

SRNL Laboratory Safety Improvement Team Charter

Core Value and Purpose

We value each individual's personal health and safety. Our culture reinforces the belief that every injury is preventable. The Savannah River National Laboratories (SRNL) Laboratory Safety Improvement Team (LSIT) shall:

1. champion, promote and support employee and management involvement in worker safety,
2. collect, analyze and respond to data collected during the observation process by SRNL BBS Observers,
3. develop corrective action plans (as appropriate) for At-Risk Behaviors identified by BBS observations,
4. communicate issues, concerns and best practices identified through the BBS observation process to SRNL Employees and Management, and
5. coordinate and share Lessons Learned to ensure a consistent implementation of BBS principles.

This charter outlines the activities of the SRNL LSIT by identifying its primary functions, practices, membership make-up and organization. The Charter will remain in effect until revised or superceded by a vote of the SRNL LSIT.

Scope

The SRNL LSIT is a standing committee reporting in the Savannah River National Laboratory Safety Council. Its focus is to promote the Integrated Safety Management System (ISMS) and BBS Culture within SRNL. The committee shall consist of membership from organizations within SRNL. The Team is responsible for the implementation, oversight, and strategic direction of BBS philosophies and cultures throughout the SRNL.

Membership and Organization

LSIT officers shall be elected annually. Individuals shall not serve more than two consecutive terms in any one position. The SRNL LSIT has the following officers:

- Chair
- Vice Chair
- Secretary

Officer responsibilities include, but are not limited to:

- Chair shall:
 1. schedule and ensure agenda development for all team meetings/teleconferences,
 2. conduct efficient LSIT meetings/teleconferences by ensuring discussions focus on agenda items and tactfully maintain discussion times,
 3. ensure meeting/teleconference minutes are disseminated in a timely manner and obtain team concurrence in a timely manner,
 4. schedule pre-plan meetings, as necessary,
 5. work with the Site BBS Process Subject Mater Expert (SME) to ensure the process is on track,

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6. monitor database activities to ensure tracking and trending information is gathered and disseminated appropriately,
 7. establish subcommittees by appointing a Chair, members, and defining the committee scope and/or responsibilities, as necessary,
 8. charter ad hoc subcommittees to evaluate related issues (Note: At the Chair's discretion, the participants may or may not be current team members.),
 9. schedule and manage all special-called team meetings,
 10. at his/her discretion, request replacement of any member that is unable to maintain a satisfactory meeting attendance record, and
 11. ensure the SRNL LSIT is represented at the monthly Site LSIT Forum and SRNL Safety Council meetings.
- Vice-Chair shall:
 1. assist the LSIT Chair in the administration of the LSIT,
 2. assume the duties of the LSIT Chair when the Chair is unavailable,
 3. ensure all action items/team charges are defined and recorded in the meeting/teleconference minutes,
 4. assist Communication Lead in performance of assigned tasks,
 5. provide input to the Chair of LSIT Meeting efficiency in terms of being on track and ensures meetings are conducted in a timely manner, and
 6. ensure team meeting/teleconference minutes are accurate.
 - Secretary shall:
 1. attend/participate in LSIT Meetings and teleconferences,
 2. record LSIT Meeting Minutes,
 3. assist Chair in the development of meeting agenda,
 4. publish meeting minutes typically within five (5) working days of the date of the meeting,
 5. distribute agenda notices, meeting minutes and other communications to the LSIT members as directed by the chair,
 6. review written documents/communications generated within the LSIT for grammar, spelling and applicable format,
 7. develop and maintain a current LSIT members roster which includes rotational dates,
 8. develop and maintain a current distribution list(s) for LSIT communications/documents, and
 9. maintain current LSIT membership and meeting attendance records.

The SRNL LSIT has the following Key Positions:

- LSIT Member
- Meeting Facilitator
- Data Administrator
- Communication Lead
- Training Lead
- Safety Engineer
- Management Champion

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Key Positions responsibilities include but are not limited to:

- LSIT Member shall:
 1. be a trained (classroom and observation training) observer
 2. typically serve an 18-24 month membership on the LSIT where the rotation of its members are staggered such that no more than one-third (1/3) of the membership will expire at intervals not less than three months,
 3. attend seventy-five percent (75%) of the scheduled meetings,
 4. ensure that the qualified alternate is scheduled when he/she can not attend the LSIT meeting(s),
 5. be an Active Observer, and
 6. champion the BBS process at work and at home.

