

# *Chapter 31*

## Institutional ES&H 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 (ES&H):

- ES&H Coordinating Council (ES&HCC)
- Safety Overview Committee (SOC)
- Citizen committees (CC)
- Operating Safety Committee (OSC)
- Local Safety Committee (LSC)

For additional information on these committees and related organizational roles, see chapters 1 and 2 of this *ES&H Manual* and the *SLAC Integrated Safety and Environmental Management System Description*.<sup>1</sup>

# 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 ES&H requirements
- Significant or major new activities:
  - Programs or projects
  - Experiments
  - Test beams
  - Facility construction
  - Facility modifications

# 3 Standards

- The contract (DE-AC02-76-SF00515) between the US Department of Energy and Stanford University for operation of SLAC,<sup>2</sup> in particular clauses I.088, “DEAR 970.5204-2 – Laws, Regulations, and

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1 *SLAC Integrated Safety and Environmental Management System Description* (SLAC-I-720-0A008-001), <http://www-group.slac.stanford.edu/esh/general/isems/sms.pdf>

2 <http://www-group.slac.stanford.edu/bsd/contract/ProformaSLACContract.pdf>

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”<sup>3</sup>
  - DOE Guide 450.4-1B, “Integrated Safety Management System Guide”<sup>4</sup>
  - DOE Order 450.1, “Environmental Protection Program”<sup>5</sup>
  - DOE Guide 450.1-1, “Implementation Guide for Use with DOE Order 450.1, Environmental Protection Program”<sup>6</sup>

## 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 ES&H

*Citizen committee.* A committee made up of SLAC employees, that is, citizens, with expertise in some ES&H subject area. The laboratory director looks to citizen committees to review descriptions, designs, and fact sheets of proposed activities and ensure that hazards are adequately analyzed and will be adequately controlled, and that the planned activity conforms with SLAC ES&H policy and requirements.

*ES&H 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 ES&H policy. The following SLAC documents contain the primary ES&H policies:

- *SLAC Integrated Safety and Environmental Management System Description*<sup>7</sup>
- *SLAC Environment, Safety, and Health Manual*<sup>8</sup>
- *SLAC Guidelines for Operations*<sup>9</sup>
- *Radiological Control Manual*<sup>10</sup>

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3 <http://www.directives.doe.gov/pdfs/doetext/neword/450/p4504.html>

4 <http://www.directives.doe.gov/pdfs/doe/doetext/neword/450/g4504-1bv1.html>

5 <http://www.directives.doe.gov/pdfs/doe/doetext/neword/450/o4501c1.html>

6 <http://www.directives.doe.gov/pdfs/doe/doetext/neword/450/g4501-1.html>

7 *SLAC Integrated Safety and Environmental Management System Description* (SLAC-I-720-0A008-001), <http://www-group.slac.stanford.edu/esh/general/isems/sms.pdf>

8 *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), <http://www-group.slac.stanford.edu/esh/eshmanual/>

9 *SLAC Guidelines for Operations* (SLAC 01-01-99-12), <https://www-internal.slac.stanford.edu/ad/addo/gfo/gfoindex.html>

10 *Radiological Control Manual* (SLAC-I-720-0A05Z-001), <http://www-group.slac.stanford.edu/esh/documents/RCM.pdf>

*Fact sheet.* Refers to a comprehensive description of a significant and major new activity that guides CCs through their review and approval processes. The fact sheet must include the hazard analysis, the proposed system of controls that eliminate or adequately mitigate potential hazards, and an explanation of how the activity will conform to SLAC ES&H policy and requirements. No format is specified for fact sheets as the needs of the citizen committees are diverse. Fact sheets should be written with an eye towards the citizen committees likely to review the proposed activity.

*Hazard.* Any activity having a potential adverse impact on human health, the environment, or property

*New activity, major.* A proposed new experiment, project, test beam, facility construction or facility modification that, owing to its size, budget, complexity, or importance, warrants a full SOC review. It also requires the review of more than one CC.

*New activity, significant.* A proposed new experiment, project, test beam, facility construction or facility modification where hazards are significant and not adequately addressed by existing ES&H policy and requirements but confined to one CC's area of responsibility, such that full SOC review is unnecessary.

