



## 9.4.1 Procedure for Conducting Safety Inspections

### 1. Purpose

This procedure provides the instructions for Safety Inspection Committee members in conducting a safety inspection.

### 2. Responsibilities

2.1 The C-A ESSHQ Division Head, or designee, is responsible for maintaining an annual safety inspection schedule indicating the date of inspection, the area where the inspection is to take place, and the responsible supervisors for the area. The C-A ESSHQ Division Head, or designee, is responsible for determining a safety inspection cycle for each C-A facility indicating which facilities are on an annual, semi-annual, or quarterly inspection cycle. The C-A ESSHQ Division Head, or designee, is responsible for assigning Subject Matter Experts (e.g. electrical) to each inspection. The Subject Matter Experts shall be rotated in the schedule to allow for more independent evaluations during facility inspections.

2.2 The C-A Safety Inspection Committee performs the inspection.

2.3 The inspections must address all C-A buildings and experimental areas.

### 3. Prerequisites

3.1 The Committee is composed of individuals selected from various disciplines of the C-A Department and the RCD/ESD Divisions.

3.2 The ESH Coordinator shall make every effort to ensure that an electrical engineer is part of each inspection because of the significant presence of electrical equipment throughout the facility. Engineers from the Pulsed Power System, Collider Electrical Supplies, and Power Distribution Groups should be rotated through the inspection schedule, depending upon their availability.

3.2.1 A trained technician should be on each safety inspection with an IR camera to examine electrical equipment, especially breakers and disconnect switches to see if any equipment is unusually hot.

3.3 Trained and qualified Safety Inspection Committee members.

3.4 As a minimum, the ESH Coordinator shall have completed either the OSHA General Industry 10-hour or 30-hour course.

#### 4. **Precautions**

The Committee members must be aware of the various hazardous locations and operations at the C-A, and conduct the inspections accordingly.

#### 5. **Procedure**

- 5.1 The C-A ESSHQ Division Head, or designee, shall notify the responsible area supervisors several days in advance of the inspection.
- 5.2 The C-A ESSHQ Division Head, or designee, shall notify the Committee members of the date, time and location of an inspection.
- 5.3 The Committee members shall inspect the facility during a walk through and cite hazards and OSHA-type discrepancies. Members of the Committee shall use the guidance found in the SBMS Subject Area, [ESSH&Q \(Tier 1\) Inspections](#).
  - 5.3.1 During the inspection, Committee members shall inquire as to potential environmental hazardous materials and/or hazardous waste stored in the locations being inspected. If such items are present they shall review inventory and inspection records, as well as hazard labeling for conformity to DOE, EPA and BNL requirements.
  - 5.3.2 The Committee shall be alert to and report on observed work practices which could impact employee health.
  - 5.3.3 The Committee shall select a sample of previous findings for the area being inspected and verify that the findings were closed and that the actions taken actually addressed the finding.
  - 5.3.4 The Committee shall look for potential security concerns, especially related to protection of valuable materials as described in [C-A-OPM 1.20, C-A Policy for Valuable Materials Security](#). Any potential issues shall be immediately communicated to the Building Manager or Supervisor for the area where the concern exists, so they may take actions to protect the valuable materials.
  - 5.3.5 The Committee shall routinely review for instances where a disconnect to a piece of equipment is located in a locked room or area, and the associated equipment is outside this locked room or area. The review will determine if the disconnect is readily accessible or if further resolution is necessary.
  - 5.3.6 Postings shall be reviewed for appropriateness, especially Operator Aids. Any Posting observed, that could be an Operator Aid, shall be evaluated for its necessity and shall be dated and approved by the appropriate Supervisor/Group Leader.

**Note:**  
ESSHQ Tickler Card #204, Control Room Operator Aid Review, checks  
Control Rooms on an annual basis.

5.3.7 Although indirectly related to safety, the Tier 1 team should look for and remove inappropriate posters and other objectionable materials; commercial products or services, or solicitations that may be subject to libel or slander laws; and personal or confidential information about others.

## **6. Documentation**

- 6.1 The C-A ESSHQ Division Head, or designee, shall prepare an inspection report. The report shall indicate all hazards and OSHA-type discrepancies.
- 6.2 The C-A ESSHQ Division Head, or designee, shall distribute a copy of the inspection report to the responsible supervisors, those persons responsible for abatement, the C-A Safety Inspection Committee members, the C-A Department Chairman, the C-A Associate Chair for ESSHQ, and the RCD/ESD representatives.
- 6.3 The C-A ESSHQ Division Head, or designee, shall notify those persons responsible for closure of OSHA-type discrepancies through use of the C-A Family ATS.
- 6.4 The C-A ESSHQ Division Head, or designee, shall track all OSHA-type discrepancies to closure through use of the C-A Family ATS.
- 6.5 The C-A ESSHQ Division Head, or designee, shall publish an annual C-A safety inspection schedule indicating the date of inspection, area to be inspected and the inspection cycle for the area.

## **7. References**

- 7.1 SBMS Subject Area, [ESSH&Q \(Tier 1\) Inspections](#).
- 7.2 BNL Memorandum, E. Lessard and R. Karol to T. Sheridan, Reduction in Frequency of Collider-Accelerator (C-A) Department TIER I Safety Inspections, June 4, 2001.
- 7.3 Email from T. Sheridan to R. Karol dated 5/30/2001 giving approval for reduced TIER I inspection frequency at C-A Department facilities.

## **8. Attachments**

None