- Meeting Facilitator shall:
 1. encourage pre-plan meetings with the LSIT Chair to ensure the meetings are both efficient and effective,
 2. contribute to agenda development for all scheduled team meetings,
 3. maintain the conduct of committee meetings in respect to agenda and schedule compliance,
 4. ensure balanced participation of all members by tactfully enforcing set discussion times,
 5. advise the Chair and committee members with respect to effective team management practices,
 6. assist the LSIT in developing the next agenda at the end of each meeting, ensuring all Action Items and Charges are addressed and encourages the team to determine appropriate discussion time for each agenda item

- Data Administrator shall:
 1. assist the LSIT in the design of specific reports and graphs used to analyze SRNL observation data,
 2. obtain and maintain SRNL BBS database access,
 3. analyze the data in the SRNL BBS Database, produce appropriate reports/graphs, and prepare data packages for LSIT review,
 4. input data from completed observation checklists into the database, as directed by the LSIT,
 5. periodically update and present to LSIT specific BBS observation data reports/graphs, and
 6. provide Communication Lead with latest BBS data for the SRNL Department/Section Safety Meeting and Homepage updates.

- Communication Lead shall:
 1. Ensure interactive communications are maintained with the SRNL Safety Council, Safety Activities Committee, and Operations Council,
 2. serve as a resource for communication issues before the LSIT,
 3. design, develop and provide monthly BBS Presentation Guidelines for SRNL Department/Section Safety Meetings to Safety Committee Chairs,
 4. provide information and ensure accuracy of SRNL BBS Homepage data,
 5. ensure that SRNL employees are informed in the BBS process,

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6. provide periodic update of SRNL Specific BBS Observation Data reports/graphs to SRNL personnel, as directed by the LSIT, and
 7. provide appropriate methods of communications for various LSIT issues as directed by the LSIT.
- Training Lead shall:
 1. develop initial and refresher observer training classes in accordance with criteria established by the Site BBS Steering Committee,
 2. develop “Train the Trainer” classes for SRNL BBS Observer training classes,
 3. select and train SRNL Observers to serve as SRNL BBS Observer Trainers,
 4. schedule observer training classes based on interest or needs determined by the LSIT.
 5. establish and implement a training feedback process that provides appropriate information to enhance training effectiveness, and
 6. review and revise as necessary SRNL BBS Observer training materials.
 - Safety Engineer shall:
 1. serve as a resource for safety issues before the LSIT,
 2. provide insight into unique safety requirements for their area of responsibility,
 3. be a source for the current list of Safety Engineers for areas SRNL personnel perform work, and
 4. attend/participate in routine LSIT meetings/activities, when possible.
 - Management Champion shall:
 1. serve as a liaison between the LSIT and SRNL Management Team,
 2. maintain a neutral role in the management of the LSIT,
 3. provide SRNL Management position on safety issues before the team,
 4. serve as an enabler and resource for the LSIT, and
 5. provide LSIT activity updates at SRNL Management Staff Meetings.

The LSIT strives to maintain a cross sectional representation within SRNL. Members of the SRNL LSIT shall be drawn from the following departments/sections/organizations :

- Materials Technology Section
- Laboratory Services Operations
- Laboratory Services Maintenance
- Laboratory Services Engineering
- Laboratory Services RCO, IH, and Safety
- Quality Assurance
- Business Management
- Environmental Sciences and Technology Department
- Analytical Development Section
- Nonproliferation Technologies Section
- Actinide and Hydrogen Technologies Sections
- Immobilization Technology Section

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- Waste Processing Technology Section
- Engineered Equipment Systems Department
- Operations Planning
- Safety Activities Committee
- Operations Council Executive Committee

Primary Functions and Practices

The LSIT is responsible for ensuring implementation of solutions formulated through the BBS Process. Each LSIT member should become a mentor for the observers in their section and promote the BBS process within the department/section. They will also act as a liaison between department/section observers and the LSIT. The observers will be instructed to provide positive feedback through observations, plant communications, and/or safety briefings.

The LSIT will meet periodically to analyze observation data, formulate required solutions, and conduct routine business. A quorum consists of a minimum of one-half of the members plus one. A quorum must be present to approve solutions and implementation plans for the LSIT. Two members should be officers, of which one should be the Chair or Vice Chair. Actions NOT involving the approval of solutions and their implementation do not require a quorum. The presiding officer does not cast a vote for approval of solutions or their implementation plan. In the event of a tie, the presiding officer casts the tie-breaking vote.

Voting for the approval of LSIT functions, practices, solutions and their implementation will be conducted in the following manner:

- The LSIT shall vote on policies and issues that affect the SRNL BBS program and/or brought to the team or by team committees.
- All team members shall be voting members. Each section/department/organization may cast only one vote per ballot on issues before the team. If a Section designates an alternate, in the absence of the primary representative the alternate shall assume all voting rights throughout the course of that meeting.
- A simple majority of the voting members present is required for passage of any motion brought before the team.
- A proxy may be given for any voting situation. It must be given in writing to another member, specifying the issue(s) and guidelines for the vote dealing with the specific issue(s). Proxies for a teleconference must be mailed, emailed or faxed to the Chair or his designee prior to the teleconference.
- When voting cannot be conducted during a scheduled meeting or due to the lack of a quorum, the Chair may elect to issue a letter ballot or establish the said quorum through the use of a teleconference with those members not in attendance at the meeting. This action must be documented in the minutes of the meeting.
- The Management Champion in maintaining a neutral role shall not vote on issues before the team. The LSIT members shall affirm the Management Champion.