*Safety officer.* Subject matter expert in a hazard of special concern, appointed by and reporting directly to the laboratory director

## 5 Requirements

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

#### 5.1.1 Charter and Requirements

The ES&HCC is responsible for

- Reviewing and approving ES&H policy
- Monitoring ES&H performance presented in the ES&H quarterly report
- Reviewing and monitoring the status of the ES&H program, especially the results of the annual Appendix B (of the DOE-SLAC contract) ES&H performance assessment and the Annual Institutional ES&H Report which includes performance against internal goals and indicators, input from line management self-assessments, results of external reviews, audits, and inspections, and input from the Environment, Safety, and Health Advisory Committee (ESHAC) and the Stanford University SLAC Policy Committee (SPC) (see the *SLAC ISEMS Description*)<sup>11</sup>
- Establishing ES&H performance measures (for use in Appendix B) and ES&H goals and indicators (for internal use)
- Ensuring that the necessary resources are applied to the ES&H program and that established policies are implemented

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<sup>11</sup> *SLAC Integrated Safety and Environmental Management System Description* (SLAC-I-720-0A008-001), <http://www-group.slac.stanford.edu/esh/general/isems/sms.pdf>

- Reviewing requests for variances from ES&H requirements (See Chapter 1, “General Policy and Responsibilities”)

### 5.1.2 Membership

The ES&HCC is composed of

- The laboratory director, chair
- The directorate directors
- The division directors
- The laboratory counsel
- ES&HCC staff

## 5.2 Safety Overview Committee

### 5.2.1 Charter and Requirements

The SOC coordinates environment, safety, and health reviews by citizen committees or safety officers (SOs), where designated, of designs and plans for major new activities:

- Experiments
- Projects or operations
- Test beams
- Facility construction
- Facility modifications

*Note While this section generally discusses work review and approval by CCs, it is important to note that the radiation safety officer, electrical safety officer, and laser safety officer have been assigned significant work approval authority by the laboratory director. As such, the SOs and their related CCs (Radiation Safety Committee, ALARA Committee, Electrical Safety Committee, and the Laser Safety Committee) work together in a tailored manner to ensure adequate work reviews are undertaken.*

The proponent for a major new activity (program directors, program managers, project managers, group leaders, department heads) notifies the SOC through the submission of a fact sheet (see Section 6, “Exhibits”) complete with facility designs, if appropriate, that fully describe the activity, its associated hazards, how those hazards will be mitigated or eliminated, and how it conforms to SLAC ES&H policy and requirements. The proponent meets with the SOC and appropriate SOs presenting a summary of the activity. The SOC then decides which CCs need to review the proposed activity and creates a checklist for the activity proponent. The activity proponent is responsible for beginning the SOC/CC process with enough lead time to avoid unacceptable delays. The SOC, other CCs, and SOs will commit to time frames that best support the activity proponent’s schedule. Before the proponent may begin work, the following approvals are required:

- The SOC chair will obtain the approval of CCs and SOs as appropriate, signifying the activity's hazard analysis was complete, planned controls will eliminate or adequately control hazards, the activity conforms to ES&H policy and requirements, and that there are no unresolved ES&H issues.
- The SOC then issues its formal approval to the activity proponent who had submitted the fact sheet, signifying that all questions are satisfactorily resolved and that the activity may proceed.

The SOC chair, as assisted by the ES&H Division, will ensure formal approvals are documented and activity proponents are notified of the SOC decision. The combined SOC, CC, and SO approval does not constitute a release for the group conducting the activity and activity proponents must remember that other approvals as required by *ES&H Manual* chapters (for example, permits for excavation, open flames, confined space entry) may be necessary. The primary responsibility for ES&H remains with the line.

The SOC will also

- Create short-term committees, as appropriate, to address ES&H problems not covered by the existing committee structure
- Meet with relevant ES&H representatives outside of the CCs to discuss ES&H questions
- Assign accelerator safety audits for each accelerator facility to a lead person recommended by laboratory management, who receives assistance from site-wide, short-term committees consisting of representatives with appropriate expertise. Each SLAC accelerator facility will be audited at least once every five years. Audit reports will be provided to the ES&HCC on or before July 1 of the year in which the audit is conducted. Audits include
  - Assessment of the facility's safety systems
  - Assessment of compliance with SLAC ES&H policies and procedures
  - Evaluation of ES&H training programs and records
  - Evaluation of conduct of operations

The SOC meets quarterly or more frequently as necessary.

