

# FY08 Division ES&H Self-Assessment Performance Measures

## I. Introduction

LBNL's Division ES&H Self-Assessment Program provides the mechanism for assuring that Integrated Safety Management (ISM) is fully implemented and effective at all levels of Laboratory activities and operations. The Division ES&H Self-Assessment Program is a formal, internal process used to evaluate ES&H programs, policies, and processes. The process is designed to ensure that Laboratory work is conducted safely and with minimal adverse effects to workers (employees, participating guests, and subcontractors), the public, and the environment. For reference, [PUB-3105 Division ES&H Self-Assessment Manual](#) describes how the Lab administers the Division Self-Assessment Program.

## II. Performance Measures

### ISM CORE FUNCTION 1: DEFINE WORK

1. Division revises division ISM plan to reflect a) ES&H policy changes (including Work Lead responsibilities), and b) updates to the Institutional ISM plan. Line management communicates updates to the plan to division personnel.
2. Per the Lab-wide implementation schedule, division ensures workers have a current Individual Baseline Job Hazards Analysis (JHA), authorizing regular and routine work that he/she performs, and if necessary one or more current Task-based JHA(s) to authorize unpredictable, short-term, or unusual work that is not included in the Individual Baseline JHA.

### ISM CORE FUNCTION 2: IDENTIFY HAZARDS

3. Division reviews work activities to identify, analyze, and categorize hazards and environmental impacts for the associated work. Examples of hazard inventory include: Hazard Management System (HMS) database (or equivalent), project safety review, workspace safety review, Job Hazard Analyses (JHA), environmental review (NEPA/CEQA), and chemical inventory.
4. Division participates in pollution prevention, energy conservation, recycling, and waste minimization programs, as appropriate for the environmental impact of their activities.

### **ISM CORE FUNCTION 3: CONTROL HAZARDS**

5. Division ensures appropriate engineering and other safety/environmental controls are in place and properly maintained.  
Examples of controls include, but are not limited to:
  - Guards, barriers and shields
  - Fume hoods, glove boxes, biosafety cabinets
  - Interlocks
  - Exhaust system filtration
  - Secondary spill containment
  - Personal protective equipment
  - In-lab alarm monitors
  - Stack emission monitors
  - Lockout/tagout
  - Ergonomic workstation modifications (furniture, equipment and/or accessories)
  - Manual material handling lift assist devices
  - Cranes and hoists
  
6. Division ensures administrative controls are in place and maintained. Examples of administrative controls include: work authorizations (including but not limited to JHAs, AHDs, BUAs and RWAs), work permits (including but not limited to confined space, and energized electrical work), environmental permits, work procedures, and project safety reviews.
  
7. Division ensures that ergonomic hazards (computer, laboratory, and material handling) are adequately controlled and that employees and line management are knowledgeable and engaged in this process, including the early reporting of ergonomic pain or discomfort (before an injury). Ergonomic issues/concerns/discomfort/pain are reported promptly for appropriate corrective action.

### **ISM CORE FUNCTION 4: PERFORM WORK**

8. Work is performed within the ES&H conditions and requirements specified by Lab policies and procedures. Performance criteria include work authorizations (including but not limited to JHAs, AHDs, BUAs, RWAs); work permits (including but not limited to confined space, energized electrical work); waste management criteria (SAAs, waste sampling, NCARs); and environmental permits and management criteria (resource conservation, pollution prevention and waste minimization).

9. Staff (including employees, participating guests, students and visitors) is properly trained.
  - Percentage completion of JHQ/JHA in the previous 12 months.
  - Based on training profiles, percentage completion rate for required courses

#### **ISM CORE FUNCTION 5: FEEDBACK AND IMPROVEMENT**

10. Division implements an effective safety walkaround program per the requirements of the Division ISM Plan. Ensure all personnel required to perform safety walkarounds, as defined in the Division ISM Plan, have completed EHS 27 Performing an Effective Safety Walkaround.
11. Division performs a thorough review of all accidents, injuries, incidents, near misses and concerns according to Lab policy and the division's ISM plan. Corrective actions to prevent recurrence are identified, effectively implemented, and shared via the Lab's Lessons Learned and Best Practices database, as appropriate.
12. ES&H deficiencies that cannot be resolved upon discovery are entered in CATS in a timely manner and tracked to resolution. Deficiencies include those from workspace inspections, self-assessment activities, SAARs, Occurrence Reports, Non-compliance Tracking System Reports, environmental inspections, Division Self-Assessment, EH&S technical reviews, Management of ES&H (MESH) Reviews, and external appraisals.