Resources** are available to implement Division Environmental, Safety and Health (ESH) management responsibilities. The Division Director appoints personnel to perform safety roles (Division Safety Coordinator, Project Leads, Lockout/Tagout Coordinators/Approvers, Electrical Safety Advocates) and emergency preparedness roles (Building Manager, Assistant Building Manager, Building Emergency Team Leader, Building Emergency Team Member) and provides documentation of official appointments to Human Resources for incorporation into Job Descriptions and/or personnel files.

Division Deputy for Operations

The ATAP Division Deputy for Operations assists the Division Director and may act on his behalf when the Director is off-site. The Division Deputy for Operations reports to the Division Director and is responsible for management oversight of the ATAP ES&H program, including:

- Working with the Division Director to establish ATAP ISM policies;
- Serving as a member of the **ATAP ES&H Operations Committee**;
- **Promoting Safety Culture**, ES&H awareness, communication, safe work practices, and compliance within ATAP;
- Maintaining **familiarity** with division staff, work activities and potential hazards by frequently participating in safety walkthroughs and safety meetings;
- Supervising the ATAP ES&H Coordinator, including monitoring the status of required safety **documentation** and key safety **performance measures**:
 - Reviewing the ATAP ISM Plan; and
 - Monitoring monthly ATAP Safety Status reports.
- Reviewing the results of audits, ATAP self-assessments, and incident investigations. **Informing the Division Director** of audit/ assessment/ review findings and other opportunities for improvement, and **recommending changes to improve performance**; and
- Serving as a division point of contact for **Occurrence Reporting**, assists in the notification, recommended categorization, investigation, mitigation, and report preparation of all reportable occurrences within the division as described in **ES&H Manual Chapter 15**.

Division Deputy for Technology

The ATAP Division Deputy for Technology assists the Division Director and may act on his behalf when the Director is off-site. The Division Deputy for Technology reports to the Division Director and is responsible for:

- **Promoting Safety Culture**, ES&H awareness, communication, safe work practices, and compliance within ATAP by leading through example;
- Maintaining **familiarity** with division staff, work activities and potential hazards by frequently participating in work area walkthroughs and technical meetings;
- **Informing** the Division Director and Deputy Director for Operations of plans for technology initiatives that may require ES&H support.