SELF-ASSESSMENT REPORT

This template should be used to document the results of an internal assessment. Many fields have online help which can be viewed by pressing F1 while the cursor is positioned on the field of interest.

Assessment information

Start date >	7/15/2009	End date >	8/19/2009	Assessed organization >	Computing Division
Title >	Procedures involving ES&H elements				
Motivation >	To determine if CD procedures have the necessary ES&H components and follow applicable ISO/OHSAS guidelines and FESHM 1051.				
Category >	Scheduled	Frequency >	Ad-hoc	Type >	Tripartite self-assessment

Assessment team

	Name	Fermi ID#	Organization	Title
Lead >	Gerald Bellendir	361	CD	Assoc Hd Facilities
Participant >	Amy Pavnica	10683	CD	SSO - Served as assessment coordinator
Participant >	Ed Bucki	8529	DOE	
Participant >	Tom Gibbs	15126	ESH	
Participant >				
Participant >				

Assessment narrative report

Introduction

During the period from July 15 to August 19, 2008, a Tripartitie self-assessment was conducted on work procedures in the Computing Division. The purpose was to determine that

1. procedures exist where necessary
2. they are adequately controlled and consistent
3. necessary records are generated and met requirements
4. obsolete procedures and records needed for historical purposes are properly archived and maintained separately so they will not be used in ongoing operations
5. personnel training records are maintained

Standards

ISO/OHSAS guidelines and FESHM 1051

Methods

The tripartite assessment included interviews of representatives from three separate CD departments, namely, LSCS/Facility Operations, CNACS/Network Availability and FPAE/Electronic Systems and Engineering. During the interviews, the team asked the following questions.

1. For what area(s) of work is your department responsible?
2. What types of activities do people in your department perform?
3. Are there any specific ES&H related considerations?
4. Can you provide a few examples?
5. Do such activities have documented procedures?
6. Are your people trained in the use of these procedures?
7. How is this training recorded?
8. Are these procedures kept up-to-date?
9. How do you communicate that a procedure has been updated?
10. How do you insure that your people are retrained?
11. What do you do with old procedures?
12. Are the procedures controlled documents, i.e., do they contain a signoff cover sheet with all necessary signatures including Vicky's?
13. Are these procedures in DocDB?

Results and Discussion

Department Interviews

Facility Operations (Adam Walters, Tim Kasza, Jack MacNerland):

This department is responsible for managing, maintaining and improving CD buildings, offices and computer rooms. Most work was covered by FESHM, the "Computer Room Work Rules and Procedures" and the Computer Room HA documents. Employee training is tracked in the lab's TRAIN database. One work activity that needed a detailed procedure is the deployment of portable, large generators at remote computer room sites. After having done this operation a few times, it was recognized that the procedure is somewhat complex, involves switching electrical gear and could cause bodily harm if not done properly. A procedure was written for the GCC remote site and submitted to the team for review.

After reviewing this procedure, there was unanimous agreement by the team members that it is complete, very well written and conforms to the standard ES&H procedures template. Full recognition of NFPA70E and PPE requirements was evident. Pictures of electrical switches referenced in the text helps to eliminate confusion and error.

Network Availability (Dave Coder, Chuck Andrews):

This department is responsible for installing routing and switching networks in computer rooms including power supplies, switches, cabling. Several subcontractors do the "lifting" requirements. Most all work procedures are covered by FESHM and the "Computer Room Work Rules and Procedures" documents. Employee training is tracked in the lab's TRAIN database. One work activity discussed by the team and interviewees appeared to be the need of a detailed procedure to install the "large" switches with the Genie Lift. After the interview the team took a tour of a typical lifting device in one of the FCC computing rooms.

After reviewing these documents, there was agreement among team members that it is not necessary to write a separate procedure for these operations. The recommendation is to incorporate the Genie Lift process into the generic computer room safety documents since many groups and subcontractors could benefit from training in safe usage of the lift.

Electronic Systems and Engineering (Vince Pavlicek):

This department designs, builds, repairs and maintains low voltage electrical equipment for specific applications at the lab.

The team received a copy of the ESE Department/Computing Division Personnel Safety and Training which outlines work activities that require specialized safety training. This is a generic document which provides employee safety orientation with frequent reference to lab FESHM and other safety guidelines. As such, it is not a procedure. Safety procedures submitted were:

1. Beryllium handling for beryllium oxide contained on printed circuit boards. These boards are stored in a locked cabinet on FCC3 and are spare parts for CDF equipment. They are expected to become obsolete before they can be used. (DOE wanted to take a closer look at this procedure and the circumstances for continued storing of the beryllium.)
2. Operation of the Jewel box X-ray machine, which is used for quality control measures.

Conclusions

All procedures were well written, easy to understand and took full account of ES&H elements. As a side note, it was clear to the team that the departments interviewed operated with a serious commitment to safety. Their use of FESHM, the lab safety training database TRAIN and the Computer Room HA whenever applicable is to be commended. Their understanding of when a separate department work procedure is required is also to be commended. Both result in a better safety program and less confusion and time spent writing and managing local procedures.

Findings

There were no findings.

Recommendations

The Facility Operations procedure, "Sequence of Operation for Transfer and Re-transfer of the Grid Computing Center Source Power", should have a signed cover sheet including the CD division head and SSO signatures. They should also determine if it is appropriate to have a procedure for portable generator deployment at the LCC computer room site.

Proper use of equipment lifts in the computer rooms should be included in the Computer Room Work Rules and Procedures document by others, probably by Facility Operations.

If ESE will no longer be handling Beryllium, the procedure should be marked obsolete and the boards returned to CDF or properly disposed. Otherwise the procedure needs to be put into DocDB with the required signed cover sheet.

FINDINGS

Space is provided below for 19 findings. If you have more than 19 findings, you will need to start a new document from the template. [In such instances, each should be saved as a separate document that can later be combined into a complete self-assessment report.]

*Findings should be limited to **substantive issues** that are clearly worthy of being addressed. They should be worded as "**statements of fact**" rather than instructions and should define a clear endpoint to be addressed. Observations, recommendations, suggestions, noteworthy practices, best management practices, and lessons learned that are clearly not "findings" should be included in the review description.*

Finding #1 Date found > 8/19/09 Citation >
Found within organization > Location >
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Description >
Hazard severity > Pick Mishap probability > Pick Type > Pick

Finding #2 Date found > Citation >
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Finding #3 Date found > Citation >
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