

Business Services Section FY2008 ES&H Self-Assessment Report

This Business Services Section (BSS) FY2008 ES&H Self-Assessment Report to the Director is submitted as required in FESHM 1040.1, revised 2/2008. The revised FESHM included new requirements for each Division/Section Head to establish a written self-assessment program and to prepare a roll-up assessment report at the end of every fiscal year of the results of self-assessment activities, including identification of trends and corrective actions.

In FY2008, BSS prepared our written ES&H Self-Assessment Program per the requirements in FESHM 1040.1. Since the majority of the elements in FESHM 1040.1 were already part of our self-assessment process, we found that the only new requirements were: 1. creating the written self-assessment program in the format of a controlled document, and 2. preparing a roll-up assessment report to the Director at the end of the fiscal year.

Some of the main highlights from our FY2008 self-assessment include the following:

- There were no OSHA-recordable cases in FY2008
- We maintained 100% ITNA completion, and at least 95% training completion
- There were no findings from any assessment in our organization, either self-led or conducted by others, that were a Category 1 or 2
- We utilized the Human Performance Improvement (HPI) process when conducting a “near miss” incident investigation
- All of our areas were toured at least twice in FY2008 by Section Office management, and the tours were entered into ESHTRK
- We completed all of the goals from our CY2008 ES&H Plan, including two items that were added during the year
- Of special note is that the volume and quantity of reutilized computers that were sent to the Computers for Learning Program was significantly increased. This accomplishment resulted in an award from the Office of the Federal Environmental Executive
- The Director toured the BSS areas located at the Site 38 complex. The tour was informative for the Director, detailing the various activities performed by BSS employees at their specific work locations, and was well received by the employees

A more detailed summary of our FY2008 ES&H Self-Assessment Program is below:

A major component of our ES&H Self-Assessment Program is the monthly management tours. The schedule is created at the beginning of each year consisting of monthly tours whereby the BSS senior management will tour each of our areas. The members of the tour consists of BSS Head (Dave Carlson), BSS Deputy Head (Jeff Irvin), Senior Safety Office (SSO) (Greg Mitchell), and the BSS Department Heads and members of the safety committee for the area being toured. DOE and the Directorate/COO are also invited. The management tour process includes a physical inspection of the work areas, at which time the SSO and participants inspect to OSHA and FESHM. Topical discussions and inspections also occur, based on recent activities that may be applicable at the time of the tour. The results of management tours are documented in

ESHTRK. The most common trending is related to the appropriate use of power cords and of exit/emergency lights that may not be fully operating. There were no serious OSHA violations noted and no Category 1 or 2 Findings identified on the tours.

In FY2008, there was one Tripartite Assessment in BSS and the topic was BSS Implementation, and Roles and Responsibilities as required in FESHM 7010/7011. The assessment team looked at Procurement and Task Managers to verify that procedures were being followed and that responsibilities assigned in 7010/7011 were being carried out. The team concluded that BSS Task Managers are following the requirements of FESHM 7010 and 7011. They also found that the Procurement Department has many years of experience and is well versed in the procedures for FESHM, but better care could be taken to ensure that proper documentation is filed.

In FY2008, BSS continuously monitored its performance against the Prime Contract ES&H Performance Measures, and reviewed and discussed the performance measures relevant to BSS at monthly department head meetings. We incorporated Prime Contract Performance Measures into our CY2008 ES&H Plan to support the Laboratory in achieving its goals. We did not have any OSHA-recordable cases in FY2008. We also maintained our ITNA Training Completion at a 96% completion rate (PEMP was 95%). Of special note in the environmental area was that the volume and quantity of reutilized computers that were sent to the Computers for Learning Program was significantly increased. This accomplishment resulted in an award from the Office of the Federal Environmental Executive that will be given to Fermilab and DOE at a presentation at the White House. We also provided information regarding Executive Order 13423 and DOE Order 430.2B.

In FY2008, the ES&H Section conducted Highly Protected Risk (HPR) Inspections in twelve of the twenty-five BSS buildings (excluding the 60 residences). There were no serious deficiencies of Life Safety Code or OSHA Standards identified and no Category 1 or 2 Findings.

Additional information on our ES&H performance and a summary of our CY2008 ES&H Plan is provided in the CY2008 ES&H Plan & Report of Results.