EHSS Division Charter

Brief

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<tr>
<td>Publication date</td>
<td>9/10/2012</td>
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BRIEF

Summary

The Environment, Health, Safety, and Security (EHSS) Division is chartered with the mission of helping Berkeley Lab achieve its commitment to perform all work safely and in a manner that strives for the highest degree of protection for employees, participating affiliates, visitors, subcontractors, the public, and the environment.

In carrying out its Charter, EHSS is committed to six basic objectives:

1. Provide employees with a safe workplace.
2. Design and operate facilities and research activities to minimize adverse impact on public health and on the environment.
3. Produce and use only materials that can be disposed of safely and that will minimize waste.
4. Promptly communicate to affected persons the known hazards of activities and the related methods necessary for safety and health protection.
5. Use available technology, engineered safeguards, and responsible science to mitigate all significant risks arising from research and related activities.
6. Train and develop staff to meet the commitments to a safe workplace with minimal adverse impact on public health and on the environment.

Who Should Read This Charter

All employees and non-employees at the Laboratory

To Read the Details, Go To:

http://www.lbl.gov/ehs/pub3000/CH02.html
or
The CHARTER tab on this wiki page

Contact Information

Safety Compliance Program Manager
EHSS Division

Charter

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CHARTER

A. Mission and Objectives

The Environment, Health, Safety & Security (EHSS) Division is chartered with the mission of helping Lawrence Berkeley National Laboratory (Berkeley Lab) achieve its commitment to perform all work safely and in a manner that strives for the highest degree of protection for employees, participating affiliates, visitors, subcontractors, the public, and the environment.

In carrying out its Charter, EHSS is committed to six basic objectives:

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6. Train and develop staff to meet the commitments to a safe workplace with minimal adverse impact on public health and on the environment.

Berkeley Lab has adopted the seven principles and five functional practices of the Integrated Safety Management System (ISMS), as prescribed in Department of Energy DEAR Clause 970.5204-2 (see the ISM Overview tab of the ES&H Core Policy in this Requirements and Policies Manual).

EHSS strives to keep the Berkeley Lab community and environment safe and secure as the frontiers of science are explored. The Division partners with scientists and stakeholders to maintain a high level of safety consciousness and performance by providing cost-effective advice, processes, and tools.

EHSS supports and acts as a partner with line management as the Division meets direct responsibilities to ensure that protection of workers, the public, and the environment is integrated into the primary research and support functions of each Laboratory division or unit.

Of equal importance, EHSS supports and provides expertise directly to each Laboratory worker who seeks Environment, Safety & Health (ES&H) advice and help, or who voices a concern.

B. Organization and Administrative Responsibilities and Authority

The EHSS Division is organized into four functional units:

- Technical Program Management
- Client Support Services
- Security and Emergency Services
- EHSS Operations

The Technical Program Management unit consists of the Employee Health & Safety Department; the Environment, Waste, and Radiation Protection Department; and the Technical Support Services Group that reports to the Technical Program Management Deputy Division Director. Employee Health & Safety has four groups: Occupational Safety, Industrial Hygiene, Health Services, and Construction Projects and Field Support. Environment, Waste, and Radiation Protection has three groups: Environmental Services, Radiation Protection, and Waste Management.

The Client Support Services unit reports to the Deputy Director for Client Support Services and consists of Associate Laboratory Director Liaison Support, Incident Investigations, Assurance Management/Occurrence Reporting Processing System, EHS Customer Service, EHS Training, and Communications.

Security and Emergency Services reports to the Group Leader for SES and includes the Fire Department (which is contracted to Alameda County), Security Program, Emergency Services, and Business Continuity.

EHSS Operations reports to the Deputy Director for Business Services and includes Business Services, EHS IT Systems, Site Access Foreign Visits & Assignments, and Strategic Planning & Project Management.

Group leaders must manage their organizations, and are responsible for planning, staffing, and budgeting, as well as developing and implementing Laboratory policies and procedures in their functional areas. The EHSS Division Director, deputy division directors, and
department heads represent the EHSS Division when communicating with internal and external organizations and individuals on matters of significance to the success of the Laboratory.

Each Associate Laboratory Directorate organization has a designated EHSS Division liaison who serves as a point of contact between a customer division (typically via a division safety coordinator) and the EHSS Division through the Associate Laboratory Directorate/Division Support Group in the Client Support Services unit. EHSS liaisons function as troubleshooters, facilitators, and problem solvers. They provide technical consultation and responsive customer service, partnering with customers to implement cost-effective injury and illness prevention/loss control programs, assist line management with division Integrated Safety Management (ISM) plans, and provide ongoing support to customer division management.

Information regarding the EHSS Division points of contact, policies and procedures, and other ES&H-related information is maintained on the EHSS Division Web site at: http://www.lbl.gov/ehs/.

C. Contact Information

Safety Compliance Program Manager
EHSS Division

D. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>9/10/2012</td>
<td>1.2</td>
<td>W. Wells</td>
<td>Division name changed to EHSS</td>
<td>All</td>
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<tr>
<td>8/15/2012</td>
<td>1.1</td>
<td>W. Wells</td>
<td>New organization, Division name changed to EHS&amp;S</td>
<td>All</td>
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<tr>
<td>1/2/2012</td>
<td>1</td>
<td>W. Wells</td>
<td>Re-write for wiki</td>
<td>All</td>
<td>Minor</td>
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Document Information

DO NOT USE FOR OFFICIAL BUSINESS

Title: EHSS Division Charter

Document number: 07.01.002.000

Revision number: 1.2

Publication date: 9/10/2012

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Policy Area: General Policy – ES&H

RPM Section (home): ESH

RPM Section (cross-reference): None

Functional Division: EHSS

Prior reference information (optional): PUB-3000, Chapter 2

Source Requirements Documents

None
Implementing Documents

None