

Supervisors and Principal Investigators

All supervisors (including Principal Investigators, Group Leaders, and Program Heads) are responsible for ensuring that work is planned considering ES&H risks, all assigned personnel are trained in ES&H responsibilities appropriate to the tasks performed, and work is performed in accordance with all applicable ES&H recommended work practices, work authorizations, and requirements. Supervisors' general safety responsibilities are described in **ES&H Manual Section 1.7**. All supervisors are expected to:

- **Inform** their Program ES&H Coordinator of planned **changes to work scope** that modify existing hazards or introduce new hazards;
- **Review hazards and controls**, determine authorization requirements, ensure that required documentation is prepared, and ensure that authorizations are approved before beginning work. The analysis includes consideration of whether there will be circumstances when hazards remaining after controls could incapacitate a person so that he/she could not self-rescue or activate emergency services, which require documented restrictions against **working alone**;
- Under Work Planning and Control (WPC), ensure that all work performed by staff under their supervision is analyzed in Activity Manager as indicated by the guidelines in **ESH Manual Chapter 6** and that the proper authorization is obtained before beginning work.
- Under WPC, Ensure that employees under their supervision are assigned to appropriate Activities and authorized to work on those Activities at a level commensurate with the employee's competency.
- Verify that each assigned person (1) receives **on-the-job training** before being exposed to a hazard, (2) is appropriately **supervised** by a trained person until required training is completed, and (3) completes all required training for the hazards of the work before being exposed to the hazard, including any specialized training as required by **ESH Manual, Chapter 24** (see also the **Berkeley Lab Training website**). Document completion of **on-the-job training**;
- Exercise adequate ongoing **oversight** of work activities to maintain safe work conditions and practices, including **Subcontractor and Vendor Oversight**;
- Personally assess the safety of their group's workplace conditions and activities, including walkthroughs of spaces and observation of activities. [ATAP expectation: walkthrough at least quarterly]. Maintain **safe and orderly work areas**, including identifying and removing unused equipment from active work areas to designated storage areas (if there is a planned future use) or arranging for transport to Surplus;
- Ensure that findings from walkthroughs are either resolved immediately (during the walkthrough) or are entered into the **Corrective Action Tracking System (CATS)** database and closed in a timely manner;
- **Report safety concerns** needing Division or institutional attention to their Program ES&H Coordinator;
- Ensure that each person who uses a computer >4 hours/day completes an **Ergonomic Self-Assessment** of their workstation. Ensures that persons identified as being at high risk of ergonomic injury receive an evaluation by an Ergonomist

- or Ergo Advocate, and that recommendations from evaluations are completed and the status of the evaluation is updated in the **Ergonomics database**;
- Provide a workplace safety orientation to newly assigned personnel and document that it has taken place. Ensure each new person is provided with emergency contact and response telephone numbers, and is familiarized with emergency evacuation procedures;
 - Evaluate employee ES&H **performance** during the annual Performance Review. Evaluate the hazard controls and **training** needs of assigned personnel by reviewing their **WPC Activities** and **Training Profiles** at least annually during the Performance Review process and whenever their job hazards are expected to change;
 - Ensure that any **accidents** involving assigned personnel, whether on-site or off-site during official travel, are promptly **reported** to LBNL Health Services;
 - Ensure that any **near-misses or other abnormal events** that raise safety concerns or unexpected releases of chemicals to the environment are promptly reported to the ATAP ES&H Coordinator; and
 - Participate in **reviews of any accidents or occurrences** involving assigned personnel as described in **ES&H Manual Section 5.1**. Ensure **CHESS Injury/Illness Investigation Reports** are completed promptly and accurately. Identify, enter into **CATS**, and perform appropriate corrective actions.
 - Enforce safe work practices in **machine shops** by assigned personnel who are qualified and approved under Work Planning and Control (in a manner to be determined by Engineering Division) to use the tools.

The home division supervisor retains ultimate responsibility for ensuring their personnel adhere to ES&H policies and to safe work practices. Supervisors and Principal Investigators are responsible for verification of the Activity Lead's assurances that work is being conducted safely and within authorizations.