### 5.2.2 Appointment and Membership

The SOC chairperson is appointed by the laboratory director upon the recommendation of the ES&HCC. The chairperson serves for five years and is not expected to serve for more than two consecutive terms. In situations where unique qualifications are required for the chair, appointment to a third term as chairperson may be considered. SOC membership includes

- Chairpersons of all the citizen committees
- The ES&H division associate director
- Chair of the OSC
- A representative of the ES&H Division who will serve as the recording secretary for the SOC, ensuring its meetings and decisions as well as CC approvals are well documented
- Ex officio members as appointed by the SOC chair
- Laboratory director-designated safety officers as invited by the SOC chair

### 5.2.3 Thresholds for Safety Overview Committee and Citizen Committee Review

In general, major activities require full SOC/CC reviews while significant activities require only one CC review. It is important that each CC charter refine these thresholds for the hazard type for which the committee is responsible as well as describing approval authority of SOs where applicable. While this section describes in general terms what those thresholds are, early dialogue with the SOC chairperson is the best means of identifying review requirements.

For those activities that do not rise to the thresholds at which SOC and CC reviews are required as described in the following sections, the activity proponent retains the option of asking for a full SOC review, an individual CC review, or a consultation with and review by an SO.

#### 5.2.3.1 Major Activities Requiring Full Safety Overview Committee and Citizen Committee Review

Major activities include proposed new experiments, projects, test beams, facility construction or facility modifications that, owing to their multiple ES&H hazards, size, budget, complexity, and importance, warrant a full SOC review.

This applies to new activities having multiple and significant ES&H hazards not fully addressed by existing ES&H policy and requirements. Recent examples that rose to the level of needing full SOC/CC reviews include the Positron Electron Project (PEP) II, the Linac Coherent Light Source (LCLS) project and related facility activities, and the Stanford Synchrotron Radiation Laboratory (SSRL) liquid nitrogen distribution system. When in doubt, the proponent should always consult with the SOC chairperson or ES&H division associate director early on to identify the need for SOC and CC review.

#### 5.2.3.2 Significant New Activities Requiring Review by a Single Citizen Committee

Significant activities include new experiments, projects, test beams, facility construction or facility modifications where hazards are significant but confined to one citizen committee's area of responsibility, such that SOC review is unnecessary.

The emphasis is on significant new activities having hazards that apply to only one citizen committee and for which existing ES&H policy and requirements do not ensure hazards are adequately analyzed and controlled. The laboratory director has appointed safety officers (SOs) (see Chapter 1) in certain areas such as radiation, electrical, and laser safety. Part of their responsibility as well as that of the CC chairs is to help guide an activity proponent on the need for SOC/CC review. These SOs ensure work is safe within their areas of expertise and have work approval authority, described in the relevant *ES&H Manual* chapters, that complements the work approval authority of the CCs. See Section 5.3, "Hazard-specific Citizen Committees", for the authorities of the CCs and SOs.

While the following guidance applies to proposed activities that may or may not rise to the level of significant, early dialogue with the CC chair, associated SO, or the ES&H Division is the best way to determine if a CC review is necessary:

- A proposed experiment involving cryogenics, hydrogen furnaces, or other experimental or support equipment not adequately addressed by ES&H policy or requirements needs review by the Hazardous Experimental Equipment Committee.
- User experiments done at SSRL or elsewhere largely using existing experimental apparatus do not need CC review. They will be reviewed following SSRL or departmental procedures.

- Routine maintenance, change-outs, and repairs are normally excluded as they are adequately addressed by job hazard analysis and mitigation (JHAM), area hazard analysis (AHA), and jointly authorized work described in Chapter 2, “Work Authorization”.
- CC charters, developed around core responsibilities (see Section 5.3, “Hazard-specific Citizen Committees”), provide additional guidance on when CC reviews are necessary.

*Note* If a single CC chairperson determines that another citizen committee should review the significant new activity, the project must come before the SOC as a major activity. However, if an activity proponent engages additional CC reviews voluntarily, that is, the activity does not rise to a threshold at which additional CC reviews are required, a full SOC review need not be undertaken.

## 5.3 Hazard-specific Citizen Committees

### 5.3.1 General Charter and Requirements

Each CC is primarily responsible for ensuring the ES&H hazards of major or significant new activities (experiments, projects, test beams, facility construction, or facility modifications) are adequately analyzed and will be adequately controlled, and that a planned activity conforms to ES&H policy and requirements. Each CC has an area of expertise it applies to such review.

As mentioned in the previous section, the SLAC director has also appointed SOs such as radiation safety, electrical safety, and laser safety. The SOs and CCs work together to help guide an activity proponent on the need for SOC/CC review. The SOs also have approval authority that complements the CCs’ authority. The respective work approval authorities are spelled out in the

- CC charter<sup>12</sup>
- Hazard-specific chapter of the *ES&H Manual* that describes the safety officer’s role or the safety officer’s designation letter
- SO designation letters

Each CC will notify the SOC or its associated SO that its assigned review has been completed and it approves the activity. When the SOC receives all the CC and SO approvals, it issues a formal approval to the activity proponent. Such approval is required before work on a proposed activity progresses to a point where hazards materialize.

