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# **Environment, Safety and Health Plan for Computing Division for FY06**

Preliminary Version

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## Summary and Acknowledgements

The Computing Division continued its outstanding safety record in FY05. We are proud of our attention to safety in the workplace. Each and every member of the division is to be congratulated on playing their part in helping us work safely. Nevertheless this is not a time for complacency and we need to strive to fully use and build on the improvements made in FY05 as well as take some new steps in FY06.

Last year the division held a half day “stand-down” from work in order to focus attention on ES&H and gather ideas for our division’s safety plan. A number of new processes were put in place as a result of the input gathered during this stand-down.

Our plan for FY06 calls for continuing to fully develop the new processes put in place last year.

The safety awareness committee was one innovation from last year and some additional ideas have come from that committee for our FY06 plan. These are to make improvements in our reporting of “near misses” and in our waste minimization program.

The primary focus of our FY06 safety plan will be the area of human communications. I want to set a goal for our division to achieve a new and much enhanced degree of communications up and down the management chain. This will affect all aspects of how we work and how effective we are as an organization – and most importantly safety.

We intend to hold an all-hands meeting on December 5th followed by breakout sessions to discuss ways of improving all forms of communication in the division. We expect to update and enhance this plan as a result of ideas developed at this event.



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# 1 FY06 Safety Plan elements

## 1.1 Build on FY05 progress

We held a safety stand-down in early 2005 and developed some specific action items as a result of the ideas generated at this event. At minimum the first phase of each of the action items has been accomplished. Section 2 details the actions and accomplishments.

In FY06 we need to continue to build on the good work put in place in FY05.

- a) Tracking of Concerns – encourage use of the concerns tracker system and ensure that the CD safety awareness committee develops recommendations for concerns that do not fall within the purview of CD alone.
- b) Safety Information Communication – further enhance web pages and develop additional forms of communication to employees.
- c) Safety Awareness Committee – this is now fully functioning and needs to continue to find its place in our work and play its intended role.
- d) Computer room procedures and training – there are additional improvements needed in this area. A new integrated safety management training course for supervisors is being evaluated for potential use.
- e) Tips for travelers – a first list of ideas for improving safety for travelers was developed. Especially important as more people spend time away from the lab will be to keep up to date on the potential hazards associated with working away from home. We will reconvene a task force to work on this issue and ask them for a report by March 1<sup>st</sup>, 2006.

## 1.2 Communications

Although some steps were made in FY05 to address information flow on safety issues and to communicate lessons learned more broadly there is still much work to do. It is apparent that information flow both up and down the management chain suffers from defects at times. In cases where people are observed carrying out work in a potentially unsafe manner it is sometimes the case that lack of communication by their management is a contributing factor. The constant repetition of a clear and concise message from the top

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down, flowing through all layers of management, is not always happening. There are important matters communicated at department heads' meetings that are not always making their way through all levels of management. Employees are still either scared or reluctant to challenge other employees about their behavior. Conversely there have been cases where employee observations, excuses, complaints, or explicit concerns are not being articulated and reported up the management chain.

Communicating well and building an organization with shared goals and a shared culture is a general management issue and not specific to safety. It is imperative for success as an organization that we focus on how to make our division work together better. It ought to be that every employee at the lowest levels of the organization could tell a random person who asked them

- Vision and Goals of the division.
- Major objectives of the division for this year.
- How their work fits in and is important to these goals and objectives
- What the division and the entire management chain believe about (for example)
  - working safely – why and how.
  - quality of work and services.
  - computer security.
  - training and career advancement.

It ought to be that every manager at every level

- Listens to what their staff are telling them both verbally and non verbally and reports clearly back up the management chain – all the way to the top.
- Expects the same level of cooperation and attention to safety and quality of work across the division
- Communicates to all of their direct reports clearly and often what their management is telling them about vision, goals, philosophy and culture of the division.
- Encourages discussion and the voicing of concerns

In FY06 we will find a way to make a step forward in this important area of communications. This will require some changes in approach, meetings, communication styles and expectations from everyone including the division head. We will not isolate the issues of communications for safety from

general communications issues. We believe that a “safety Stand-Down”, although useful and successful in developing some ideas is not the best way to proceed for the FY06 plan since the narrow focus on safety is not what we want to achieve. Also “stand-down” is now widely associated with some degree of punishment for problems and not viewed in an entirely positive light.

