

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

ESH Coordinator Roles and Responsibilities

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/eshListCoordinatorRRA.pdf>

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

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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

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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

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			<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)