

# MOU for Matrixed Staff

## Memorandum of Understanding Between Home and Host Division

### Concerning Environmental, Safety, and Health Responsibilities

This Memorandum of Understanding (MOU) codifies and clarifies the Environmental, Safety, and Health (ES&H) roles and responsibilities between the **Engineering** Division (Home) and the **Accelerator Technology and Applied Physics** Division (Host) with respect to Home Division Supervisors and Host Division Work Planning and Control (WPC) Project Leads and Activity Leads who oversee employees matrixed to the Host Division as stated within the LBNL ES&H Manual and LBNL Requirements and Policies Manual (RPM). *This MOU establishes their default responsibilities.* Exceptions to the default configuration may be established as indicated within this MOU.

The default configuration is summarized as follows:

- Home Supervisor: The Matrixed employee's individual safety (including fundamental safety training, safe use of equipment and instrumentation, and acknowledgment of the importance of safety) is the responsibility of the direct line Home Supervisor (see RPM "Matrixed Worker Work Authorization).
- WPC Host Project Lead and Host Activity Lead: Direct, train, and oversee the work and activities of one or more workers in the identification and management of workplace hazards and their control in the workplace or work area and:
  - o Determine the on-the-job training (OJT) needed to prepare staff to safely carry out the scope of work;
  - o Ensure that all supplemental work authorizations are obtained and maintained;
  - o Assign staff to the Activity with appropriate authorization levels; and
  - o Communicate to workers the scope, hazards, and controls for the activity, including any changes affecting the scope and safety of the Activity.
- Host Division: Accountable for facility safety.

#### Notes:

- Represented employees may not be designated as Activity Leads except for administrative purposes (e.g., updating staff).
- For Activities where the Host Activity Leads are also matrixed employees, the Host Division Director will provide sufficient oversight to ensure that the Host WPC Project and/or Activity Leads are implementing their responsibilities.
- The Host WPC Project Lead is a safety role that differs from the Project Lead role for general project management and financial accounting purposes.

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The following table defines the **default configuration responsibilities for the health and safety of Matrixed Employees:**

<b>Safety Responsibility</b>	<b>Home Supervisor</b>	<b>Host WPC Project Lead and Activity Lead</b>	<b>Matrixed Employee</b>
Work Planning and Control (WPC) and WPC Activity Identified Training	Ensures the matrixed employee's work is adequately defined in WPC Activities.	Utilizes the Integrated Safety Management (ISM) process for each Activity to prepare a statement of work, determine the hazards associated with the work, and designate the controls.	Reviews and accepts the conditions of assigned WPC Activities.
WPC Activity identified training for the assignment (including OJT and specialized training)	Ensures all WPC Activity-identified training is completed in a timely manner.	Provides training (including OJT and specialized) to matrixed employee for work performed for project/program.	Completes WPC Activity-identified training before commencing work.
Self-Assessment Program of Matrixed Employees Workspace (Walkarounds)	Invites participation of Host Activity Lead. Walkarounds can be requested by Home Supervisor and coordinated with Host WPC Project Lead and Activity Lead at any time.	Walkarounds can be initiated at any time. Invites participation of Home Supervisor and employee as needed.	Keeps work areas uncluttered and participates in Host and Home self-assessment programs as requested by Home/Host Division Safety Coordinators.
Hazard Correction of Matrixed Employees Workspace	Participates with Host WPC Project Lead and Activity Lead.	Initiates and completes corrective action(s).	Reports unsafe conditions and practices in a timely manner. *

\* See *Emergency Guide* charts for reporting requirements.

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<b>Safety Responsibility</b>	<b>Home Supervisor</b>	<b>Host WPC Project Lead and Activity Lead</b>	<b>Matrixed Employee</b>
Host Facility or Equipment Engineering Controls	Home Supervisor participates with Host WPC Project Lead as needed.	Host WPC Project Lead retains primary responsibility.	Utilizes defined engineering controls in WPC Activities and work area.
Personal Protective Equipment (PPE)	The Home Division will ensure the direct report has the proper PPE to perform the assignment.	Provides the PPE to perform the assignment and ensures their use.	Understand the capabilities and limitations of PPE issued. Properly maintains and wears PPE when performing tasks.
Administrative Controls for ES&H, including those in WPC Activities, Radiological Work Authorizations (RWAs), Radiological Work Permit (RWP), etc.	Home Supervisor participates with Host WPC Project Lead and Activity Lead as needed	Host Division owns authorization and controls.	Follows prescribed administrative controls when performing work.
Incident Investigation and Reporting of Injuries	Fully cooperates with the incident investigation and injury review process. Ensures that assigned corrective actions are completed.	Fully cooperates with the incident investigation and injury review process. Ensures that assigned corrective actions are completed.	Reports all work injuries/illnesses, incidents, and any discomfort*; seeks medical assistance from Berkeley Lab Health Services. Cooperates with the incident investigation and injury review process. Completes his/her assigned corrective actions.

Ergonomics	Ensures ergonomics training required by the WPC Activities is completed prior to performing work assignments for Host Division.	Provides the appropriate ergonomic tools and equipment, including furniture and accessories that enable matrixed employees to safely perform their tasks.	Performs work with proper ergonomic practices; adjusts and uses ergo equipment properly. Reports ergonomic discomfort immediately*.
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\* See *Emergency Guide* charts and *EHS Manual, Chapter 13, Ergonomics* for reporting requirements.

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<b>Safety Responsibility</b>	<b>Home Supervisor</b>	<b>Host WPC Project Lead and Activity Lead</b>	<b>Matrixed Employee</b>
Occurrence reporting* and responsibility (ORPS)	Home Division takes lead responsibility for reporting*; investigating and developing follow up actions for any Occurrence involving Home employees.	Host Division participates with Home Division in reporting*, investigation, and any follow up actions.	Preserve site of any incident and assist in the investigation and analysis of any Occurrence.

\* See *Emergency Guide* and *LBNL Reporting of Environment, Safety & Health Occurrences* charts for reporting requirements.

Both the host and home division commit to ensuring the appropriate implementation of this MOU and the Home Supervisor and Host WPC Project Lead and Host Activity Lead are accountable for specific implementation.

SIGNATURES:

Date:

Henrik von der Lippe  
Home Director, Engineering  
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Date:

Cameron Geddes  
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Host Director, Accelerator Technology and Applied Physics Division

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