

Environment, Safety & Health and Environmental Management System Performance Measures Policy

1.0 APPROVAL RECORD

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The official approval record for this document is maintained in the Training & Documents Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

This policy communicates a set of safety-related performance objectives, measures and expectations to Ames Laboratory division/institute/program directors and department managers (herein referred to as program directors) and supervisors. This policy supports the Environment, Safety and Health (ES&H) and Environmental Management System (EMS) performance objectives of the Department of Energy (DOE) and the Ames Laboratory.

Guidelines for Discussing ES&H and EMS During Performance Evaluations (formerly Guide 10200.002) is included as Appendix A.

3.1. Definitions

- Objective: Statement of desired end results for an organization.
- Measure: Quantitative or qualitative method or characteristic for describing performance that, when satisfied, indicates successful achievement of an objective.
- Expectation: Quantitative or qualitative conditions or target levels used to evaluate performance for each measure.

4.0 ES&H AND EMS PERFORMANCE MEASURES POLICY

All Ames Laboratory employees have responsibilities to complete required training, review new and existing work activities and correct identified safety deficiencies. Program directors and supervisors have additional responsibilities to ensure safety performance of employees and activities under their supervision fulfills the following performance objectives, measures, and expectations.

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4.1. Training

Objective: Supervisors ensure their employees receive safety-related training for assigned duties including General Employee Training (GET), other mandatory training courses, and job/activity-specific training. Supervisors review the hazard and training templates for each employee under their supervision to ensure the courses assigned accurately reflect the activities performed by the employee.

Measure: Percentage of employees who have completed GET and other mandatory training courses (calculated annually).

Expectation: All employees must complete GET and other mandatory training courses.

Performance Levels:

- 100% = Meets Expectation
- <100% = Needs Improvement

4.2. Definition and Review of Work Activities

Objective: Program Directors, Group Leaders, and supervisors ensure all work has been clearly defined and planned, and activities are reviewed according to the Readiness Review procedure.

Measure: Percentage of activities with current reviews

Expectation: All work must be performed within defined and reviewed activities.

Performance Levels:

- 100% = Meets Expectation
- <100% = Needs Improvement

4.3. Close-out of Safety Deficiencies

Objective: Program Directors, Group Leaders, and supervisors ensure deficiencies are closed-out within assigned time periods.

Measure: Percentage of safety deficiencies closed out within assigned time periods

Expectation: All safety deficiencies must be closed out within assigned time periods.

Performance Levels:

- 100% = Meets Expectation
- <100% = Needs Improvement

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4.4. Environmental Protection

Objective: Program Directors, Group Leaders, and supervisors develop, encourage, and uphold environmental protection principles and practices and the goals of Ames Laboratory’s Environmental Management System.

Expectations:

Waste Minimization

- Purchase only the quantities of hazardous materials necessary.
- Reuse materials to the extent possible.

Pollution Prevention

- Do not dispose of hazardous materials in drains or trash receptacles.
- Do not utilize fume hoods as a disposal mechanism (i.e., evaporation).
- Comply with Ames Laboratory Waste Management practices.

Energy and Natural Resource Conservation

- Purchase EPA-designated recycled content products, when possible.
- Purchase energy efficient devices, such as ENERGY STAR devices when possible.
- Switch off lights and computers when possible.
- Return fume hood sashes to rest position after usage.
- Recycle white paper and mixed paper
- Set the default on printers to duplex and use the energy savings features on computers to the full extent possible.

5.0 POST PERFORMANCE ACTIVITY

Program Directors, Group Leaders, and supervisors review performance of these objectives, measures and expectations during the annual performance appraisal process.

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Appendix A

Guidelines for Discussing ES&H and EMS During Performance Evaluations

OBJECTIVE: Employees and supervisors integrate safety and environmental management into their work, understand safety expectations and receive feedback in order to improve performance.

The following information should be used to guide discussions regarding ES&H and EMS during performance evaluations.

Training Information

Discuss your efforts to ensure all employees are provided with the training necessary for the safe and productive completion of their assigned work activities. Review the training completion status of:

- General Employee Training (GET)
- All courses designated as mandatory training for the employee being reviewed

Definition and Review of Work Activities

Discuss the importance of work planning (especially the safety aspects of work), conducting readiness reviews of activities, and performing work within approved safety controls. Assess whether or not the work of your organization is adequately covered by approved readiness reviews.

Close Out Safety Deficiencies

Discuss the importance of closing out safety deficiencies within the time frame defined by the corrective action. The Environment, Safety, Health, and Assurance department (ESH&A) tracks the deficiencies identified during independent walk-throughs. Programs and departments are responsible for tracking deficiencies identified during program and department walk-throughs.

Environmental Protection and Environmental Management System (EMS)

Discuss the importance of minimizing waste products, preventing pollution, and conserving energy and natural resources. Although it is not feasible to generate all measurable environmental statistics at the group or program level, the greatest impact can be achieved through individual participation in efforts to reduce energy usage, prevent pollution, and minimize waste. Establish group or program goals to help achieve goals established by the DOE and the Ames Laboratory Environmental Management System.

Additional Safety Related Issues

Discuss the need for safety documents and job/activity-specific training. Appropriate questions include:

- Are group/department safety documents, such as procedures and manuals, up-to-date?
- Are superseded copies of safety documents removed from circulation and properly archived?
- Have employees received adequate job/activity-specific training, mentoring, and supervision?