We will hold an all-hands meeting followed by some discussion breakout sessions to discuss how to accomplish improved communications for FY06. In turn we expect this to enhance and improve our safety program.

### 1.3 Reporting Near Misses

We will investigate extending the concerns tracker to provide an easy way for people to share information about “near misses” and make this information available on the web. A preliminary report on this task will be provided by January 15<sup>th</sup>, 2006.

### 1.4 Improve Waste Minimization Program

We will ask our safety awareness committee to develop a coherent plan for recycling by February 1<sup>st</sup>, 2006. This will primarily be focused on cardboard re cycling.

## 2 Results of FY05 Safety Plan

Sequence Number	Action Planned	Action Executed	Impact
1	Actively solicit safety suggestions & track to completion	A database has been set up for lab wide use of recording ESH concerns and tracking them through completion. The Computing Division’s Help Desk problem tracking system has been adapted to include a safety category. This was announced and made available to all lab employees for inputting their safety concerns. This system allows employees to direct a concern to any lab division or section for	This has allowed employees and subcontractors to record safety concerns and comments into a database, and has tracked the progress of

		<p>resolution. The status of concerns is available for review and notifications of progress or resolution are sent to the employee.</p>	<p>these concerns. It has also allowed the Division management to better communicate progress on safety concerns. It has ensured that all safety concerns are appropriately addressed and haven't fallen through the cracks.</p>
<p>4</p>	<p>Create grassroots safety committee</p>	<p>A CD Safety Awareness Committee has been established. It consists of at least one member from each department, and meets on a quarterly basis. A chairperson has been established, as well as a charter. Safety issues, (both CD and lab wide) are discussed, minutes are recorded and discussed in the Operation's Meetings and posted on the CD ESH Webpage.</p>	<p>Provided a means to solicit, collect, and assess the safety and health concerns of the division and discuss those concerns, where they are prioritized based on a method of cost-benefit analysis which the committee has been charged to develop. Items for consideration by this committee have been developed out of concerns submitted by employees where the resolution of the concern is not straightforward but where considerable sums of money might need to</p>

			be spent and where the effect of the proposed remedy for the concern might not be clearly understood.
6	Develop safety tips for travelers	Traveler safety tips have been posted on the CD ESH Webpage. These tips were gathered from experienced and frequent travelers in our division.	Provided easily accessed safety tips and guidelines for travelers when working away from the lab.
7	Emphasize hazard analysis	The Computer Room Hazard Analysis is a pre-written HA designed to break down tasks and mitigate the hazards for work generally carried out in our computer rooms. The HA has been linked in the CD ESH Webpage, along with computer room work rules. All employees and subcontractors working in the CD computer rooms are required to read and sign these documents before card access to these rooms is granted. This training must be renewed every 2 years. Reminders are sent by the CD SSO. This training is being tracked in TRAIN.	Having a pre-written HA, and incorporating it in with the computer room work rules has provided consistency to the training. It has also given employees a clear understanding of what is expected when working in the computer rooms. Putting the training on the CD ESH webpage has made the document readily available. Tracking in TRAIN has helped in administering the training.
16	Make web page changes to enhance safety info/access	The CD ESH webpage was modified to provide information about available safety programs and provide pointers to documents, training, etc. as well as information from other web sites.	The modified webpage increased the visibility of ESH related articles and documents, as well as increasing the ease of use.

22	Push additional safety training in selected areas	Communication of safety issues within the division is one of the targeted areas of improvement. E-mails and verbal announcements to supervisors/Dept. Heads are sent to appropriate personnel concerning building issues, upcoming training and past due training.	Monitoring the training reports have helped in keeping employees training needs addressed and the "past due" numbers down.
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