

# *Chapter 31*

## Institutional ESH Committees

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# 1 Overview

This chapter describes the roles, responsibilities, and action thresholds of the following committees related to environment, safety, and health (ESH):

- ESH Coordinating Council (ESHCC)
- Safety Overview Committee (SOC)
- Citizen committees (CC)
- Local Safety Committee (LSC)

For additional information on these committees and related organizational roles, see [Chapter 1, “General Policy and Responsibilities”](#) and [Chapter 2, “Work Planning and Control”](#) of this ESH Manual and the [SLAC Integrated Safety and Environmental Management System Description](#).

# 2 Scope

This chapter applies to those SLAC employees assigned to chair or sit on any of these committees. It also applies laboratory-wide to those managers and employees who must bring proposals before a committee for review or approval. Those proposals can be for

- New ESH requirements
- Significant or major new activities:
  - Programs or projects
  - Experiments
  - Test beams
  - Facility construction
  - Facility modifications

# 3 Standards

The following are the standards adopted by this program:

- The contract ([DE-AC02-76-SFO0515](#)) between the US Department of Energy and Stanford University for operation of SLAC, in particular clauses I.088, “DEAR 970.5204-2 – Laws, Regulations, and DOE Directives”, and I.095, “DEAR 970.5223-1 – Integration of Environment, Safety and Health into Work Planning and Execution”
- Related DOE directives
  - DOE Policy 450.4, “Safety Management System Policy” ([DOE P 450.4](#))
  - DOE Guide 450.4-1B, “Integrated Safety Management System Guide” ([DOE G 450.4-1B](#))

- DOE Order 450.1, “Environmental Protection Program” ([DOE O 450.1A](#))
- DOE Guide 450.1-1A, “Implementation Guide for Use with DOE Order 450.1, Environmental Protection Program” ([DOE G 450.1-1A](#))

## 4 Definitions

*Citizen.* Refers to SLAC employees generally, who may be appointed by the laboratory director to serve on a citizen committee because they possess special expertise, experience, or judgment in an area of ESH

*Citizen committee.* A committee made up of SLAC employees, that is, citizens, with expertise in some ESH subject area.

*ESH policy.* Refers to a document that translates an environment, safety, and health standard into manuals, procedures, and work process descriptions for all staff at SLAC to follow. SLAC fully expects that directorate and departmental procedures will frequently be developed to help implement ESH policy.

## 5 Requirements

### 5.1 Environment, Safety, and Health Coordinating Council

#### 5.1.1 Charter and Requirements

The ESHCC is responsible for

- Reviewing and approving ESH policy
- Monitoring ESH performance presented in the ESH quarterly report
- Reviewing and monitoring the status of the ESH program, especially the results of the annual Appendix B (of the DOE-SLAC contract) ESH performance assessment, input from line management self-assessments, results of external reviews, audits, and inspections, and input the Stanford University SLAC Policy Committee (SPC) (see the [SLAC Integrated Safety and Environmental Management System Description](#))
- Establishing ESH performance measures (for use in Appendix B) and ESH goals and indicators (for internal use)
- Ensuring that the necessary resources are applied to the ESH program and that established policies are implemented
- Reviewing requests for variances from ESH requirements (see [Chapter 1, “General Policy and Responsibilities”](#))

### 5.1.2 Membership

The ESHCC is composed of

- The laboratory director, chair
- The associate laboratory directors (ALDs) from each directorate
- The laboratory counsel

## 5.2 Safety Overview Committee

### 5.2.1 Charter

The SOC approves proposed projects or work activities, in accordance with the SLAC ESH Project Review Process (see [ESH: Project Review Procedure](#)). This is intended to provide assurance that related hazards have been sufficiently analyzed, that appropriate controls are planned to mitigate or eliminate the hazards, and that the activity will conform to SLAC ESH policies.

### 5.2.2 Appointment and Membership

The SOC chairperson is appointed by the laboratory director and serves up to two five-year terms. SOC membership includes:

Core members:

- Five (5) scientists or engineers experienced with experimental equipment design and operation, one of which serves as the SOC chairperson, and one who serves as the deputy SOC chairperson. The core members are also appointed by the laboratory director.
- Ex officio members:
  - Radiation safety officer (RSO)
  - Laser safety officer (LSO)
  - Electrical safety officer (ESO)
  - Fire marshal
  - Building Inspection Office lead
  - Environmental lead
  - Directorate ESH coordinators

The SOC chair may designate additional technical personnel as auxiliary SOC members to support the review of a specific project, for example, technical specialists in pressure vessels, oxygen deficiency hazards, non-ionizing radiation safety, and so on.