The LSIT will establish “Leading Indicators” that describe how well SRNL is doing in preventing injuries. Key parameters for trending will be identified, and if applicable, formulated to the

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Leading Indicators. As a minimum, the following performance indicators will be evaluated and discussed during LSIT meetings:

- % Safe and % At-Risk Behaviors as calculated from observation data.
- Participation Rate – Calculated by the number of observers that performed an observation plus the people observed within a given month divided by the number of people in the organization.

The LSIT shall respond to trends in observation data that indicate certain at-risk behaviors are increasing and likely to cause an accident. The LSIT formulates potential solutions (when necessary) and implements that solution(s) within the Division at large.

Solutions may take the form of formal action plans, informal action plans, communications to the facility or specific work groups, requests for changes to infrastructure, requisitions to purchase material required for the solution, and other similar methods that are deemed necessary to reverse adverse trends.

To be considered an “Active Observer” SRNL Observers are required to perform observations at a rate of at least 10 annually.

The LSIT will determine site level BBS activities to be attended. SRNL representatives(s) will be voted on by the team or appointed by the Chair.

The LSIT will conduct periodic (at least every 18 months) self-assessments of the BBS process to determine if the team is on-track. The Management Sponsor will appoint the assessment team (including a chair). Assessment team members must be active Observers and may or may not be a LSIT member. The LSIT officers shall not be appointed to the Assessment Team. The Assessment Meeting should be facilitated by the Management Sponsor. As a minimum the Assessment Team Report will:

- Summarize LSIT SRNL BBS Process strengths and weaknesses.
- Provide recommendations to prepare an action plan to address the weaknesses, if required.
- Communicate the completed action, focusing on accomplishments.

SRNL Safety

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We value each individual’s personal health and safety.
Our culture reinforces the belief that every injury is preventable.

Vision

ISMS and BBS principles and processes are actively utilized for all activities and by all employees.

Mission and Expectations

- Safety is a core value for all
- Personnel embrace the principles and ISMS and BBS in the execution of all work

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- Managers and leaders visibly demonstrate leadership and accountability while supporting and advocating ISMS and BBS by:
 1. Continually encouraging team members to be actively engaged in the ISMS and BBS processes
 2. Establishing accountability for organizational participation in the ISMS and BBS processes
 3. Occasionally, participating in “hazards assessments” and attending LSIT meetings
 4. Becoming a BBS Observer and actively observing or being observed
- Employees participate in the BBS process by either observing or being observed at least once every two months (initially)
- Safety and BBS Business meetings emphasize ISMS and BBS successes and areas for improvement

Documents

The LSIT produces the following documents:

- Meeting minutes – should be issued no later than three working days after the meeting.
- Action Plans – As required to document implementation of complex solutions.
(Note: Formal action plans are not required for every solution.)
- Action Plan Reports, as applicable
- The Rest of the Story (TROT) Reports
- SRNL BBS LSIT Self-Assessment Report

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Commitment

Date: 5/13/04

The signatures below represent the commitment of the individuals to support and adhere to this document.

Chair: [Signature] Vice-Chair: Calvin Padgett

Secretary: [Signature] Management Champion: Robyn Dwyer

Management Sponsors: W. Stevens [Signature]

Team Members:

[Signature] Safety Activities Committee
[Signature] Operation Council Executive Committee

[Signature] Communication Lead
Doug Barclay Data Administrator
Robyn Dwyer Training Lead

Joseph Wheeler Meeting Facilitator
Ray Battle Safety Engineer

<u>[Signature]</u>	<u>Yvonne Simpkins</u>	_____
<u>Marilyn Fruech</u>	<u>Jenny Taylor</u>	_____
<u>[Signature]</u>	<u>[Signature]</u>	_____
<u>Kearlean Francis</u>	<u>Jannine J. Killa</u>	_____
<u>Oreg Walkup</u>	<u>Berman Keiser</u>	_____
<u>Troy Jones</u>	<u>[Signature]</u>	_____
<u>Michael E. Sumner</u>	_____	_____
<u>[Signature]</u>	_____	_____
<u>Phillips Burchester</u>	_____	_____
<u>[Signature]</u>	_____	_____

*Behavior Based Safety - Continuously Improving Safety By Reducing
At Risk Behaviors*