

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-O-021, R6-004**

(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: ESH&S

Document Number: O-021 Revision No.: 6

Document Title: ES&H Executive Board Charter

Reason for change:

Add Deputy Director for Research as a committee member.
Update titles of other positions.

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

Added Deputy Director for Research as a committee member.
Updated titles of other positions.

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

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

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

Jerry Levine

Department/Division Head Approval

5/6/16

Date

John DeLooper

Head, Best Practices and Outreach/designee

5/9/16

Date

Release/Effective date of this TCR: 5/9/16

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

Subject: ES&H Executive Board Charter	Effective Date: February 15, 2008	Initiated by: ES&H Executive Board Chairperson
	Supersedes: Revision 5 dated 1/24/06 and TCR-O-021,R5-001	Approved: Director
	TCR-O-021, R6-004	

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 **TCR-O-021, R6-004**

- Director (ex officio)
- Deputy Director for Operations (Chairperson)
- Deputy Director for Research
- Head, ES&H Department (Secretary)
- Associate Director forHead, Engineering Department & Infrastructure
- Head, Best Practices and Outreach
- Head, Communications/Media Relations Department
- Head, Human Resources
- Head, ITER and Tokamaks Department
- Head, Advanced Projects Department
- Head, Theory and Computation Department
- Head, Business Operations Department
- Head, Plasma Science & Technology Department
- NSTX-U Project Director
- Head, ITER Fabrication Department
- Head, Information Technology Department
- Associate Director, Environment Health & Safety, Princeton University
- Safety Champion Committee, Chairperson

Resource Members

- Safety Review Committee, Chairperson
- Electrical Safety Committee, Chairperson
- Environmental Review Committee, Chairperson
- ALARA Review Committee, Chairperson
- Emergency Management Review Committee, Chairperson
- Health Physics Division Head
- Occupational Medicine Head
- Facilities & Site Services Division Head
- Site Protection Division Head
- Best Practices and Quality Assurance Division Head
- Deputy Director, ES&H Department and Environmental Services Division Head

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.

Six (6) Resource Subcommittees report to the ES&H Executive Board: Safety Review Committee (SRC); Environmental Review Committee (ERC); 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.
- 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	ALARA Review Committee Charter
O-045	Lithium Experts Committee Charter
O-046	Safety Champion Committee Charter
O-048	Emergency Management Review Committee Charter