

FY11 Division/Section/Center ES&H Roll-Up Assessment

Dates covered	10/01/2010– 09/30/2011
Division/Section/Center	Business Services Section
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<p>Mandatory Topical Area OSHA Style Inspections</p>	<p>In FY2011, the ES&H Section conducted Highly Protected Risk (HPR) Inspections in nine 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.</p> <p>In FY2011, the USEPA and IEPA inspected Fermilab site. The inspection included BSS Vehicle Maintenance and the Fuel Service Center. There were no regulatory deficiencies or non-compliance items identified.</p> <p>As part of the implementation of SPCC, the BSS-EO verifies the monthly inspections of oil containment that took place in the prior month.</p> <p>See below, “Management Assessments.”</p>
<p>Mandatory Topical Area Management Assessments</p>	<p>An important component of our ES&H Self-assessment Program is the monthly management tour. A schedule is created at the beginning of each year so that the BSS senior management covers each of the Section’s areas twice per year. The members of the tour include the BSS Head (Dave Carlson), BSS Deputy Head (Jeff Irvin), Senior Safety Officer (Greg Mitchell), the Fire Chief (Jack Steinhoff), and the BSS Department Managers and members of the safety committee for the areas being toured. The</p>

	<p>DOE/FSO and the Chief Operating Officer are invited and almost always participate. 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 non-compliance trends observed in FY2011 were the inappropriate use of power cords and exit/emergency lights that were not fully operating.</p> <p>Section Office management toured all occupied BSS areas at least twice in FY2011 and Accommodations areas at least once.</p> <p>There were no serious OSHA violations noted and no Category 1 or 2 Findings identified on the management tours, or on any assessment of BSS work activities, or areas of operations, or management processes.</p> <p>The Laboratory Director toured BSS Accommodations areas, the Railhead, and the Property area of Warehouse 2. The tour was informative for the Director, detailing the impact of the DOE Metals Recycling Suspension on Fermilab and BSS (e.g. loss of revenue from sale of metals, large amount of dedicated storage space, additional material handling and administrative oversight). The tour also allowed the Director to see activities performed by BSS employees at their specific work locations, and the employees appreciated the Director's personal participation.</p> <p>ES&H Training is continuously reviewed. We maintained at least 95% ITNA completion, and greater than 95% training completion throughout FY2011.</p> <p>As planned, the Fire Department performed self-</p>
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	<p>assessments for one third of their self-assessment elements (six of the eighteen).The Housing Office conducted over thirty inspections of arrival, departure, or general inspections of houses, apartments, and dormitories in FY2011. There were nine food service inspections performed by a subcontracted vendor in FY2011 (three each at Wilson Hall Cafeteria, Chez Leon, and Users Center). All Recommendations and Opportunities for Improvement were completed (with the exception of refinishing the entire floor).</p> <p>DOE Headquarters conducted a site visit concerning the DOE metal recycling suspension and impact on Fermilab, including BSS operations. A major component of the visit was to assess the impact of the continued suspension in terms of resources (e.g. loss of revenue from sale of metals, large amount of dedicated storage space, additional material handling and administrative oversight).</p> <p>The ES&H Section will prepare a response to the DOE report and BSS will participate in the response and implementation.</p>
<p>Mandatory Topical Area Tripartite Assessments</p>	<p>The FY2011 BSS Tripartite topic was Fork lift Maintenance Program. The report and results are not yet available, but no significant Findings or Recommendations are anticipated.</p>
<p>Mandatory Topical Area Self-assessment against contractual ES&H Performance Measures</p>	<p>In FY2011, BSS continuously monitored its performance against the prime contract ES&H performance measures, and reviewed and discussed the performance measures relevant to BSS and other ES&H topics as the first agenda item at monthly department head meetings. We incorporated prime contract performance measures (Goal 5.0 “Sustain Excellence and Enhance Effectiveness of Integrated Safety, Health, and Environmental Protection”) into the FY2011 BSS ES&H Plan; however, the PEMP 5.0 Notable Outcomes are not directly related to activities performed by BSS.</p>

	<p>We were able to provide support and contribute to Goal 4.0 (Provide Sound and Competent Leadership and Stewardship of the Laboratory), objective 4.3 (Management and Operation of the Laboratory and Contractor Value-added – <i>“Demonstrate the use of the full suite of resources at the lab’s disposal (including the expertise of Laboratory scientists and engineers) to develop innovative, cross-cutting strategies for meeting the Executive Order 13514 Goals”.</i>) Our contribution included the BSS Procurement Manager and Fleet Manager assisting in preparing the Fermilab Site Sustainability Plan (SSP) and their participation on the SSP committee. The Travel Manager provided data collection information related to Business Air and Ground Travel to the ES&H Section. The BSS Environmental Officer (EO) and Procurement Head assisted the Legal Department and other EO’s in reviewing Prime contract and subcontract clause requirements for Fermilab implementation.</p>
<p>Mandatory Topical Area Results of the FY11 D/S/C ES&H Plan</p>	<p>All goals were accomplished. Please refer to the Business Services Section <u>FY2011 ES&H Plan with Results</u> (September 30, 2011), attached.</p>
<p>Mandatory Topical Area Positive ES&H initiatives and/or successes from this fiscal year</p>	<p>Below are some of the positive ES&H initiatives and/or successes from this fiscal year in addition to those that are provided in the Business Services Section FY2011 ES&H Plan with Results (September 30, 2011), attached. Many of these initiatives were entered into the Continuous Improvements database.</p> <p>Environmental related initiatives/success stories include the following:</p> <ul style="list-style-type: none"> • BSS worked with FESS and the COO to assure that our roof replacement program would be consistent with the standard for

