

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-GEN-011, R3-003**

(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 D. Levine

Phone Ext: 3439

Department Name: ES&H

Document Number: GEN-011

Revision No.: 3

Document Title: ES&H Deficiency Reporting

Reason for change:

Organization change, referenced website reassignment, title change to referenced procedure, & current emphasis on small group safety meetings as venues to exchange safety information.

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

- Change ESH&S to ES&H.
- Use of new web address for facilities work request system.
- Include “small group safety meetings” in two places where Safety Forum is mentioned.
- Use current title of procedure GEN-006 under Reference Documents.

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:

J. Levine

2/2/16

Department/Division Head Approval

Date

J. DeLooper

2/4/16

Head, Best Practices and Outreach/designee

Date

Release/Effective date of this TCR: 2/4/116

Incorporate this TCR into next revision of this document?

YES: X NO:

Subject: ES&H Deficiency Reporting	Effective Date: Sept. 15, 2006	Initiated by: Head, ES&H
	Supersedes: Rev. 2, dated Nov. 30, 1999	Approved: Director

TCR-GEN-011, R3-003**Applicability**

This procedure applies to all PPPL activities and facilities and is to be used by Laboratory personnel and subcontractors.

Introduction

Reporting of environment, safety, and health hazards increases the Laboratory's ability to take corrective and preventative actions. ES&H hazards include violations of the Occupational Safety and Health Act (OSHA) or other Federal, State or local regulations or potential environmental, safety, or health hazards. All Lab employees and subcontractors have the right and responsibility to report ES&H hazards. The preferred means of reporting hazards would be direct notification of the employee, supervisor or Facility Manager performing or responsible for the activity or location where the hazard exists. If such notification were not possible or proved ineffectual, then the next level line manager should be notified (e.g., the Project Manager, Principal Investigator, Department Head). The alternative to notification of line management is notification to the Safety Division Head (extension 2533) or ES&H Department Head (extension 3439). Notification can be made by the most practicable means; telephone, e-mail, web-based Safety or Suggestions (SOS) Box (http://www-local.pppl.gov/eshis/Drop_box_link.html), direct communication, or by submitting an *ES&H Deficiency Report* (see Attachments 1 and 2). Small group safety meetings or PPPL Safety Forums provide other opportunities to present safety issues and deficiencies for resolution or other action. In addition, requests for facility repairs can be submitted to the web-based work request system at <http://ifacilities.princeton.edu/WebMaintPPPL/NoCAS/login.aspx>.

In addition to the above, all radiological deficiencies must be reported to the Health Physics Division Head or ES&H Department Head for consideration of reporting to DOE under the Price-Anderson Amendments Act (PAAA). As noted above, notification can be made by the most practicable means: telephone, e-mail, SOS Box, direct communication, or by submitting an ES&H Deficiency Report (see Attachments 1 and 2).

Attachment 1 provides a form that can be used by line managers and Facility Managers to report deficiencies that are discovered during the course of inspections, walk-throughs, and safety meetings. Attachment 2 provides a format that can be used by all employees to report potential environmental, safety, or personnel hazards. Both forms are available from the PPPL Web. Should employees contact the ES&H Department directly with concerns, the contacted ES&H person will promptly inform the Facility Manager, Supervisor, Facilities and Site Services Division, or other appropriate persons or groups of the situation, as needed.

This procedure does not preclude immediately notifying Site Protection and/or Safety when an imminent hazard or breach of security or safety is discovered, nor does it preclude employee rights to immediately stop work. In such cases, following this procedure becomes secondary or may be deferred to other more relevant policies or procedures (see Reference Documents). Individuals are encouraged to report ES&H hazards – minor incidents can be symptoms of more serious problems. Minor or trivial items, which are immediately corrected, need not be reported except as noted above for radiological deficiencies.

Reference Documents

GEN-006 Investigation and Follow-up of Adverse Events and Conditions
 O-027 Line Management Safety Organization
 P-012 Stop Work Authority

Procedure

Responsibility

Action

Initiator

1. Discovers an ES&H hazard or deficiency and either assures that corrective action(s) is performed or proceeds with this procedure to make appropriate notifications. Informs the ES&H Department if the hazard or deficiency is radiological in nature.
2.
 - a. Notifies the involved worker(s), appropriate line manager, or Facility Manager; or
 - b. Contacts the ES&H Department Head or staff member; or
 - c. Posts the hazard or deficiency on the web-based Safety or Suggestions (SOS) Box (http://www-local.pppl.gov/eshis/Drop_box_link.html), either with name of initiator or anonymously; or
 - d. Completes the *ES&H Deficiency Report* (see Attachments 1 and 2) providing as much detailed information as possible. Transmits the Deficiency Report to the ES&H Department Head as soon as possible (via hand carrying, or e-mail).
3. Raises safety issues and deficiencies as part of small group safety meetings or the Safety Forum.
4. Submits a work request for facility repairs on the web-based work request system maintained by the Facilities and Site Services Division (<https://ifacilities.princeton.edu/WebMaintPPPL/NoCAS/login.aspx>).

ES&H

5. Reviews any identified ES&H hazard or deficiency and promptly notifies appropriate individual(s) or the Facilities and Site Services Division via the Work Order System, as appropriate.
6. Promptly notifies the initiator (if known) of action(s) taken or recommended by the ES&H Department. For SOS Box postings, posts follow-up activities on the SOS Box website.
7. Provides information on radiological deficiencies to the PAAA Coordinator for consideration for reporting to the DOE Noncompliance Tracking System (NTS).

Cognizant
Individual/
Line Manager/
Facility Manager

8. Ensures that corrective action is performed and, when necessary, that action is instituted to prevent recurrence of the same or similar hazards.

Line Manager/
Facility Manager

9. Performs random inspections to assure that corrective actions are being performed.

Attachments

1. ES&H Deficiency Report A (Typical Walk-through/Inspection Multiple deficiency listing)
2. ES&H Deficiency Report B (Typical Single deficiency listing)

ES&H DEFICIENCY REPORT B

USE THIS FORM TO REPORT ENVIRONMENT, SAFETY, AND HEALTH CONCERNS THAT DO NOT PRESENT AN IMMINENT DANGER

REPORTED BY:
(optional)*

DATE:

LOCATION:

DEFICIENCY / HAZARD:

INSTRUCTIONS:

Fill out this form giving as much information as possible. For indoor locations give building and room number (if in a hall use number of nearest room. For outdoor locations give the closest stationary object - building, water tower, etc and a direction from that object (North, South, to the right etc). Be as detailed in describing the deficiency as possible.

SEND THIS FORM TO ESH&S: HANDCARRY (Room 104 Module VI), or e-mail jlevine@pppl.gov

*** Names need not be given. Names will be kept confidential. ESH&S will inform reporter of actions taken.**