### 5.2.3 Project Review by Safety Overview Committee

A proposed project or work activity may come before the SOC as part of the SLAC Project Review Process (see flowcharts in [ESH: Project Review Procedure](#)) when the project/activity sponsor (hereafter referred to

as *responsible person*) is ready for an independent review. Projects can come to the SOC from either the Conventional Construction Project Review or through the Experimental Project Review processes.

- The responsible person for a major new activity (program directors, program managers, project managers, group leaders, department heads) is strongly advised to have a solid project proposal and has already gained a reasonable set of endorsements by the applicable Safety Officers, Program Managers and other applicable resources. This will significantly improve the efficiency of the process and likely speed the approval process.
- The responsible person notifies the SOC through the submission of a traveler sheet (see Attachment 2) and discusses the activity with the SOC chair with design and specification information, if appropriate, that fully describes the activity, its associated hazards, how those hazards will be mitigated or eliminated, and how it conforms to SLAC ESH policy and requirements.
- The SOC chair determines which, if any, of the core SOC and/or ex officio members are needed to review the proposed activity. The SOC members will commit to a reasonable time frame that supports the activity proponent's schedule. The SOC chair is responsible for communicating and enabling the resolution of competing recommendations/ requirements from the members.
- The SOC chair will issue recommendations in a graded approach in the form of observations and action items. Action items are those recommendations that are the most significant, and that must be addressed for the project to be authorized for final release. Each action item includes a hold-point beyond which the project cannot proceed until the action item is closed out by the SOC chair. Observations have lower significance and should be considered by the responsible person for inclusion in the project. After the SOC chair issues formal recommendations, the responsible person will reply, responding to all observations and action items in order for the project to proceed through the processes illustrated in the flow charts in [ESH: Project Review Procedure](#).

The responsible person must obtain other approvals as required by the work planning and control process and ESH Manual chapters (for example, permits for excavation, hot work, confined space entry, may be necessary). The responsibility for ESH remains with the line.

The SOC will also

- Create short-term committees, as appropriate, to address ESH problems not covered by the existing committee membership disciplines
- Meet with relevant ESH representatives outside of the membership to discuss ESH questions

The SOC meets as frequently as necessary to serve the laboratory.

Should the responsible person disagree with any of the SOC findings, the responsible person and SOC chairperson will present their position to the sponsoring ALD and the chief safety officer (CSO). If the CSO and ALD do not agree on a path forward then the laboratory director will make the final decision on path forward.

## 5.3 Hazard-specific Citizen Committees

The laboratory director has appointed safety officers (SOs) (see [Chapter 1, "General Policy and Responsibilities"](#)) in certain areas such as radiation, electrical, and laser safety. Part of their responsibility is to help guide an activity proponent on the need for SOC review. These SOs ensure work is safe within

their areas of expertise and have work approval authority, described in the relevant ESH Manual chapters. The citizen committees support the SOs and the laboratory director.

### 5.3.1 Core Responsibilities

The core responsibilities of each CC include

- Advising the laboratory director on subject matter pertaining to its area of expertise
- Assisting personnel in evaluating hazards when requested
- Interpreting industry standards in conjunction with ESH Division and safety officers
- Recommending appropriate procedures and policies to the safety officer and to the ESHCC through the ESH division director

Each CC will develop its own charter around these responsibilities. The charter is submitted to the ESHCC for approval. If appropriate, a CC charter may contain specifics and exceptions to the core responsibilities that pertain only to that committee. Committee chairpersons submit recommendations for charter amendments and policy changes to the ESHCC for approval as well.

Each CC meets as necessary but not less than every six months. A quorum (simple majority of the committee members) is required for a CC to meet and conduct business. A simple majority vote of the quorum is the minimum requirement for making decisions unless a CC's charter describes a more rigorous basis for decisions. However, committees seek to resolve issues in a mutually acceptable manner. Dissenting members and affected individuals may appeal decisions to the director by preparing a minority opinion report or following the variance request procedure (see [Chapter 1, "General Policy and Responsibilities"](#)).

