

September 30, 2011

**Business Services Section
FY2011 ES&H Plan with Results**

Business Services Section (BSS) developed this set of specific injury prevention and environmental protection measures to implement in FY2011 to strengthen the Laboratory's ES&H program and to help achieve the Laboratory's ES&H performance goals and Notable Outcomes. BSS efforts in Items 1 and 2 will assist in achieving the two PEMP Goal 5.0 Objectives as broadly defined; however, BSS activity does not directly impact the specific Notable Outcomes. BSS will participate and contribute to the extent possible, to assist the Laboratory in meeting PEMP 4.0, Notable Outcome for meeting Executive Order 13514.

The planned actions are a result of input from all departments and groups in the Section.

1) In the area of safety and health (*PEMP Objective 5.1 – Provide an Efficient and Effective Health and Safety Program*):

- Occupational Injury Incidents: Should we have an OSHA-recordable case, we will analyze the case for human performance issues by performing a formal causal analysis incorporating 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: There were two OSHA DART Cases in BSS (one BSS and one subcontractor case) and one OSHA Recordable Case. The HPI methodology was useful in the incident investigation process and involved line management.

- Employee Safety and Health: Fire Department will provide a wireless communication system with headsets to improve safety for the crews on our vehicles. Two of the benefits are the ability to communicate with the driver when we are backing apparatus and reduce noise (dba) levels to the crew members in the vehicles.

What we did and Impact: The wireless communication equipment was purchased and will be installed in first quarter FY12.

- **Employee and Subcontractor Safety:** Telecommunications Department will continue the verification of the communication manhole inventory that 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:** Actions are still progressing. In 2011, FESS engineering personnel (new GIS Coordinator) began a project to standardize the naming convention for all utility pits across the site. Standardized names will be cross-referenced with the legacy designations originally assigned to communication pits by AT&T in order to retain historical perspective and facilitate future repairs by AT&T. Ultimately, the Confined Space database will require some modification by ES&H personnel to accommodate the additional name information.*

- **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.

***What we did and Impact:** The review of new technologies of utility locating equipment was completed. While the new technology is more sophisticated with enhanced features, the equipment presently being used still offers solid performance and meets the needs of the laboratory. Based on the comparison of the technologies and performance needs we decided against upgrading the utility locating equipment at this time.*

- **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.

***What we did and Impact:** BSS reviewed PEMP to determine how we could contribute to positive outcome of ES&H Performance Measures. The two PEMP Goal 5.0 (ES&H) Notable Outcomes were in areas where BSS could not directly contribute. However, we were able to contribute towards the PEMP Goal 4.0 objective "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". Our contributions 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 Manager assisted the Legal*

Department and other EO's in reviewing Prime Contract and subcontract clause requirements for Fermilab implementation.

- Senior Management Leadership: BSS will continue its monthly management tours, which have been successful in demonstrating senior management commitment to ES&H while providing an opportunity to engage 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 Fire Chief, 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 space heaters and power cords. The tours provided management and our employees, as well as DOE, a greater awareness of our work space and ES&H impacts and relevance 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 FSO representative on ES&H programs and other topics.*

- Employee and Subcontractor Safety: The Security Department will transition the security guard subcontract oversight responsibilities from DOE to Fermilab.

***What we did and Impact:** The security guard subcontract was successfully transitioned from DOE FSO back to Fermilab BSS Security Department. All ES&H aspects and elements of required ES&H programs were incorporated into the subcontract. In addition, the subcontractor was required to obtain and use security vehicles that operate on alternative fuels.*

- Management Safety Training: BSS line-supervision will attend Human Performance Improvement (HPI) training class in FY2011 (pending course descriptions for the various classes under consideration at this time).

***What we did and Impact:** Twenty BSS employees attended HPI training. Those that attended included Section Head, Deputy Head, Section Office staff, all Department Heads, other Supervisors, and Task Managers. Our Senior Safety Officer attended the HPI Certification course.*

In addition to the above training, a BSS employee is participating on the HPI Implementation Committee.

- **Employee Participation:** BSS employees will continue to participate on the FESHcom, as well as on its subcommittees. The BSS Environmental Officer and the managers from the Travel, Transportation, Procurement, and the Property departments will work with the Fermilab Environmental Officers to implement the Federal Electronic Challenge (FES), EO's 13423 and 13514, and DOE Order 430.2B. BSS will continue to have employees (other than Senior Safety Officer) participate on the Traffic Safety, Radiation Safety, and Subcontractor Safety Subcommittees.

***What we did and Impact:** BSS personnel participated on the FESHcom and all of the subcommittees related to our work activities. In addition, the Procurement Manager and Fleet Manager assisted in preparing the Fermilab Site Sustainability Plan (SSP) and are members of the SSP committee. BSS employees continue to participate with the ES&H Fairs.*

2) In the area of environmental protection and stewardship, (PEMP Objective 5.2 – Provide Efficient and Effective Environmental Management System):

- **Environmental Compliance:** All desktops, laptops, and monitors will comply with Fermilab Personal Computing Environmental Policy for acquisition, management, and disposition.

***What we did and Impact:** All of the BSS desktop and laptop computers and monitors were purchased and disposed of per Fermilab Personal Computing Environmental Policy.*

BSS issued a Purchase Requisition/Purchase Order for electronic recycling with a new vendor. A site visit was conducted to assess the vendor's ability to perform work per the Federal Electronic Challenge program prior to shipping of our electronics to it for recycling. Following the review, we shipped 16,295 pounds of electronics and 16,977 pounds of monitors from Fermilab, and 2,355 pounds of electronics and 8,163 pounds of monitors from ANL.

In addition, 173 computers were transferred to eligible schools through the Computers for Learning (CFL) Program.

- Environmental Compliance and Implementation: The BSS Environmental Officer and the managers from the Travel, Transportation, Procurement, and the Property departments will work with the Fermilab Environmental Officers to promote and implement EO 13514 and Fermilab's Site Sustainability Plan.
 - The Travel Manager will provide data for Business Air and Business Ground travel.
 - The Transportation and Property Managers will provide data for the fleet fuel consumption.
 - The Procurement Manager will update the Fermilab Procurement Manual to include revised Sustainable Acquisition provisions.

What we did and Impact: The above items were completed for FY2011 and on-going reports are provided as requested.

In addition, the Procurement Manager and Fleet Manager assisted in preparing the Fermilab Site Sustainability Plan (SSP) and are members of the SSP committee. The Procurement Department and the Property Manager assisted the ES&H Section with identifying and tracking sustainable products used at Fermilab and products that were purchased from the BSS Stockroom.