

Expectations and Responsibilities  
of Field Deployed Environmental,  
Safety, and Health Representatives  
Supporting the  
National Security Division

August 1999

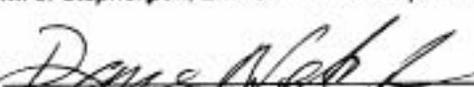


EXPECTATIONS AND RESPONSIBILITIES  
OF FIELD DEPLOYED ENVIRONMENTAL, SAFETY, AND  
HEALTH REPRESENTATIVES SUPPORTING THE  
NATIONAL SECURITY DIVISION

Approval:  \_\_\_\_\_ 7-7-99  
D. A. Collins, Health Safety Representative Date

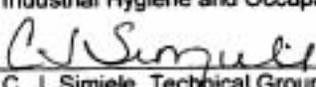
Approval:  \_\_\_\_\_ 7-7-99  
J. K. Neal, Radiological Control Engineer Date

Approval:  \_\_\_\_\_ 7/25/99  
M. J. Stephenson, Environmental Compliance Representative Date

Approval:  \_\_\_\_\_ 7-29-99  
D. A. Welch, Field Service Representative Date

Concurrence:  \_\_\_\_\_ 8-4-99  
S. L. Keller, Technical Group Leader  
Radiological Engineering Date

Concurrence:  \_\_\_\_\_ 8-4-99  
M. E. Pease, Technical Group Leader  
Industrial Hygiene and Occupational Safety Operations Date

Concurrence:  \_\_\_\_\_ 8-9-99  
C. J. Simiele, Technical Group Leader  
Hazardous and Miscellaneous Waste Operations Date

Concurrence:  \_\_\_\_\_ 8-9-99  
P. J. Weaver, Technical Group Leader  
Environmental Management Services Integration Date

## Applicability

The Environmental, Safety, and Health (ES&H) Representatives are comprised of staff representing the following disciplines; Health and Safety, Environmental Compliance, Radiological Engineering, and Waste Management (Field Service Representative).

## Roles, Responsibilities, Accountabilities, and Authorities

### Role

The role of field deployed ES&H Representatives is to assist line management with full integration of ES&H activities into the work practices and management of the Division to enhance and sustain operational excellence in worker safety and health, and environmental compliance.

### Responsibilities

The matrixed ES&H Representatives are responsible for providing line management with expert guidance and direction relative to their areas of expertise and to ensure the research activities of the Division are conducted safely and in compliance with all applicable requirements. The ES&H Representatives share with line management overall responsibility of the Divisions ES&H performance. Maintain technical competencies to assure the highest level of performance. Detailed responsibilities of specific ES&H Representative positions are outlined under "Position Specific Expectations."

### Accountabilities

The matrixed ES&H Representatives are assigned to the NSD Operations Office, but are principally accountable to Line Management of the Division. As matrixed staff, ES&H Representatives have additional accountabilities associated with their parent organization.

### Authorities

The ES&H Representatives matrixed to NSD have the authority to immediately stop any activity or operation being conducted in an unsafe or non-compliant manner. The ES&H Representatives have access to all NSD facilities and all levels of NSD management necessary to achieve their assigned responsibilities.

## Position Specific Expectations

### **The Health and Safety Representative shall;**

- Act as a central point-of-contact for resolution of occupational safety and industrial hygiene related issues. This role includes acting as a liaison on behalf of the Division regarding all Health and Safety related interactions.
- Review projects, designs, and purchases to anticipate health hazards.
- Perform hazard analysis, control, and evaluation.
- Anticipate, identify, and evaluate hazardous conditions and practices.
- Recommend effective control measures to mitigate risks via engineering, administrative, or personal protective methods.
- Measure, audit, and evaluate the effectiveness of hazard control programs.
- Communicate risks and control measures to workers, management, and clients.
- Assist in developing and performing self-assessment plans to ensure safe working conditions and effective and efficient implementation of Safety and Health requirements and programs.
- Analyze results of audits, tests, appraisals, and self-assessments to provide recommendations to NSD management.
- Perform trend analysis of accidents/injuries for NSD.
- Investigate accidents, injuries, and illnesses.
- Provide technical support during emergency and recovery activities.
- Conduct monthly informal walk-throughs of NSD managed/occupied laboratories. These informal walk-throughs are intended to provide the opportunity to observe work activities as they are being conducted in the field. Results of these informal walk-throughs should be reported to the NSD Operations Office.