



**Your ES&H Responsibilities:
Integrate Safety Into All Your Work Activities**

ESD is committed to performing the work safely and in a manner that ensures protection of the employees, the public, the Laboratory assets and the environment. ESD’s line and Program management, its staff, contractors, students, and guests are responsible and accountable for the safe performance of work, and will exert sufficient care, and provide resources toward the safe conduct of its operations.

ISM Five Core Functions

Resources, Tools for Implementing ISM

	ISM Five Core Functions	Resources, Tools for Implementing ISM
Planning	1. Define Work <ul style="list-style-type: none"> • Clear definition of the tasks to be accomplished as part of any given activity. 	ESD & LBNL’s ISM plans Job Hazards Analysis (JHA) & Subcontractor Job Hazard Analysis & Work Authorization (sJHA) Proposal Initiation Form/Safety Review Questionnaire Discussion with Labspace Lead PI Off-Site Safety & Environmental Protection Plans (OSSEPPs) Position description, employee performance evaluations Know line management from you to Lab Director
	2. Analyze Hazards <ul style="list-style-type: none"> • Identification and analysis of the hazards, risks, and environmental impacts associated with any activity. 	OSSEPPs JHA and sJHA EHS training On the job training (specify and <u>document</u> in lab safety primer) Consult EHS subject matter experts
	3. Develop Controls <ul style="list-style-type: none"> • Controls sufficient to reduce the hazards and impacts associated with any activity to acceptable levels. 	Proposal Initiation Form/Safety Review Questionnaire Pub. 3000 Safe Work Authorizations, Biological work authorization, Electrical work authorization & Logout/tagout procedures Labspace Lead PI Approvals Hazardous Equipment List, HMS Work alone policy Ergo practices (for computer and lab/shop work) and self assessment
Working	4. Perform Work <ul style="list-style-type: none"> • Work in accordance with the established controls. 	Lab Safety Primer OSSEPPs Ergo practices Health and Safety At A Glance Emergency Flip Charts Know STOP WORK policy
Assessing	5. Obtain Feedback and Improve Plan / Work	Safety Walkthroughs, DOE Audits, SAC Reviews Develop and close-out corrective actions (CATS) Supervisor’s Accident Analysis Reports (SAARs) All means of Safety communication Employee Performance Evaluations Annual Self-Assessments Observation of work