

Business Services Section CY2009 ES&H Plan and Results

Business Services Section (BSS) has developed this set of specific injury prevention and environmental protection measures that it plans to implement in CY2009 to strengthen the Laboratory's ES&H program and support in achieving the Laboratory's performance goals. The planned actions are a result of input from all departments and groups in the Section.

- 1) In the area of *Provide a Work Environment that Protects Workers and the Environment*, we will initiate various activities that promote employee ES&H by doing the following:
 - **Assessment:** BSS will continuously monitor its performance against Prime Contract ES&H performance measures, review and discuss those relevant to BSS at monthly department head meetings, and use this ES&H Plan to support achieving the Laboratory's goals.
 - **Occupational Injury Incident Investigation:** We will analyze all OSHA-recordable cases for human performance issues by performing a formal causal analysis which incorporates Human Performance Improvement (HPI) tenets. We will also use the HPI process for other incidents that would potentially benefit from such an application.
 - ***What we did and Impact:*** *We had three OSHA Recordable Cases in FY2009 and the HPI process was used in each incident investigation process. We believe that the quality of the investigations and the Lessons Learned that were developed benefited from this approach. There was also a Tripartite Self Assessment of FESHM 3020 Incident Investigation and Analysis to verify that our approach to incident investigation was in accordance with FESHM requirements and that the HPI process was being used. There was one recommendation from the Tripartite and it has been implemented.*
 - **Assessments of 10 CFR 851:** We will participate in the assessments on the implementation of this Standard for Fermilab and subcontractor staff.
 - ***What we did and Impact:*** *We participated in the assessments that were held to provide input relative to our organization and subcontractors. The review process satisfied a PEMP requirement and BSS ES&H programs complied with the elements that were assessed.*
 - **Fire Department and Security personnel** will complete the training course as prescribed in the National Incident Management System (NIMS) from Homeland Security Presidential Directive (HSPD-5) Management of Domestic Incidents.
 - ***What we did and Impact:*** *The Fire Department completed this training in October of 2008 and is in compliance with the NIMS Directive.*

- Fire Department will train its members and put into service respiratory protection that is Chemical, Biological, Radiological or Nuclear (CBRN) approved.

What we did and Impact: The Fire Department completed this training in October of 2008 and they are well prepared to respond to an incident that may require the use of this equipment.

- Fire Department will investigate the possibility of purchasing a Ladder Lugger for 2 fire engines to enable easier, safer ladder handling.

What we did and Impact: The Fire Department purchased one Ladder Lugger for one of the fire engines and this equipment will aid in transporting ladders and other equipment and reduce the potential for muscle strain. FESS also participated in the review of the equipment to determine usefulness for their work activities.

- Transportation Services Department, based on a suggestion from the Site 38 Safety Committee, will install a convex mirror on powered industrial lift trucks (where practical) throughout the site.

What we did and Impact: Mostly completed with an ongoing effort to finish putting mirrors on all of the forklifts. The mirrors will aid the forklift operators in backing the forklift and reduce the potential for backing related incidents.

- Transportation Services Department/Fleet Management currently reviews data from Car Chips that are installed on a limited number of vehicles for utilization and trip monitoring purposes. In CY2009, the review will include identifying instances of suspected vehicle abuse, such as speeding, hard acceleration and de-acceleration or excessive idling. Vehicle assignees and/or supervisors will be notified of such cases. The information will also be made available to the Fermilab Fleet Utilization Committee and the Laboratory Safety Committee (LSC)/Transportation Safety Subcommittee.

What we did and Impact: This item is now included in a regular monthly review with information sent to appropriate Fleet committee members via e-mail each month. The information will be used to track and trend utilization and create emphasis programs to improve vehicle safety.

- Telecommunications Department will continue the verification of the communication manhole inventory started in 2008 in conjunction with FESS/Engineering, and will have the completed information documented in the ES&H Confined Space database.

