

Chapter 1: [General Policy and Responsibilities](#)

ESH Coordinator Guideline

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1 Purpose

The purpose of this guideline is to assist Environment, Safety, and Health (ESH) coordinators in understanding and carrying out their responsibilities.

It covers identifying applicable external requirements, developing and maintaining SLAC-specific requirements and related resources, assisting line organizations with implementation, assessing program status, and business planning.

It applies to ESH coordinators.

This is only a guideline; for requirements that apply to ESH coordinators, see [Chapter 1, “General Policy and Responsibilities”](#), hazard-specific chapters of the [ESH Manual](#), and other program descriptions, policies, and procedures.

For reference, the roles and responsibilities for ESH coordinators for each chapter have been excerpted into [General Policy and Responsibilities: ESH Coordinator Roles and Responsibilities](#).

2 Guideline

2.1 Environment, Safety, and Health Summary

The purpose of the Environment, Safety, and Health (ESH) program at SLAC is to implement SLAC’s [Environment, Safety, Health and Security Governing Policy](#), which states:

SLAC is committed to protecting the health, safety, and security of on-site personnel, the public, and the environment as it carries out its mission. All SLAC organizations are required to implement the Laboratory’s Environment, Safety, Health (ESH) and Security Program through line management, in accordance with applicable implementing procedures (refer to ESH Manual, [Chapter 1](#)).

Management at all levels shall ensure that all workers understand the content and importance of this policy. In turn, employees are responsible for complying with this policy and integrating environment, safety, health, and security considerations into their work activities. Lab management shall be responsible to ensure that policies, programs and professional ESH and security staff in place to enable implementation of these programs. (For the full text of this policy, see [Environment, Safety, Health and Security Governing Policy](#).)

The ESH program applies to all SLAC management and *workers* (employees, subcontractors, and users), and all SLAC *work activities*, and covers the overall ESH framework, including defining roles and

responsibilities, setting and implementing requirements, and providing resources. By so doing, SLAC meets the Department of Energy (DOE) standards for having an *integrated safety and environmental management system (ISEMS)* and [worker safety and health program \(WSHP\)](#).

The program is implemented through a partnership between the SLAC “line” organizations and the ESH Division. The ESH Division provides technical services and resources to support the line, while the line integrates ESH requirements into its work. Both partners work together to develop the requirements, but line organizations are ultimately responsible for implementation.

2.2 ESH Coordinators

ESH coordinators are critical in the partnership between the line organizations and the ESH Division, ensuring line organizations

1. Have a voice in the creation of ESH requirements that affect them
2. Are aware of and understand those requirements
3. Have their concerns and suggestions heard and considered
4. Have the assistance they need in implementing the requirements, by helping with day-to-day implementation

ESH coordinators are the primary link between the line organizations and the ESH Division, working with [ESH program managers](#) to ensure effective communication and support.

Each directorate at SLAC has its own assigned ESH coordinator and in turn can assign additional coordinators to its lower-level organizations. A [list of coordinators](#) is maintained.

General roles and responsibilities for ESH coordinators are described in [Chapter 1, “General Policy and Responsibilities”](#), with details in hazard-specific chapters of the [ESH Manual](#) and other program descriptions, policies, and procedures.

2.2.1 Communication

Methods of communication between ESH coordinators and the ESH Division include

1. Regular meetings to discuss general topics and concerns (documented on the [ESH Coordinator SharePoint](#))
2. Notifications: review (requests for comment) and publication notices for [ESH Manual](#) revisions and new [training](#) courses
3. Activity and project reviews and hazard assessments (see [Chapter 1, “General Policy and Responsibilities”](#), and [Chapter 2, “Work Planning and Control”](#))
4. Internal and external assessments (including thorough reviews every three years of ESH programs)
5. Informal communication among ESH coordinators and program managers

2.3 External and Internal Requirements

Identifying the external requirements, such as laws, regulations, Department of Energy (DOE) directives, and industry standards, that apply to ESH programs is primarily the responsibility of ESH program managers.