The respective work approval authorities are spelled out in the

- CC charter
- Hazard-specific chapter of the ESH Manual that describes the safety officer's role or the safety officer's designation letter
- SO designation letters

### 5.3.2 Appointment and Membership

Each CC chairperson is appointed by the laboratory director upon the recommendation of the ESHCC. Members are also appointed by the laboratory director upon the recommendation of the ESHCC and the chairperson of the committee. Nominations should bring a range of expertise to the committee.

In areas where the laboratory director has created safety officers (see Chapter 1 for a description), the safety officer serves as an ex officio member of the appropriate CC by virtue of his or her designation letter.

Where the ESH Division has one or more subject matter experts (SMEs) in the area of a CC's responsibility, at least one of them must be included as a member.

Chairpersons serve for five years and members for three. Chairpersons are not expected to serve for more than two consecutive terms, but may be reappointed as committee members after completing two

consecutive terms as chairperson. In situations where unique qualifications are required for the chairperson, appointment to a third term as chairperson can be permitted.

Committee members are normally expected to serve no more than two consecutive terms. However, where their skills and expertise are needed and where the individual is willing, additional terms may be served.

#### 5.3.2.1 Specific Responsibilities

Chairpersons will

- Designate an alternate chairperson designee to serve in his/her absence and a recording secretary
- Approve final committee reports including meeting minutes
- Coordinate and assign tasks to committee members, consultants, and others who carry out committee work
- Determine committee agendas
- Submit committee charter changes to the ESHCC for approval

Alternate chairpersons are appointed by the chairperson and serve in his/her absence.

Voting privileges of ex officio members, who hold their membership by virtue of their other responsibilities at the laboratory, are described in the individual charter for each citizen committee.

Recording secretaries will

- Coordinate agenda details
  - Ensure that needed reports are available for meetings
  - Retain, record, and distribute meeting minutes and voting results
  - Send completed committee reports and minutes to chairpersons for final approval and distribute the items as appropriate
- Distribute committee findings, conclusions, recommendations, and meeting minutes to the ESHCC, the ESH division director, and groups and individuals to whom the documentation may be of interest, such as the SOC, the Medical Department, building and line managers, ESH department heads of the respective area of expertise

## 5.4 Local Safety Committee

### 5.4.1 Charter and Requirements

The union/management Local Safety Committee is established by the labor agreement between Stanford University and the United Stanford Workers (USW). In accordance with the agreement, the Local Safety Committee is charged with four responsibilities:

1. Reviewing and analyzing the reports on injuries and accidents involving USW workers. The reports are produced on a quarterly basis by the Stanford University Risk Management Department.
2. Making recommendations to management for modifications of unsafe or hazardous conditions affecting USW workers. This includes investigating situations when workers refuse to perform

assigned work because they have a good faith belief due to ascertainable, objective evidence that abnormally dangerous conditions exist.

3. Accompanying federal or state safety inspectors on walk-throughs
4. Recommending appropriate recognition of USW workers who advance the goal of a safe and healthful work environment

#### 5.4.2 Appointments and Membership

Membership is as specified in the “Agreement Between the United Stanford Workers, Local 715 S.E.I.U, AFL-CIO and the Board of Trustees of the Leland Stanford Junior University”. As of the September 2003 agreement, the Local Safety Committee is composed of at least two workers designated by the union and at least two workers by the university for each of six parts of the unit, of which SLAC is one part.

## 6 Exhibits

The following are procedures, forms, and other documents required for the implementation of this program:

- [Citizen Committee Charter Template](#) (SLAC-I-720-0A00R-001)
- [“Committees”](#)

## 7 References

The following are additional related documents cited as resources for this program:

Management Systems

- [“Integrated Safety and Environmental Management Systems”](#)
- [SLAC Integrated Safety and Environmental Management System Description](#) (SLAC-I-720-0A00B-001)

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 1, “General Policy and Responsibilities”](#)
  - [ESH: Project Review Procedure](#) (SLAC-I-720-0A24C-001)
- [Chapter 2, “Work Planning and Control”](#)

## 8 Implementation

The requirements of this chapter take effect March 1, 2010.

## 9 Document Information

Title: [Institutional ESH Committees](#)

URL: <http://www-group.slac.stanford.edu/esh/eshmanual/pdfs/ESHch31.pdf>

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