

BSS/ES&H/001	Administrative Procedure Control of Environmental, Safety & Health Documents	BSS ES&H Department	
Page 1 of 5 First Issue: 3/31/2008 Revision Number: 1 Current Issue: 10/15/09		Submitted By: Greg Mitchell <i>GMitchell</i>	Date: <i>10/15/2009</i>
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Business Services Section Control of Environmental, Safety & Health Documents

Introduction

This document describes the Business Services Section (BSS) policy and procedure for identifying and preparing Environment, Safety & Health (ES&H) documents and the protocol for controlling those documents. The BSS policy and procedure was developed based on the requirements in Fermilab ES&H Manual Chapter 1051.

Several of the BSS Departments prepare procedures and maintain records as prescribed by or in accordance with the Fermilab Environment Safety and Health Manual (FESHM), the Fermilab Radiological Control Manual (FRCM), the Fermilab Emergency Management Department Procedure Manual, the U.S. Department of Energy, or other recognized Federal/State agencies that have jurisdiction for our activities. For instance, the BSS Communications Center, Key and ID, Fire Department, and Security, are examples of BSS Departments that prepare, review, approve, and maintain their procedures in accordance with the requirements of the ES&H Section - Emergency Management Department.

Definitions

ES&H Document – a procedure and any supporting forms that are required in order to maintain the ES&H management systems

ES&H Records – evidence to demonstrate conformance to an ES&H standard, FESHM, or FRCM requirement

Responsibilities

Business Services Section Head is responsible for:

- Identifying protocol for controlling their internal ES&H documents

Business Services Section Department Heads are responsible for:

- Identifying and maintaining their documents and records in accordance with Fermilab and BSS policy and procedure

Business Services Section Senior Safety Officer is responsible for:

- Assisting BSS Line Management in support of this procedure
- Conducting internal assessments as directed by BSS Management

Business Services Section Employees are responsible for:

- Maintaining documents and records that they have been assigned in accordance with Fermilab and BSS policy and procedure

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Procedures

1. All ES&H documents shall be controlled so as to assure that the most current information is available to employees. Each department shall maintain a listing of its ES&H documents.
2. All ES&H documents shall be numbered in the following format:
BSS/(Department Name)/ESH/00Number
3. All ES&H documents must go through an approval process. In the absence of an over-riding Fermilab Policy for certain BSS Documents and Records, the BSS internal procedure for the review/approval and document control process for BSS Departments is as follows:
 - a. All ES&H Procedures must be reviewed. The review should be done by the line organization and include at least one other person than the person that prepared the procedure. The line organization may seek input from other subject matter experts and ES&H personnel to assist in the review process.
 - b. Following the appropriate level of review, the Procedure must be approved by the line organization and include at least one higher level person than the person that prepared and reviewed the Procedure. The Department Head for the organization must also approve ES&H Procedures.
4. All ES&H documents shall have the revision date identified on the document. Only the most current revision shall be used. Any older version kept for information purposes must be marked as obsolete.
5. All ES&H documents must be reviewed, and revised as appropriate, but no longer than on a three-year basis. The subsequent reviews/revisions must go through the established approval process.
6. Documents of external origin, such as equipment manuals, which are necessary for the planning and operation of the ES&H system shall be controlled to assure the most current information is available.
7. All ES&H records must be retained in accordance with the Fermilab Records Management Program.
8. Where applicable, BSS ES&H Procedures shall be prepared in accordance with the requirements of the organization that mandated the procedure. In the absence of any specific requirement, refer to Appendix A: Guidance for Standard Format of BSS-ES&H Documents and Procedures.

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Attachment 1: Guidance for Standard Format of BSS-ES&H Documents and Procedures

Where applicable, BSS ES&H Procedures shall be prepared in accordance with the requirements of the organization that mandated the procedure. For instance, the Communication Center, Key & ID, Security, and the Fire Department must prepare their procedures in accordance with EMD-ADM-101. In the absence of any specific requirement, the following guidance may be followed when preparing BSS- ES&H procedures.

1. Introduction

The Introduction states the scope and purpose for the policy/procedure.

2. Definitions

A definition section is included only if there are terms included in the policy/procedure which are not commonly understood by the typical employee. Definitions shall be provided if the meaning of a term is not clear or could be confused with an alternate interpretation.

3. Responsibilities

The Responsibilities section should clearly define the responsibilities and authorities for each person or group of persons specifically identified as accountable for implementing the procedure.

4. Procedures

This section is used to state the procedure. The last statement in the Procedures Section may refer to the availability of Technical Appendices.

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Attachment 2: ES&H Documents by Department

AccommodationsNone¹

Environment, Safety & Health.....None¹

Fire DepartmentSee Fermilab Emergency Management Department, EMD-EO-300

Information ResourcesNone¹

ProcurementNone¹

Property and Inventory Control ...BSS/PIC/ES&H/001-Radiation Surveys and Calibration

Security DepartmentSee Fermilab Emergency Management Department, EMD-EO-300

Section OfficeBSS/ES&H/001 - Control of ES&H Documents
BSS/ES&H/002 - ES&H Self-Assessment Program

TelecommunicationsNone¹

Transportation ServicesBSS/TS/ES&H/001 – Delivering Fuel to the Underground Storage Tank
BSS/TS/ES&H/002 – Taxicab Procedures
BSS/TS/ES&H/003 – Transportation of Hydrofluoric Acid
BSS/TS/ES&H/004 – Operating a Government Vehicle

TravelNone¹

¹No specific ES&H documents; work activities are covered by FESHM and ES&H is integrated into other policies and procedures

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Attachment 3: Reference of BSS Departments to other organizations that prescribe procedures for the preparation and controls of ES&H Documents

Fire Department - See Fermilab Emergency Management Department, EMD-ADM 101 and 102

Security Department - See Fermilab Emergency Management Department, EMD-ADM 101 and 102