

**Business Services Section
FY2013 ES&H Plan**

Business Services Section (BSS) developed this set of specific safety, health, and environmental protection measures to implement in FY2013 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, there is minimal opportunity for BSS to contribute to the specific Notable Outcome (Objective 5.2, Refine, understand and manage tritium).

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 BSS have an OSHA-recordable case, the incident investigation will include Human Performance Improvement (HPI) tenets. BSS management and incident investigators will also use the HPI process for other incidents that would potentially benefit from such an application.
- Senior Management Leadership: BSS will continuously monitor its performance against Fermilab Leading and Lagging Indicators and metrics available on Fermi Dash. BSS performance against the measures will be reviewed and discussed at monthly department head meetings. ES&H performance will also be compared with external criteria, such as, National Safety Council statistics.
- Senior Management Leadership: BSS will continue its monthly management tours, which have been successful in demonstrating senior management commitment to integrated ES&H while providing an opportunity to engage employees in their work environment on a wide variety of issues.
- Senior Management Leadership and Employee Safety and Health: BSS will review the Process List that was generated as part of the Director's Triennial ES&H Assessment and determine if there are any topics that are applicable to

BSS activities. Applicable topics will be screened and evaluated as potential self-assessment topics, prioritized, and included on the self-assessment schedule.

- Senior Management Leadership and Employee Safety and Health: BSS will hire a person to fill the Emergency Planner position. The initial tasks will include: review/revise the applicable sections of the Fermilab Emergency Management Department Procedure Manual and the Emergency Response Plan; understand the function and operation of the Emergency Operation Center; and understand the roles and responsibilities of the Fire and Security Departments.
- Senior Management Leadership and Employee Safety and Health: BSS will look for opportunities to generate Near-Miss Reports and Lessons Learned resulting from incidents within the organization.
- Senior Management Leadership and Employee Safety and Health: Open Corrective Actions of ES&H items will be reviewed on a monthly basis and closed out in a timely manner.
- Senior Management Leadership and Employee Safety and Health: BSS will seek assistance from FESS to commission a study on the adequacy of tornado shelters at the Site 38 complex.
- Senior Management Leadership and Employee Safety and Health: BSS will analyze the recently completed "Dispatch Center Equipment and Systems Assessment Study" (Draft report) and prepare a Scope of Work to complete the Key Recommendations (from the Final report).
- Employee Safety and Health: BSS SSO will conduct industrial hygiene (IH) assessments identified in the BSS IH Assessment Plan.
- 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 Property departments will continue to 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 SSO) participate on FESHCom, as well as, the Traffic Safety, Radiation Safety, and Subcontractor Safety Subcommittees.

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. The BSS Property Office will continue to lead the disposition program of Fermilab electronics. The BSS Property Office will continue to support cooperative agreements with ANL and assist in the disposition program of ANL computer electronics.
- Environmental Compliance and Energy Sustainability: Any re-roofing of BSS houses and dormitories will incorporate "cool roof" technology (per Secretary Chu's memo of June 1, 2010).
- Environmental Compliance and Energy Sustainability: New appliances that are purchased will be "energy-star qualified" products.
- Environmental Management and Sustainable Acquisition: The Property Office will evaluate SA products for potential additions to and/or replacement of products in the BSS Stockroom.
- Environmental Management: The Fuel Service Center will complete the fuel dispensing equipment compatibility review.
- Environmental Compliance and Implementation: The BSS Environmental Officer and the managers from the Travel, Transportation, Procurement, and 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 Fleet Manager will coordinate the fleet management in accordance with applicable GSA and DOE requirements.

- The Procurement Manager will update the Fermilab Procurement Manual to include revised Sustainable Acquisition provisions and provide data for new contract actions that have sustainability clauses.