

# Take 5 for Safety

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**BROOKHAVEN**  
NATIONAL LABORATORY

*a passion for discovery*



# Tips on Procedures

## Responsibilities

- Procedures should have a separate section listing responsibilities, which is good practice for a procedure that has a large number of diverse users (e.g., work planning procedure, configuration management procedure, conduct of operations procedures...)
- Responsibilities should not be buried inside procedure steps or inside definitions or notes
- A procedure should list responsibilities for subject matter experts, organizations, operators, subcontractors, etc.; that is, everybody who contributes to the successful execution of the procedure

# Tips on Procedures

## Good Example:

### 2. Responsibilities

2.2 The Operations Coordinator is responsible for determining when temporary alterations should be made to the beam permit link system, for documenting the reason(s) for altering the beam permit link system in the OC log, and for consulting with the Responsible Supervisor, or designee, or RHIC Machine Specialists prior to the alterations

# Tips on Procedures

## Bad Examples:

### ■ **5.0 DEFINITIONS**

- **Project Lead:** Refers to the F&O person who is responsible for overall project management or coordination of technical disciplines (namely, the Project Manager, the Lead Engineer, Architect, Supervisor, Manager or FOC Planner)

***Note: For Collider-Accelerator (C-A) Department, the C-A ESHQ Division Head and/or the ES&H Coordinator will act as Point of Contact to assure the proper C-A personnel are contacted when preparing 500A Forms***

# Look for Hazards in Every Direction

- Jumbo store, jumbo quantities, jumbo possibilities for what one reference calls “an energetic chemical reaction” with plenty of fizzing, bubbling and churning
- Maybe not real hazardous, but it would be an entertaining mess