What we did and Impact: Verification of the communication manhole inventory that was begun last year in conjunction with FESS/Engineering continued. Completion of this goal will improve the documentation of all known communication manholes in the Confined Space database as well as provide the ability to more accurately identify work locations of employees or contractors in the event there is a need to notify workers of conditions which may impact them (i.e. severe weather or power outage) or should they need to call for medical assistance. Completion is expected in Q1 of 2010.

- Travel Department will continue to identify and/or develop articles regarding travel safety and security. These articles will be distributed through the Travel Office and via e-mail to travel preparers.

What we did and Impact: Several articles were published during the year, and the Section Head published a "Take Five for Travel" article in Fermilab Today. In addition, communications are now being sent to the Medical Office for all foreign travel trips to obtain their input and recommendations for any shots or vaccines. We also made the Security Office phone number for all foreign trips the central point of contact for any emergency situation that may occur while abroad. This effort has educated and assisted foreign travelers in understanding the medical situation and security contacts while traveling.

- Accommodations Department will review options for emergency egress from second story residences in Village (e.g., repair, modify, replace).

What we did and impact: We reviewed the options, developed detailed scopes of work, and committed funds for the projects. The work will commence and be completed in the first quarter FY2010.

- Additional Activities Added to Plan during Performance Period - Stockroom:

BSS responded to ES&H Section requests to get H1N1 prevention products into the stockroom, expanded the types of gloves that are available for employee use, and evaluated and will stock Ice Stabilizers for slip prevention.

2) In the area of *Provide Efficient and Effective Implementation of Integrated Safety, Health, and Environment Management:*

- We will continue with the monthly management tours which have been very successful in demonstrating senior management commitment to ES&H while providing an opportunity to engage our employees in their work environment.

What we did and impact: We continued conducting the monthly management tours. The tours included management from the Section Office, our Senior Safety Officer, management from the department that was being toured, the Chief Operating Officer, and a representative(s) from the DOE Fermi Site Office. The tours consisted of a physical inspection of our areas, as well as, conversations with employees in their individual work locations. The tours and discussions included an emphasis on current ES&H topics such as emergency drill information, housekeeping and trip hazards, and electrical issues such as use of space heaters and power cords. The tours provided management and our employees, as well as DOE, a greater awareness of our work space and potential ES&H items associated with our locations. Another benefit from the tours was the opportunity for the employees to have input and feedback with BSS management, Directorate, and the DOE representative on ES&H programs and other topics.

- Transportation Services supervisors will conduct 15 minute safety discussions or specific area walkthroughs once per month or more, as needed, to discuss pertinent ES&H subjects related to each group, i.e., Mail, Shipping & Traffic, Receiving, Distribution and Vehicle Maintenance. Documentation of this will be part of the Site 38 Safety Committee minutes.

What we did and Impact: Safety discussions were implemented on a regular basis and this effort has helped to promote ES&H communications.

- Training: We will continue to rely on the ITNA system to identify ES&H training needs for new employees, change of job assignments, and all employees annually. We will assure that employees attend required ES&H training to maintain a completion rate of 95% or above. In addition, we will develop or obtain training courses, as needs, or new requirements may be identified throughout the year.

What we did and Impact: All of our employees have a current ITNA and we maintained at least a 96% completion of required ES&H courses throughout CY2009. The DOE-FRA Performance Target was 95% completion of required ES&H courses. This effort helped the Laboratory make the PEMP Goal.

- We will strengthen and update our procedures regarding subcontractors working on site to comply with the proposed FESHM Chapter 7010, 7011, and 7020 revisions.

What we did and Impact: The proposed revisions to these FESHM Chapters are still being discussed by the Subcontractor Safety Subcommittee, with BSS input. BSS will implement the recommended revisions when the chapters are finalized.

- We will continue to promote off-the-job safety awareness and education by providing off-the-job safety information to BSS employees, such as seasonal information, home safety, health awareness, and useful links to ES&H sites.

