

Business Services Section FY2010 ES&H Plan

Business Services Section (BSS) has developed this set of specific injury prevention and environmental protection measures that it plans to implement in FY2010 to strengthen the Laboratory's ES&H program and support in achieving the Laboratory's ES&H performance goals and Notable Outcomes. BSS' efforts in Items 1 and 2 will assist in achieving PEMP Notable Outcome for FNAL to maintain OHSAS 18001 Registration, and Item 3 will support PEMP Notable Outcomes to maintain ISO 14001 Registration and support Federal Electronics Challenge (FEC) and Executive Order (EO) 13423. This ES&H Plan may be revised during the year to incorporate applicable recommendations from the FY2009 Director's Triennial ES&H Self-Assessment.

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*:

- Employee Safety: Fire Department will purchase carbon monoxide monitors that will be used by ambulance personnel when responding to a suspected carbon monoxide event, and by the fire commander when entering buildings post-extinguishment.
- Employee Safety and Health: 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.
- Employee and Visitor Safety: Accommodations Department will complete the construction work that was identified in CY2009 for emergency egress from second story residences in Village (e.g., repair, modify, replace).
- Employee and Subcontractor Safety: Telecommunications Department will continue the verification of the communication manhole inventory that was started in 2008 in conjunction with FESS/Engineering, and will have the completed information documented in the ES&H Confined Space database.
- Employee Safety: Telecommunications Department will review current technology for utility locating equipment, and determine if their current instrument is out-dated and make a recommendation to management.

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

- Senior Management Leadership: 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.
- Senior Management Leadership: BSS will continue with the monthly management tours which have been successful in demonstrating senior managements' commitment to ES&H while providing an opportunity to engage employees in their work environment.
- Line Management Communications: 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., Mailroom, Traffic/Shipping, Receiving, Distribution and Vehicle Maintenance. Documentation of this will be part of the Site 38 Safety Committee minutes.
- Management Safety Training: BSS line-supervision will attend Human Performance Improvement (HPI) training class in FY2010 (pending contract with instructor and class availability).
- Employee Participation: BSS employees will continue to participate on the LSC, as well as on its subcommittees. BSS employees will continue to support the Traffic Safety Subcommittee with one BSS representative as the Chairperson, in addition to a second representative. The BSS 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 FEC, EO's 13423 and 13514, and DOE Order 430.2B. BSS will continue to have employees (other than Senior Safety Officer) participate on the Mechanical Safety, Radiation Safety, and Subcontractor Safety Subcommittees.

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

- Environmental Compliance: BSS Transportation Fleet Manager and Procurement Department will work with the Environmental Protection Subcommittee to implement EO's 13423 and 13514, and DOE Order 430.2B, then document the programs in accordance with the E.O.'s and the TEAM Executable Plan.
- Environmental Compliance: All desktops, laptops, and monitors will comply with Fermilab Computing Policy (policy pending) for acquisition, management, and disposition.