

Subject: Management Safety Walkthroughs	Effective Date: March 20, 2018	Initiated by: Head, ES&H
	Supersedes: Rev. 3, dated 11/25/03	Approved: Director

Management System (Primary): 09.00 ESH and Integrated Safety Management (ESH)
Management System Owner: Head, ES&H
Management Process: 09.01 ES&H – Environmental, Safety and Health Management
Process Owner: Head, ES&H
Sub-Process: 09.01.03 Safety Basis Management
Sub-Process Owner: Head, ES&H
Subject Matter Experts (SMEs): Head, Facilities and Site Services; Head, ES&H

It is PPPL policy that Laboratory Management conduct periodic walkthroughs of all areas of PPPL to evaluate safety conditions and management processes in these areas. These reviews, known as Management Safety Walkthroughs (MSWs), supplement line management walkthroughs that are conducted per O-027. This program ensures that periodic line management and independent reviews are performed for all PPPL areas, that hazards have been identified, and appropriate controls and signage are in place.

Management Safety Walkthroughs should include observations of ongoing work practices and procedures (including access to radiologically controlled areas), review of entrance and area signage, and review of previous safety violations in the area and the resolution of those violations. Consideration should be given to whether the right things are being done to avoid future problems and to the detection and prevention of adverse trends. Additionally, positive safety behaviors found on walkthroughs should be pointed out and praised through words and pictures, and the results of and lessons learned from safety walkthroughs should be communicated at regular staff and management meetings.

Management Safety Walkthroughs (MSWs) are organized and coordinated by the Head, Environment, Safety and Health (ES&H), and are generally conducted on a semi-monthly basis. All areas of the Laboratory have MSWs at least every two years, and MSWs are performed at least annually in areas having significant hazards (e.g., experimental areas). They are announced to line management with an invitation for line-workers to participate.

Participants in the MSWs should include: representatives of senior management (e.g., Deputy Director for Operations, Laboratory Leadership Council members responsible for areas being visited, etc.); responsible Cognizant Space Manager(s), line managers and staff associated with the walkthrough areas; ES&H professionals (e.g., Industrial Hygienist, Electrical Safety, Fire Safety, etc.); personnel from Environmental Services, Facilities, and Site Protection; invited line-worker(s); and representatives from the DOE-Princeton Site Office. Other personnel may accompany the MSW as well.

Findings from the MSWs are documented and forwarded to participants and responsible parties by the ES&H Department. Action items associated with these findings are assigned to individuals for completion within specified deadlines determined by the Head, ES&H, and indicated in the MSW documentation. Grades are assigned by the Head, ES&H to the safety conditions found in areas reviewed during the MSWs. They are based on the number of actions assigned, the seriousness of the items relative to personnel health and safety or environmental quality, and overall impression of the safety conditions in the areas reviewed.

Assigned PPPL personnel track action items to completion with the assistance of the Head, ES&H or other ES&H staff, as needed. Maintenance items may be identified, entered into the Facilities Work Order System, and prioritized and tracked with other work orders. ES&H staff, Quality Assurance personnel and managers may detect apparent trends with MSW findings. In the event that such trends are identified, and dependent upon the seriousness of the problem, an action item can be generated by using Procedure GEN-011, "ES&H Deficiency Reporting" or QA-012, "Corrective Action Request". These procedures provide an established mechanism for documenting, tracking, and correcting ES&H related deficiencies.

Special MSWs may also be conducted to support startup of a new operation (i.e., experiment or facility) per procedure ESH-025, or at the request of the ES&H Head, Project Manager, Department Head, or Deputy Director. In addition, safety professionals conduct periodic focused OSHA-style inspections in specific areas of the Laboratory and at job sites.

REFERENCES

P-003:	Environment, Health, and Safety Policy
O-027:	Line Management Safety Organization
ESH-025:	Operations Hazard Classification Criteria and Safety Certification System
GEN-011:	ES&H Deficiency Reporting
QA-012:	Corrective Action Request