For significant new activities, that is, where hazards are significant but confined to one CC’s area of responsibility such that SOC review is unnecessary and for a hazard area where no SO has been designated, the appropriate CC and activity proponent will work together to complete the review. The CC involved in such a review will

- Inform the SOC chair and secretary that it has undertaken such a review without using the full SOC process because it has determined the activity does not rise to the level of major activity
- Issue a formal approval to the activity proponent when it concludes the hazard analysis is adequate, hazards will be sufficiently controlled, and that the activity conforms to ES&H policy. The CC issuing this approval will send copies to the SOC chair and secretary.

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12 “Committees”, <https://www-internal.slac.stanford.edu/esh/committees/>

The responsibility for safety and for complying with ES&H regulations and standards at SLAC belongs to the line organization. The SOC, CCs, SOs, and the ES&H Division support the line organization in this enterprise. Further, and as stated in Section 5.2, “Safety Overview Committee”, line management is responsible for informing the SOC of any activity that may require a CC review prior to the start of operation and with enough lead time to avoid unacceptable delays.

Additional 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 ES&H Division and safety officers
- Recommending appropriate procedures and policies to the ES&HCC through the ES&H division associate director and the chief operating officer (see Chapter 1, “General Policy and Responsibilities”)
- Reviewing accelerator facility procedures
- Reviewing safety training programs
- Verifying that design processes comply with safety regulations
- Clarifying the thresholds within its area of responsibility at which CC review is necessary
- At times inspecting operations and projects following SOC and CC approval
- Stopping unsafe activities. The chairperson of each citizen committee has the authority to stop any unsafe activity that 1) presents an *imminent hazard* (as defined in Chapter 2, “Work Authorization”) and 2) is within the area of responsibility of the chairperson’s citizen committee. When citizen committee chairpersons encounter unsafe activities within their committee’s area of responsibility that do not rise to imminent hazard, they should discuss their findings with the individuals involved and appropriate line managers.

Each CC will develop its own charter around these responsibilities. The charter is submitted to the ES&HCC 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 ES&HCC 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 defined in Chapter 1, “General Policy and Responsibilities”.

### 5.3.2 Appointment and Membership

Each CC chairperson is appointed by the laboratory director upon the recommendation of the ES&HCC. Members are also appointed by the laboratory director upon the recommendation of the ES&HCC 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 ES&H 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
- Issue approval of activity reviews and forward them to the chair of the SOC
- 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 ES&HCC 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.<sup>13</sup>

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 ES&HCC, the ES&H division associate director, and groups and individuals to whom the documentation may be of interest, such as the SOC, the Medical Department, building and line managers, ES&H department heads of the respective area of expertise

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13 "Committees", <https://www-internal.slac.stanford.edu/esh/committees/>

## 5.4 Operating Safety Committee

### 5.4.1 Charter and Requirements

The OSC meets to create a forum in which any employee may express concerns about any area of ES&H at SLAC, excluding those technical areas addressed by the SOC and CCs. The goal of the OSC is to prevent accidents by discovering, analyzing, and proposing solutions to hazardous situations.

The OSC members in particular are responsible for raising safety concerns to the committee from their directorates. They also communicate information about safety issues to the work groups within their directorates.

The OSC meets monthly.

### 5.4.2 Appointment and Membership

The OSC chair is appointed by the SLAC laboratory director. The rest of the OSC is composed of representatives from each directorate at SLAC, the quantity varying by size of the directorate. The Director's Office is also represented.

## 5.5 Local Safety Committee

### 5.5.1 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

### 5.5.2 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

- Citizen Committee Charter Template (SLAC-I-720-0A29Z-001)<sup>14</sup>
- “Committees”<sup>15</sup>
  - ALARA Citizen Committee Charter
  - Earthquake Safety Citizen Committee Charter
  - Electrical Safety Citizen Committee Charter
  - Environmental Safety Citizen Committee Charter
  - Fire Protection Safety Citizen Committee Charter
  - Hazardous Experimental Equipment Citizen Committee Charter
  - Hoisting and Rigging Safety Citizen Committee Charter
  - Laser Safety Citizen Committee Charter
  - Non-Ionizing Radiation Safety Citizen Committee Charter
  - Radiation Safety Citizen Committee Charter

## 7 References

### Management Systems

- *SLAC Integrated Safety and Environmental Management System Description* (SLAC-I-720-0A008-001)<sup>16</sup>

### *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001)<sup>17</sup>

- Chapter 1, “General Policy and Responsibilities”
- Chapter 2, “Work Authorization”

## 8 Implementation

The requirements of this chapter are effective upon publication unless otherwise noted here.