To comply with the identified external requirements, program managers develop internal, SLAC-specific, requirements that describe how external requirements are implemented at SLAC. These can take the form of program descriptions, policies, procedures, and so on. While SLAC must at a minimum meet the external requirements, it is free to add other, internal requirements, if desirable.

ESH program managers are responsible for proposing, developing, and communicating these requirements. This must be done in collaboration with stakeholders (representatives of organizations affected by the requirements), and the process must be formal and documented.

ESH coordinators play a key role throughout this process, identifying and involving stakeholders to ensure they are aware of the changes and have the opportunity to shape them.

The laws, regulations, and standards that apply to each program are listed in Section 6.3, “External Requirements” of each ESH Manual chapter. A complete list is given in [Laws, Regulations, and Standards by Chapter](#).

For more on how requirements are identified and developed, see [About This Manual](#) and [General Policy and Responsibilities: Program Manager Guideline](#).

2.4 Implementation

The responsibility for implementing ESH programs and their requirements lies with line organizations (see [Chapter 1, “General Policy and Responsibilities”](#)).

The responsibility of ESH coordinators is to assist the line organizations by

- Supporting line management to meet responsibilities under institutional and directorate policy, plans, and procedures
- Working with line management and at times work approval bodies to facilitate and resolve ESH issues
- Ensuring proposed ESH requirements are reviewed by key staff members within their unit and comments are provided to the author
- Maintaining an awareness of project and program status within unit to support line management as early as possible when work scope changes
- Supporting line management in identification, analysis, and control of hazards
- Supporting self-assessments and external reviews and supports correction of identified deficiencies
- Meeting periodically with the ESH division managers

Directorate ESH coordinator have the following additional responsibilities:

- Reporting to assigned associate laboratory director or division director

- Providing support and feedback to the ESH division director
- Serving as primary point of contact and associate laboratory director's personal representative within directorate for all matters concerning the implementation of ISEMS and ESH requirements
- With the associate laboratory director, helping define roles of department- and lower-level ESH coordinators

Specific responsibilities for implementing programs can be found in hazard-specific chapters of the [ESH Manual](#) and other program descriptions, policies, and procedures. Each ESH Manual chapter has a roles and responsibilities section (Section 2) with a summary for each position or organization affected by the program. In addition, each chapter and exhibit is prefaced with purpose (the point of program), scope (the activities it covers), and applicability (the positions and organizations to which the requirements apply) statements.

For reference, the roles and responsibilities for ESH coordinators for each chapter have been excerpted into [General Policy and Responsibilities: ESH Coordinator Roles and Responsibilities](#).

The most significant responsibilities are summarized below.

2.4.1 Project Review

ESH coordinators team with responsible persons to determine whether a [proposed activity/experiment](#) can be categorized as a work activity or a project activity that needs to be reviewed through one/both of the experimental project review and conventional project review processes and assist with those reviews, as appropriate.

They also may be called on to assist with [hazard control selection and management](#).

2.4.2 Work Planning and Control and Stop Work

For [work planning and control](#), ESH coordinators

- Review and approve work plans as appropriate for hazards and adequate controls
- Assist line organizations in preparing [area hazard analyses \(AHAs\)](#)

For [stop work](#), ESH coordinators

- Are notified of stop work orders
- Review work plans for restarts
- For imminent danger stop work, or upon request, concur with restart of work

2.4.3 Subcontractor Safety Management

For [green work](#), ESH coordinators and/or ESH division representatives

- Review and approve subcontractor safety qualifications and related documents
- In consultation with the project manager, determine if a subcontractor safety representative is required
- Determine which service work meets the criteria for high risk

- When requested, assists with completion of the work classification form

For [non-green work](#), ESH coordinators and/or ESH division representatives

- Review and approve site-specific safety plans (SSSPs)
- Are notified of project completion

2.4.4 Management Walkarounds

The SLAC [Management Walk-Around Program](#) provides management and supervision the opportunity to routinely and actively interact with all employees in the performance of their work. The goal of the program is for management and supervision to engage employees and obtain feedback to ensure that all aspects of work activities and processes are understood, necessary controls are being implemented, and processes are continuously improving.

