



## QUEST

The main objective of QUEST is the identification and mitigation of any condition or process that jeopardizes the safety and health of employees, protection of the environment, or the quality of ATAP research or operations. The QUEST process involves all long-term ATAP personnel to raise awareness of ES&H and quality issues and develop the habit of identifying, reporting, and resolving potential problems before accidents or occurrences result. QUEST teams are also encouraged to identify opportunities for improvement, examine each of these opportunities, and implement those actions that they believe will lead to the improvement desired.

ATAP management reviews and updates the QUEST program annually. [NOTE: ATAP intends to update the QUEST checklists before the QUEST assessments to reflect current safety priorities and new and pending changes to safety requirements, including the Electrical Safety Program and policies relating to Work Planning and Control. One of the purposes of this year's assessment will be to raise awareness of new requirements and assess our readiness to implement them.]

### **QUEST Teams**

All ATAP personnel (including Division employees, matrixed employees, visitors, temporary employees, students, and participating guests) are assigned to at least one QUEST self-assessment team, with the exception of short-term personnel (persons whose participation in ATAP work activities at LBNL are anticipated to occur over a period of less than 90 days/year). Persons whose participation in work activities at ATAP are anticipated to occur over a period of less than 90 days may be included in a QUEST team as determined by the Program Head. For 2016, the teams will include a mix of people from different work areas.

ATAP ALS Accelerator Physics Program personnel are assigned to ALS Division Safety Circles, which participate in ALS Division self-assessment activities.

Each team member should have an active role to play in some facet of QUEST activities each year, such as updating the team roster, doing a self-assessment inspection, discussing concerns or taking minutes at meetings, entering findings into the Corrective Action Tracking System, or resolving corrective actions. This year, QUEST teams will be involved in comprehensive workplace assessments during Safety Day(s) in the second quarter of FY16.



## **FY16 QUEST Activities**

### **Workplace Assessments**

Each team will have charge of self-assessment of an ATAP work area. Program ES&H Coordinators will coordinate team assignments to ensure the annual inspections cover all the Program space at LBNL. (ALS Accelerator Physics personnel will participate in ALS Division self-assessment activities, as directed by the ALS ES&H Manager and Administrator.)

Each QUEST team is required to perform an assessment of workplace safety hazards and environmental management practices during their Safety Day. Use of the applicable ES&H Checklists (QUEST Checklist for Offices, QUEST Checklist for Labs, QUEST Checklist for Shops) is required. [NOTE: ATAP will review and update the checklists before the QUEST assessments to reflect current safety priorities and recent changes to safety requirements.] If teams see other safety concerns that are not on the checklists, they should be reported as well. Any observations of unsafe behaviors should be noted without using names of people observed.

### **Team Meetings**

QUEST teams must meet during their Safety Day. All team members are encouraged to attend. At the meeting, the team will discuss the workplace inspection findings and solicit additional reports of concerns from team members. Team members are encouraged to report any other work-related environmental, health, safety, or quality assurance concerns.

### **Recordkeeping and Follow-up**

Each QUEST team maintains a record of its activities including a list of members, minutes and attendance rosters for meetings, inspection findings, and actions taken or planned. The team leader will provide copies or links to the team records to the Program ES&H Coordinator. The Program Safety Coordinators will present a summary of their findings at an all-hands meeting at the end of their Safety Day.

The QUEST Team members or Program ES&H Coordinator are encouraged to enter unresolved ES&H action items into the Corrective Action Tracking System (CATS) database. There is a convenient feature on the CATS database menu, "Add New Quick Entry Issue". This choice leads to a screen to enter the Division, Issue Description, and Building/Room where the issue was found. There are optional fields for additional location information and suggested corrective action. When the Route button is selected, ATAP CATS will be sent to the ATAP ES&H Coordinator to finish filling in the details and assign a responsible person and due date. Program Safety Coordinators, QUEST teams, and supervisors doing walkthroughs are encouraged to use the Quick Entry feature to track their action items.



There is also a feature on the CATS database that allows us to record safety concerns that were found and fixed immediately. Use of this feature is voluntary. ATAP encourages QUEST teams to use it, especially to record any actions that may provide Lessons Learned or Best Practices for the LBNL community.

The Program ES&H Coordinator will discuss unresolved concerns at ATAP ES&H Operations Committee meetings. The ATAP ES&H Operations Committee will review the concerns and develop a safety improvement action plan.

## **Optional QUEST Activities**

Program Heads may establish additional requirements for QUEST activities within their Program.

In addition to the required Safety Day activities, QUEST teams are encouraged to remain active throughout the year. Team meetings are one way of providing feedback to the team on the actions that have been taken as a result of the concerns team members have identified. QUEST team meetings are also an opportunity to pass along relevant information from the ATAP ES&H Operations Committee. Some QUEST teams find value in meeting periodically throughout the year. Appropriate meeting topics include any issue affecting safety, the environment, or quality assurance. Teams are encouraged to choose topics that are "local issues" and fit their needs.

Teams may choose to perform additional assessments of particular areas or aspects of their work. If deficiencies are uncovered, corrections should be made immediately when practical, or recorded in CATS for further action. Items requiring the assistance to correct, or for which additional guidance is needed should be promptly referred to the ATAP ES&H Coordinator through the Program ES&H Coordinator.