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14 <http://www-group.slac.stanford.edu/esh/forms/committeeCharter.doc>

15 <https://www-internal.slac.stanford.edu/esh/committees/>

16 <http://www-group.slac.stanford.edu/esh/general/isems/sms.pdf>

17 <http://www-group.slac.stanford.edu/esh/eshmanual/>

# 9 Ownership

Department: ES&H Division Office

Program: Environment, Safety, and Health

Owner: ES&H Division Associate Director, Sayed Rokni



# [ Citizen Committee Name ] Charter

## **Purpose**

Within the [ citizen committee name ]'s area of expertise, evaluate the hazards analysis, adequacy of planned hazard controls, and conformance to SLAC ES&H policy and requirements for **significant new** activities:

- Experiments
- Projects
- Test beams
- Construction
- Facility modifications

## **Committee Review Thresholds**

*Discuss the threshold at which a proposed activity requires review by the citizen committee. In general, CCs need only review significant new activities where the work authorization process (Chapter 2) does not already ensure adequate hazard analysis, adequate hazard control implementation, and conformance to SLAC ES&H policy and requirements.*

## **Composition**

Membership will include the following:

1. A chairperson
2. An alternate chairperson
3. A recording secretary

## **Specialists**

*List specialists or organizations from which delegates form the committee.*

## **Ex Officio**

*List ex officio members and their voting rights*

## **Subject Matter Experts**

*List ex officio members and their voting rights*

## **Functions**

- The [ citizen committee name ] reviews significant new activities. When it concludes that the hazard analysis is adequate, hazards will be sufficiently controlled and the proposed activity conforms to SLAC ES&H policy and requirements, it issues a formal approval. The approval is sent to the activity proponent, either directly or through the Safety Overview Committee depending on the level of the activity's significance. A copy will be sent to the ES&H Division.

## Citizen Committee Charter Template

- For committees having a safety officer (currently there are four – radiation, laser, electrical, and pressure and vacuum vessel) describe how approval authority is shared or wholly vested in the SO
- Serve as a resource to assist SLAC staff in hazard analysis and control development
- Recommend policies and procedures
- Advise the laboratory director on ES&H matters
- Interpret industry standards in conjunction with ES&H Division staff, subject matter experts outside of the ES&H Division, and safety officers (if applicable to this committee's area)
- Review accelerator facility procedures
- Review ES&H training programs
- Inspect operations and projects following citizen committee or Safety Overview Committee approval only where the committee believes it is warranted. This is generally not a pre-approval requirement.
- Stopping unsafe activities. The chairperson of each citizen committee has the authority to stop any unsafe activity that 1) presents an imminent hazard (as defined in Chapter 2, "Work Authorization") and 2) is within the area of responsibility of the chairperson's citizen committee. When citizen committee chairpersons encounter unsafe activities within their committee's area of responsibility that do not rise to imminent hazard, they should discuss their findings with the individuals involved and appropriate line managers.

### ***Exceptions to Core Responsibilities (If Needed)***

*List any core responsibilities not adopted from the list in Chapter 31, "Institutional ES&H Committees", Section 5.3.1, "General Charter and Requirements", and the basis for doing so.*

### ***Meeting Schedule and Business Rules***

The [ citizen committee name ] meets as necessary, but not less than once every six months. A quorum (simple majority of the committee members) is required for a citizen committee to meet and conduct business. A simple majority vote of the quorum is the minimum requirement for making decisions. Minutes are to be taken and filed.

The [ citizen committee name ] seeks to resolve issues in a mutually acceptable manner, both among committee members and with the activity proponent. Dissenting members and affected individuals may appeal decisions to the SLAC director by preparing a minority opinion report or following the variance request procedure defined in *ES&H Manual* Chapter 1, "General Policy and Responsibilities".

***Provision for Amendment***

The chairperson will submit to the ES&H Coordinating Council any recommendations for amending this charter.

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

[ chairperson's name ], Chair

[ citizen committee name ]

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Jonathan M. Dorfan

Director, Stanford Linear Accelerator Center

Department: ES&H Division Office

Owner: Sayed Rokni

Authority: ES&H Manual, Chapter 31, Institutional ES&H Committees