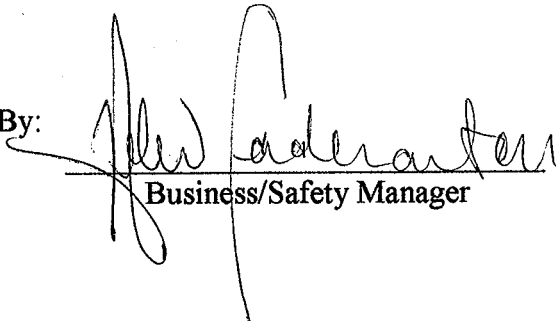


IT Division
FY10 ES&H
Self-Assessment Plan

Approved By:


Business/Safety Manager

Date

3/7/10

1.0 Introduction

ES&H self-assessment is a continuous process of evaluating performance. The key objectives of the ES&H self-assessment process are monitoring effectiveness of hazard controls (administrative, engineering, etc.) during performance of work and providing feedback that promotes improvement in work processes and ES&H programs.

The FY10 IT Division (“Division”) ES&H self-assessment plan encourages a tailored, risk-based approach to assessing safety program effectiveness. Division management, in consultation with the Division Safety Team, has identified the hazards having potential impact on the safety of employees, protection of environment, and/or continuity of operations.

The Division’s ES&H self-assessment process and associated work products are “owned” by the Division and are an integral part of the Integrated Safety Management process. The Division has developed a self-assessment plan that addresses focus areas of interest based on established criteria. Methodologies and evaluation frequencies have been established, as has a process for identifying findings, observations, and noteworthy practices.

2.0 FY10 Self-Assessment Focus Areas

The Division has selected four focus areas for ES&H self-assessment based on the following general criteria:

1. Potential impact on the safety of personnel,
2. Potential impact on the continuity of operations,
3. Interest to Division management in consultation with the Division Safety Team.

The following focus areas have been selected:

1. Effectiveness of Division-wide safety communications.
2. Effectiveness of Subcontractor Job Hazard Assessment and Work Authorization (SJHAWA) processes.
3. Emergency preparedness of data centers.
4. Requirements of office set-up as a result of space compaction.

A more detailed description of each focus area and rationale for selection is included in the section that follows.

2.1 Selection of Focus Areas

Division management, in consultation with the Division Safety Team, reviewed currently-recognized ES&H risks of interest to the Division and prioritized them by “focus area” according to the selection criteria provided in PUB 3105 Appendix 2. The following section describes the current status of each focus area and the rationale for inclusion in the Division’s ES&H Self-Assessment Plan:

1. Effectiveness of Division-wide safety communications.

Ongoing (versus scheduled) safety communications have been the most efficient way to provide safety-related information to staff. The traditional approach has been to flow information from the “top down”, i.e., following the line-management chain from Division Director to Division staff using email, division websites and shared resources.

This self-assessment will focus on effectiveness of safety-related communications “flow down”. Lines of inquiry will address adequacy of frequency, appropriateness of content, comprehension of information, and implementation of guidance.

2. Effectiveness of Subcontractor Job Hazard Assessment and Work Authorization (SJHAWA) processes.

The overall level of compliance with the SJHAWA was identified as a deficiency during the Division’s 2009 ES&H Self-Assessment. A number of pre-2008 SJHAWAs are now obsolete and it is recognized that there may be deficiencies in management of SJHAWAs in the Division. In this respect, maintenance and coordination of current SJHAWAs is unclear and may represent a liability.

This self-assessment will focus on the identifying all subcontracts covered under the SJHAWA program, compliance with SJHAWA requirements, and barriers (if any) to processing and maintaining SJHAWAs.

3. Emergency preparedness of data centers.

The Division owns or operates several data centers that provide service to line operations. Broad-scale (i.e., earthquake, fire, weather, etc.) as well as local-scale (electrical failure, plumbing failure, etc.) have the potential to shut down operations for extended periods of time. Given the Division’s mission, the ability to respond to emergencies safely and efficiently represents a potential liability.

This self-assessment will focus on emergency readiness and will address two elements: (1) adequacy of procedures/systems designed for operational response to emergencies and (2) adequacy of procedures designed to protect the safety of Division employees during and immediately after an emergency.

4. Requirements of office set-up as a result of space compaction.

Most Division employees are “desk-based” and work at computer workstations for the majority of their work periods. Proper workstation design, appropriate employee safety training, and appropriate work behavior represent the key elements in the Division ergonomics program.

This self-assessment will focus on workstation configurations (including computer peripherals) and their potential impact on the Division’s ergonomics safety program.

Of particular interest are (1) multi-tenancy at common workstations and (2) whether the Division's current ergonomics program model adequately addresses identified risks.

2.2 Assessment Categories

2.2.1 Compliance with Institutional Requirements

In addition to evaluating status and potential impact of each focus area listed in Section 2.1 above, the Division will include an evaluation of compliance with institutional requirements as generally outlined in LBNL's Integrated Environmental, Health, & Safety Management Plan (PUB-3140).

At this time, the Division believes that primary guidance regarding the selection and assessment of the FY10 focus areas is contained in the following documents:

1. Environment, Safety, and Health Self-Assessment Program Manual (PUB-5344),
2. Division ES&H Self-Assessment Manual (PUB-3105),
3. Issues Management Program Manual (PUB-5519(1)), and
4. Lessons Learned and Best Practices Program Manual (PUB-5519(4)).

2.2.2 Compliance with Established Divisional Requirements

Division management relies primarily on institutionally-promulgated requirements to drive its ISM processes. It is reasonable to anticipate that safety issues will be identified during the self-assessment that may not "fit" into existing compliance directives. The Division will remain alert to such situations during the self-assessment process.

3.0 Scope

The Division has defined the scope of self-assessment for each focus area as follows :

Effectiveness of Division-wide safety communications.

Effectiveness of Subcontractor Job Hazard Assessment and Work Authorization (SJHAWA) processes.

Emergency preparedness of data centers.

Requirements of office set-up as a result of space compaction.

**4.0 Assessment Frequency &
4.1 Frequency and Schedule**

The Division has defined the frequency of each self-assessment as once this year to be reviewed and potentially followed up in the next performance year.

Effectiveness of Division-wide safety communications.

Effectiveness of Subcontractor Job Hazard Assessment and Work Authorization (SJHAWA) processes.

Emergency preparedness of data centers.

Requirements of office set-up as a result of space compaction.