ESH coordinators do not have a formal role in the process, but they are encouraged to participate.

2.4.5 Incident Investigations

ESH coordinators are notified of [incidents and injuries](#), participate in the review of Level 2 investigation reports, and coordinate review of draft investigation reports for Level 3 investigations.

2.4.6 Lessons Learned

ESH coordinators do not have a formal role in the [lesson learned](#) process, but they are encouraged to participate by reviewing and disseminating published lessons learned and helping select and review prospective lessons.

2.4.7 Purchasing

ESH coordinators can be required to review and approve purchases of items with ESH concerns. These requirements are called out in individual ESH Manual chapters.

2.4.8 Line Organization Processes

In addition to the responsibilities called out above, ESH coordinators may have responsibilities for processes as determined by their respective line organizations.

2.5 Assessment and Review

ESH programs are subject to various internal and external assessments and reviews (including, for those with an ESH Manual chapter, a review for currency every three years). ESH coordinators may be called to participate in these reviews; in some cases they may be required to.

2.6 Business Planning and Budgeting

ESH coordinators should be involved in business and project planning and budgeting for their unit to ensure ESH concerns and measures are considered.

3 References

[Environment, Safety, Health and Security Governing Policy](#) (ESH-2018-011)

[SLAC Injury and Illness Prevention Program](#) (formerly Worker Safety and Health Program [WSHP]) (SLAC-I-720-0A21B-001)

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

- [About This Manual](#)
 - [ESH Manual Revision Procedure](#) (SLAC-I-740-0A02C-001)
 - [ESH Manual Revision Proposal Form](#)
 - [ESH Publishing Document Review System](#)
 - [Laws, Regulations, and Standards by Chapter](#)
- [Chapter 1, “General Policy and Responsibilities”](#)
 - [General Policy and Responsibilities: ESH Project Review Procedure](#) (SLAC-I-720-0A24C-001)
 - [General Policy and Responsibilities: Hazard Control Selection and Management Requirements](#) (SLAC-I-720-0A24S-001).
 - [General Policy and Responsibilities: Program Manager Guideline](#) (SLAC-I-720-0A00T-003)
 - [General Policy and Responsibilities: ESH Coordinator Roles and Responsibilities](#) (SLAC-I-720-0A00V-002)
 - [Programs and Program Managers List](#)
 - [Safety Officers](#)
 - [ESH Coordinators](#)
 - [ESH Coordinator Committee Site](#) (SharePoint)
- [Chapter 2, “Work Planning and Control”](#)
 - [Work Planning and Control: Work Planning and Control Procedure](#) (SLAC-I-720-0A21C-002)
 - [Work Planning and Control: Stop Work Procedure](#) (SLAC-I-720-0A21C-003)
 - [Work Planning and Control: Area Hazard Analysis Procedure](#) (SLAC-I-730-0A21C-026)
 - [Enhanced Rigor Work Planning and Control](#) (RN-2021-001)
 - [Work Planning and Control](#)

[Chapter 42, “Subcontractor Safety”](#)

- [Subcontractor Safety: Green Work Procedure](#) (SLAC-I-730-0A21C-025)

- [Subcontractor Safety: Non-green Work Procedure](#) (SLAC-I-730-0A21C-024)

Other SLAC Documents

- Contractor Assurance and Contract Management ([CACM](#)) (SharePoint)
- [Investigation Toolkit](#) (SharePoint)
 - [Incident Reporting and Investigation Process](#) (SLAC-I-701-O03-006-00)
- [Institutional Assessment Program](#) (CACM-2018-017)
- [Management Walkarounds \(MWA\)](#)
- [Lessons Learned](#) (SharePoint)
 - [Lessons Learned Program](#) (CACM-2018-048)
- [SLAC Training](#)
- [SLAC Building Information](#)

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The following is a list of each ESH Manual chapter with an entry for ESH coordinator in its Roles and Responsibilities section. The general responsibilities are described in Chapter 1. The other chapters only have a role entry if coordinators have responsibilities specific to that program/chapter. More specific information is given in the exhibits for each chapter (procedures, requirements, forms). (For more information on the role of ESH coordinators, see [General Policy and Responsibilities: ESH Coordinator Guideline](#) [SLAC-I-720-0A00T-004]).

