

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-O-021, R7-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:

- 1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
- 2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine Phone Ext: 3439

Department Name: ES&H

Document Number: O-021 Revision No.: 7

Document Title: ES&H Executive Board Charter

Reason for change:

References to the Electrical Safety Committee and its charter (O-025) were inadvertently omitted from the current revision of O-021.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

The Electrical Safety Committee was added to the list of Resource Subcommittees of the ES&H Executive Board, and its charter (O-025) was added to the list of Reference Documents.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO:

2. Does this TCR significantly impact ES&H? YES: NO:

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Department/Division Head Approval

Date

Head, Quality Assurance/Quality Control/designee

Date

Release/Effective date of this TCR: _____

Incorporate this TCR into next revision of this document? YES: NO:

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Subject: ES&H Executive Board Charter	Effective Date: 6/9/17	Initiated by: ES&H Executive Board Chairperson
	Supersedes: Revision 6, dated Feb 15, 2008, and TCRs 001-004	Approved: Director
	TCR-O-021, R7-001	

Management System (Primary): 09.00 ESH and Integrated Safety Management
Management System Owner: Head, ES&H
Management Process: 09.01 Environment, Safety and Health Management
Process Owner: Head, ES&H
Subject Matter Experts (SMEs): Head, ES&H

Introduction

The ES&H Executive Board, reporting to the Director, is the Laboratory's advisory committee for Environmental, Safety and Health (ES&H) issues. It is responsible for evaluating the effectiveness of the ES&H program. The ES&H Executive Board is made up of senior Laboratory managers, and is supported by Resource Members from various groups that are involved with the ES&H program. Resource Members are non-voting members of the ES&H Executive Board.

ES&H Executive Board Members

- Director (ex officio)
- Deputy Director for Operations (Chairperson)
- Deputy Director for Research
- Head, ES&H Department (Secretary)
- Head, Engineering Department
- Head, Facilities & Site Services Department
- Head, Quality Assurance/Quality Control
- Head, Communications & Public Outreach Department
- Director, Human Resources
- Head, ITER & Tokamaks Department
- Head, Advanced Projects Department
- Head, Theory & Computation Department
- Head, Business Operations Department
- Head, Plasma Science & Technology Department
- Project Director, NSTX-U Recovery Project
- Head, NSTX-U Research
- Head, ITER Fabrication Department
- Head, Information Technology Department
- Associate Director, Environment Health & Safety, Princeton University
- Chairperson, Safety Champion Committee

Resource Members

- Chairperson, Safety Review Committee
- Chairperson, Electrical Safety Committee
- Chairperson, Environmental Review Committee
- Chairperson, ALARA Review Committee
- Chairperson, Emergency Management Review Committee
- Head, Health Physics Division
- Head, Occupational Medicine
- Head, Site Protection Division
- Deputy Head, ES&H Department and Head, Environmental Services Division
- Co-Chairs, Lithium Experts Committee

Eight voting members must be present to establish a quorum for a meeting. ES&H Executive Board meetings will be held, at minimum, semiannually. The ES&H Executive Board Chairperson can request the services of additional Laboratory employees to serve as Resource Members.

Seven (7) Resource Subcommittees report to the ES&H Executive Board: Safety Review Committee (SRC); Environmental Review Committee (ERC); Electrical Safety Committee; Lithium Experts Committee; Safety Champion Committee; As Low As Reasonably Achievable Review Committee (ALARARC), and the Emergency Management Review Committee (EMRC). These subcommittees review the programs that control Environment, Safety and Health issues.

Responsibilities

The ES&H Executive Board is the highest level policy and review committee for Laboratory ES&H functions.

The ES&H Executive Board is responsible for:

- Evaluating the effectiveness of ES&H systems as implemented by PPPL line management on an ongoing basis and conducting an annual review.
- Concurring with selected policies to ensure uniformity and consistency of ES&H activities throughout PPPL.
- Establishing and overseeing the Resource Subcommittees of the Executive Board (i.e. ALARA Review Committee, Electrical Safety Committee, Safety Review Committee, etc.).
- Establishing ES&H goals on an annual basis.
- Evaluating effectiveness of ES&H activities by reviewing Audit Reports, Self Assessment Reports (internal and external), monthly Tracking/Trending Reports, Occurrence Reports, and any other investigations or information involving PPPL ES&H systems.
- Maintaining minutes of meetings, including approvals of any documentation.

Department Heads are expected to brief their direct reports on the results/discussions of the ES&H Executive Board meetings, and provide feedback at a subsequent Laboratory Managers Meeting (LMM), e.g., about 4 weeks after a Board meeting.

Reference Documents

O-022	Safety Review Committee Charter
O-023	Environmental Review Committee Charter
O-024	ALARARC Review Committee Charter
O-025	Electrical Safety Committee Charter
O-045	Lithium Experts Committee Charter
O-046	Safety Champion Committee Charter
O-048	Emergency Management Review Committee Charter

Training (Section Required for All Procedures)

QA/QC

A. Target Audience: Department Heads, Division Heads

Instructor: Head, QA/QC

Training Method:

 Read only Email distribution only

Frequency:

 When Mission Statement changes**Records Requirements Specific To This Procedure**

Records Custodians must assure records are maintained as follows:

Record Title	Record Custodian	Location	Retention Time
No records are defined in this charter.			