

## PLEASE TAKE THE TIME TO READ THE FOLLOWING IMPORTANT POINTS

March 1, 1999

TO: Distribution to All Chemistry Personnel  
FROM: M. C. Thurnauer Director, CHM  
SUBJECT: **Integrated Safety Management System (ISM): Guiding Principles:**

In order for us to continue our good record of safety, I want to update you on the current Safety Management System. As part of Argonne's performance measures for FY 1998, defined in ANL's prime contract, an Argonne Integrated Safety Management System has been developed. The entire Safety Management System document is available on the web at: <http://www.ipd.anl.gov/aim/dddh/228A.PDF>. It specifies everyone's responsibility for safety and environmental protection. Specifically, I want to remind you of the following:

- ***All individuals who perform work, or assign work to be performed, are responsible for assuring that safety is integrated into the planning, design, and execution phases of the work.*** All employees are expected to implement their "Stop Work Authority" (SWA) if a condition presents itself that can negatively impact work safety or the environment.
- ***Line Managers are directly responsible for the ESH aspects of operators under their control.*** More specifically, any person who directs the work of others at Argonne is responsible for assuring that ESH is integrated into his/her work planning and into the directed activities performed by people they supervise.
- ***Clear and unambiguous lines of authority and responsibility for assuring safety shall be established and maintained at all organizational levels.*** Individuals shall understand their respective safety responsibilities and be knowledgeable, properly equipped, and qualified to meet their responsibilities. Remember this means more than ESH courses, each job has site specific hazards, and as such, instruction goes beyond ESH courses, documents, etc. The supervisor shall provide site-specific on the job instruction for new and existing staff taking on new responsibilities.
- ***Before work is performed, associated hazards shall be evaluated and an agreed-upon set of safety standards, and requirements shall be established. Administrative and engineering controls to prevent and mitigate hazards shall be tailored to the work being performed and the associated hazards.*** The Chemistry Division addresses this by the completion of the following documents: 1) Project Review Document (PRD), (documentation used to cover most R&D in the division); 2) Standard Operating Procedures (SOP), (documentation to cover for example, Laser operations); 3) Safety Review (SR), (documentation used to cover radiation R&D and special projects). In some cases, a combination of documents may be required. Always, but particularly when changing an experimental procedure, identify task-associated hazards, identify applicable environment, safety and health standards, and provide the development and approval of activity-specific hazard controls.
- ***Provide feedback and improvement to the system.*** Division Administration and Division Safety Committees provide feedback and system improvements. These divisional units are accessible resources for interactive feedback from individuals.
- ***Work with safe equipment.*** Equipment which does not meet safety requirements is to be clearly tagged as out-of-service and either disconnected from power sources or locked-out. Where the equipment is not needed, it should be removed.