Chapter	Section Number	Section Title	Responsibility
ESH Manual Chapter 1: General Policy and Responsibilities	2.14	ESH Coordinator	<p>Every ESH coordinator has the following responsibilities for the unit to which he or she is assigned:</p> <ul style="list-style-type: none"> ▪ Supports line management to meet responsibilities under institutional and directorate policy, plans, and procedures ▪ Working with line management and at times work approval bodies facilitates and resolves ESH issues ▪ Ensures proposed ESH requirements are reviewed by key staff members within his or her unit and comments are provided to the author ▪ Maintains an awareness of project and program status within unit to support line management as early as possible when work scope changes ▪ Supports line management in identification, analysis, and control of hazards ▪ Supports self-assessments and external reviews and supports correction of identified deficiencies ▪ Meets periodically with the ESH division managers <p>Every directorate ESH coordinator (see Safety Coordinators) has the following additional responsibilities:</p> <ul style="list-style-type: none"> ▪ Reports to assigned associate laboratory director ▪ Provides support and feedback to the ESH division director ▪ Serves as primary point of contact and associate laboratory director's personal representative within directorate for all matters concerning the implementation of ISEMS and ESH requirements ▪ Helps maintain documentation required by the directorate-specific ISEMS plan ▪ With the associate laboratory director, helps define roles of department- and lower-level ESH coordinators
ESH Manual Chapter 2: Work Planning and Control	2.7	ESH Coordinator	<ul style="list-style-type: none"> ▪ Reviews and approves work plans as appropriate for hazards and adequate controls ▪ For imminent danger stop work, or upon request, concurs with restart of work if satisfied with updated controls
ESH Manual Chapter 10: Laser Safety	2.7	ESH Coordinator	<ul style="list-style-type: none"> ▪ Shares with the laser facility program manager and the SLSO responsibility for reviewing and addressing non-laser safety issues when approving laser facilities ▪ Assists with the qualification and work planning and control processes for laser service subcontractors
ESH Manual Chapter 17: Hazardous Waste	2.6	ESH Coordinator	<ul style="list-style-type: none"> ▪ Assists workers, supervisors, and line management in implementing these the requirements of this program

Chapter	Section Number	Section Title	Responsibility
ESH Manual Chapter 29: Respiratory Protection	2.3	ESH Coordinator	<ul style="list-style-type: none"> Evaluates and designates operations where respirators are required, seeking assistance from an appropriately trained person. Respirators are required when an occupational exposure limit (OEL) is or could be exceeded. Recommends respirator and cartridge types according to the identified or anticipated respiratory hazard Recommends protective measures to minimize exposure of workers to respiratory hazards Reviews plans for new operations and significant changes to ongoing operations as needed to control respiratory hazards
ESH Manual Chapter 34: Biosafety	2.4	ESH Coordinator	<ul style="list-style-type: none"> Reviews and approves SOPs Verifies that all biosafety level 2 protocols have been approved by the Stanford APB before work is allowed to begin Arranges for specific training as outlined in Section 4.2 Evaluates training of visiting researchers Works with researchers to ensure that all the required controls stemming from approved protocols and the standard biosafety work practices are implemented Verifies researchers follow approved protocols, SOPs, and work practices Submits, before the end of the calendar year, reports describing the status and inventory of biohazardous materials used in his or her areas over the previous year to the biosafety program manager
ESH Manual Chapter 36: Cryogenic and Oxygen Deficiency Hazard Safety	2.5	ESH Coordinator	<ul style="list-style-type: none"> Reviews ODH safety review forms and risk assessments before they are submitted to program manager Provides guidance and recommendations on PPE to be used at specific cryogen dispensing facilities and for cryogen usage in general
ESH Manual Chapter 40: Chemical Lifecycle Management	2.7	ESH Coordinator	<ul style="list-style-type: none"> Assists line management in establishing hazard controls Reviews justification for purchasing toxic and hazardous chemicals Approves standard operating procedures (SOPs) for gas cabinets Assists with annual reconciliation of work area inventories
ESH Manual Chapter 41: Hoisting and Rigging	2.10	ESH Coordinator	<ul style="list-style-type: none"> Approves, with the supervisor, one-person ordinary lift plans and notifies the hoisting and rigging program manager
ESH Manual Chapter 42: Subcontractor Safety	2.7	ESH Coordinator and/or ESH Division Representative (Non-green Work)	<ul style="list-style-type: none"> Reviews and approves subcontractor safety qualifications and related documents In consultation with the project manager, determines if a subcontractor safety representative is required Determines which service work meets the criteria for high risk When requested, assists the PM or FCM/SM with completion of the work classification form Reviews and approves SSSPs Provides additional layer of safety oversight by monitoring field activities on a regular basis and providing feedback to the FCM/SM and PM

