

## Program Heads

Program Heads are responsible for establishing, implementing, and maintaining effective ES&H procedures for their Programs and ensuring correction of ES&H deficiencies on a timely basis. In addition to their general responsibilities as **Supervisors**, all Program Heads are expected to:

- Provide **leadership** and encourage participation in the ES&H activities of their Program.
- **Communicate** regularly with their Program ES&H Coordinator and **maintain awareness** of their Program ES&H performance.
- **Communicate safety information** to their Program and **receive and address safety concerns** from their Program. [ATAP expectation: incorporation of safety discussions into regular meetings with groups and supervisors.]
- Regularly **assess the safety** of their Program's workplace conditions and activities, including walkthroughs of spaces and observation of activities. [ATAP expectation: walkthrough of the Program spaces at least quarterly.]
- Under Work Planning and Control, work with the Division Director and Supervisors to assure that all work is authorized by WPC Activities and additional facility-based authorizations, where required.
- Consult with the Division Director to recommend appropriate Project Leads and select Activity Leads for Program Projects and Activities under Work Planning and Control.
- Appoint personnel to perform ES&H duties for the Program, including;
  - Program ES&H Coordinator;
  - Representatives to serve on **Focus Area Self-Assessment** teams, as requested by the Division Safety Coordinator;
  - Person(s) to perform and maintain **electrical equipment and chemical inventories**.
- Review and concur with Engineering Division Deputy/Department Heads' selection of **Shop Managers** for each mechanical and electrical shop in the Program's areas, and ensure that the Shop Manager maintains a Work Planning and Control Activity describing shop use policies and authorized users. [Note: Both Program Heads and Shop Managers must approve any work to be performed by ATAP researchers in ATAP area shops. Generally, ATAP personnel are expected to submit requests to the Shop Manager to have shop work performed for them by authorized Engineering Division personnel, unless there is some compelling need for an exception.] Program Heads **provide resources** to Shop Managers to maintain shop tools in good mechanical and operating condition, with all required guarding in place.
- Take responsibility for the safety of non-construction work requested from subcontractors or vendors by ensuring **Subcontractor and Vendor Oversight** takes place.