What we did and Impact: Off-the Job safety information was periodically provided to BSS employees at safety meetings and department meetings. The Fire Department continued to maintain Fire Safety Tips on their webpage. Both of these efforts have helped to promote ES&H communications.

- Participate on the LSC: We will continue to participate on the LSC, as well as on its subcommittees. In CY2009, we will continue to support the Traffic Safety Committee with one BSS representative as the Chairperson, in addition to a second representative. Our Environmental Officer and representatives from both the Procurement and the Property and Inventory Control Departments will work with the Fermilab Environmental Officers to promote and implement the Federal Electronics Challenge (FEC), Executive Order 13423, and DOE Order 430.2B.

What we did and Impact: BSS personnel participated on the LSC and all of the subcommittees that may involve our work activities. The Traffic Safety Committee was again very active in CY2009 and conducted several seminars. The team working on

the Federal Electronics Challenge completed the USEPA requirements for another Bronze Award for 2008. The Electrical Safety Subcommittee completed its efforts to identify the training requirements for employees that reset circuit breakers. It is expected that the ESC determination will be finalized and published in FY 2010.

3) In the area of *Efficient and Effective Waste Management, Minimization, and Pollution Prevention*:

- BSS Transportation Fleet Manager and Procurement Department will work with the Environmental Protection (EP) Subcommittee to implement Executive Order 13423 and DOE Order 430.2B, and to document our program in accordance with the TEAM Executable Plan.
- *What we did and Impact: We have been able to exceed fuel reduction requirements and alternative fuel use increases as required in EO 13423 and the DOE TEAM Initiative. The conversion to a 100% alternative fuel vehicle fleet goal remains a work in progress.*
- Where applicable, BSS will participate in those new opportunities identified on a Laboratory-wide basis that improve specific environmental aspects. We will also look for additional opportunities to recycle BSS-specific waste streams, e.g., the Food Services area will explore recyclable coffee and beverage container alternatives.

What we did and Impact: BSS participated in the Laboratory initiative to recycle alkaline batteries and the expanded recycling program for plastic, glass, and metal containers in all of our buildings. This effort reduced solid waste levels and increased recycling levels.

- We will continue to lead the Laboratory's measurable support of the federal *Greening the Government* program and DOE's *Affirmative Procurement* program. The Procurement Department staff will continue to search out additional recycled products to bring into the Laboratory's acquisition stream, and to disseminate information on the availability and desirability of recycled products through the inclusion of this topic in the periodic training offered to the Laboratory population.

What we did and Impact: An EMP was developed to identify additional measures that could be undertaken by the Laboratory. However, at the suggestion of the ES&H Section, the EMP was put on hold pending the outcome of assessment that will be conducted by the DOE-FSO (the September 2009 assessment report from DOE is pending).

- The Property and Inventory Control Department will continue to recycle Fermilab and Argonne National Laboratory electronics related to the FEC. Our Environmental Officer and representatives from both the Procurement and the Property and Inventory Control Departments will continue to assist the EP Subcommittee in identifying and implementing various FEC activities and positioning Fermilab for another U.S. EPA award nomination.

What we did and Impact: Approximately 54,250 pounds of electronics and 40,000 pounds of monitors from Fermilab, and 21,500 pounds of electronics and 38,000 pounds of monitors from Argonne National Laboratory were recycled in FY2009. Approximately another 8,000 pounds of computers were sent to DOE's computers for learning program or otherwise reutilized..

- We will continue to provide support to Task Managers and Construction Coordinators to assist with recycling of cardboard products that are generated during construction projects.

What we did and Impact: Approximately 5 cubic yards of cardboard were transported and recycled from construction projects. This effort directly increased the quantity of recycled materials and reduced the quantity of material that would have been disposed of as a solid waste.

Plan date: December 5, 2008

Report date: October 14, 2009