Chapter	Section Number	Section Title	Responsibility
ESH Manual Chapter 53: Chemical Safety	2.5	ESH Coordinator	<ul style="list-style-type: none"> Serves as primary ESH primary point of contact within line organization, as defined in Chapter 1, "General Policy and Responsibilities" Supports line management to meet responsibilities under institutional and directorate policy, plans, procedures, and in review of all ISEMS and ESH matters and work plans in accordance with Chapter 1, "General Policy and Responsibilities" Supports line management in identification, analysis, and control of hazards; reviews and approves work plans, and releases work in accordance with Chapter 2, "Work Planning and Control" Consults with subject matter experts (SMEs) and ESH program managers to resolve any outstanding technical questions in new protocols Performs routine inspections and walkthroughs to ensure compliance and to interface with workers regarding challenges or assistance needed Discusses selection, procurement, installation, and balancing of all local exhaust ventilation systems Reviews requests for discharge of non-hazardous substances into sanitary sewer
ESH Manual Chapter 54: Ergonomics	2.4	ESH Coordinator	<ul style="list-style-type: none"> Assists in identifying and evaluating activities with ergonomic risk and assists in implementing controls to mitigate those risks. Use of the Ergonomics: Industrial Ergonomics Screening Checklist will help facilitate this. Performs and/or assists with non-office ergonomic evaluations and helps determine when support from ergonomic specialists and/or formal evaluations are warranted Assists with the investigation of ergonomic and materials handling injuries/illnesses, helps identify and implement corrective actions, and follows up to ensure they are implemented and effective Supports the analysis of ergonomic injury and related first aid data and lessons learned
ESH Manual Chapter 58: Laboratory Safety	2.6	ESH Coordinator	<ul style="list-style-type: none"> Serves as primary ESH primary point of contact within the directorate, as defined in Chapter 1, "General Policy and Responsibilities" Supports line management to meet responsibilities under institutional and directorate policy, plans, procedures, and in review of all ISEMS and ESH matters and work plans in accordance with in Chapter 1, "General Policy and Responsibilities" Supports line management in identification, analysis, and control of hazards; reviews and approves work plans, and releases work in accordance with Chapter 2, "Work Planning and Control" Works with laboratory managers to devise lab-specific safety programs and access control policies. Releases work for experiment-specific SOPs Discusses particularly complex SOPs or of SOPs involving unusually hazardous chemicals or materials worker and laboratory manager to ensure full understanding Consults with subject matter experts (SMEs) and ESH program managers to resolve any outstanding technical questions in new protocols Performs routine inspections and walkthroughs to ensure compliance and to interface with workers regarding challenges or assistance needed

Chapter	Section Number	Section Title	Responsibility
			<ul style="list-style-type: none">▪ Discusses selection, procurement, installation, and balancing of all local exhaust ventilation systems▪ Supports directorate self-assessments and external reviews and supports correction of deficiencies▪ Reviews requests for discharge of non-hazardous substances into sanitary sewer (see Laboratory Safety: Non-hazardous Waste Sink Disposal Procedure)