	<p>"cool" roofs according to Secretary Chu's memo of June 1, 2010. Engineering plans and approvals were obtained and procedures implemented so that any re-roofing of Residential and Dorms located in the Village will incorporate "cool roof" technology.</p> <ul style="list-style-type: none">• The Purchase Requisition/Order for the Village Housekeeping subcontract (Dorms and Aspen East) included a requirement for the subcontractor to provide a list of the cleaning products that will be used at Fermilab. The Housing Manager and BSS Environmental Officer verify that the products are sustainable.• The Purchase Requisition/Order for the food service subcontract was re-issued in December 2010 and contained requirements for environmentally preferred products, such as the use of recyclable cafeteria cups and food containers.• The Fuel Service Center upgraded the underground storage tank monitoring system. The upgrade provides better leak detection testing and much better automated communication for testing, alarm notification and inventory control.• The Fuel Service Center refinished the spill containment in order to confine possible spills to defined areas. We have scheduled a replacement of the fuel dispenser islands due to deteriorating metal forms and cement.• The Fleet Manager is working with D/S/C's to develop a plan to reduce the vehicle fleet (as requested by the Secretary of Energy) by as much as 35% over this year and the next two years.
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- Electronic CarChip technology continues to be used to monitor vehicle utilization (trip data, time, date, speed, idle time, etc.) and spreadsheet analysis is performed. In FY2011, the vehicles selected to include in the monitoring program was changed from random selection of vehicles to designated groups from D/S/Cs. Reports continue to be provided to the D/S/C Fleet representatives. The Fleet Utilization Committee continues to use the data collected to analyze usage patterns and influence behavior, resulting for example, in reduced idling time and consequent vehicle emissions.

In the area of employee safety, subcontractor safety, as well as the general public:

- The Fermilab Fire Department identified several pieces of equipment that would enhance safety for the firefighters and also the general public. Engines 703 and 704 now have new hose bed covers that will increase the safety of FD operations in two ways; increased conspicuity and secure hose loads. The original rear hose bed covers have been replaced with hose bed covers that have a lime green and red retro-reflective chevron pattern. This material is highly reflective and increases visibility at night and during day light.
- A new fire truck was approved and the order was placed. The truck will arrive in Spring 2012.
- Three forklift trucks for the Property Department were ordered to replace three trucks that are 16 to 18 years old. All three trucks will be the same for

	<p>standardization of operational controls.</p> <ul style="list-style-type: none"> • The UPS for telecommunication radio equipment (located in Wilson Hall, 16th floor) is of an older vintage that requires the opening of a panel in order to turn a switch to the "service/maintenance" mode. The opening of the panel and location of the switch expose the worker to energized components. Rather than continue to service this existing UPS equipment, BSS Management and BSS Telecom Department decided to suspend service on this unit and are working with FESS Engineering and UPS vendor for selection of a new UPS that has the "service/maintenance" switch on the outside of the unit, thus eliminating the potential for worker contact with energized components. <p>Below are observations from the ISO and OHSAS Surveillance Audit August 2011:</p> <p>Process Name Observations/Auditor Notes: BSS - Overview</p> <p>Describe whether the process is effective or not (effectiveness should be supported with specific data/results). Include strengths & weaknesses of system: Effective - very good top management commitment, demonstrated effective and consistent management system elements. Highly competent staff. Strong value systems on human elements; solid demonstration of management system understanding and linkages.</p> <p>Process Name Observations/Auditor Notes: BSS - End of Life</p> <p>Describe whether the process is effective or not (effectiveness should be supported with</p>
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	<p>specific data/results). Include strengths & weaknesses of system: Effective - this is an award-winning management system for surplus assets and equipment with strong reuse and recycling elements. Very well organized and managed process. All associates clearly understand risks and potential impacts and the required controls.</p> <p>Process Name Observations / Auditor Notes BSS - Fuel Station</p> <p>Describe whether the process is effective or not (effectiveness should be supported with specific data/results). Include strengths & weaknesses of system: Effective - electronic pollution prevention monitoring systems with integrated alarm and notification systems. Fuel management allows monitoring of individual vehicle performance. Site is well managed with secondary and tertiary containment systems for potential fuel spills. Minor Non Conformance - Contractor epoxy removal operation. Risk/Impact Identification not adequate on Work Permit and Notification #8033 Hazard Analysis.</p> <p>Process Name Observations/Auditor Notes: BSS - Travel</p> <p>Describe whether the process is effective or not (effectiveness should be supported with specific data/results). Include strengths & weaknesses of system: Effective - reviewed communication of travel risks through Fermilab Today announcements. Controls are in place for long distance travel and rest periods before restarting work. Good understanding of scope of travel risks.</p>
<p>Mandatory Topical Area Identified weaknesses</p>	<p>None noted.</p>