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C-A OPERATIONS PROCEDURES MANUAL

9.9.1 Procedure for Conducting Safety Walks

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Hand Processed Changes

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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

R. Karol

9.9.1 Procedure for Conducting Safety Walks

1. Purpose

This procedure provides the instructions for the C-A ESSHQ group members in conducting Safety Walks. In many cases the Safety Walk will involve an existing or a new Job Risk Assessment (JRA).

2. Responsibilities

2.1 The C-A ESSHQ Division Head, or designee, is responsible for selecting tasks to be reviewed during Safety Walks.

2.2 The C-A ESSHQ Division Head, or designee, conducts the Safety Walk.

3. Prerequisites

3.1 The job site supervisor, and workers performing the task to be evaluated, accompany select members of the C-A ESSHQ Division on the Safety Walk.

3.2 Consider the behavioral aspects of conducting work and the safety walk observation listed in Attachment 8.1 while conducting the safety walk.

4. Precautions

4.1 Individuals participating in the Safety Walk must don P.P.E. as required to mitigate the hazards associated with observation of the task.

4.2 If you observe an unsafe act or condition, attempt to get the workers attention, but do not increase the risk to the worker by distracting the workers at a critical point.

5. Procedure

5.1 The C-A ESSHQ Division Head, or designee, shall contact the appropriate supervisor several days in advance to schedule the selected Safety Walk.

5.2 The C-A ESSHQ Division Head, or designee, shall notify the participating C-A ESSHQ Division members of the date, time and location of the Safety Walk.

5.3 The C-A ESSHQ Division Head, or designee, and the participating C-A ESSHQ Division members, shall observe the task selected for the Safety Walk and note any positive or negative observations which require further review or corrective measures.

- 5.3.1 If the Safety Walk involves an existing JRA, the JRA shall be updated. If the Safety Walk involves a new JRA, the JRA shall follow the existing format. All individuals involved with the JRA shall be listed as Team Members.
- 5.4 During the Safety Walk, feedback is encouraged from the supervisors and workers to address any additional positive or negative observations, which require further review or corrective measures.
- 5.5 A minimum of 6 Safety Walks are to be performed in each calendar year.

6. Documentation

- 6.1 The C-A ESSHQ Division Head, or designee, shall prepare a Safety Walk report. The report shall indicate all positive and negative observations requiring further review or corrective measures.
 - 6.1.1 If a JRA is associated with the Safety Walk, JRA documentation shall follow SBMS requests.
- 6.2 The C-A ESSHQ Division Head, or designee, shall distribute a copy of the Safety Walk report, and if applicable, JRA report to the responsible supervisor, the workers, the C-A Department Chairman., the C-A Associate Chair for ESSHQ, and the participating members of the C-A ESSHQ staff.
- 6.3 The C-A ESSHQ Division Head, or designee, shall notify those persons responsible for closure of observations requiring corrective measures through use of the ATS family tracking system.
- 6.4 The C-A ESSHQ Division Head, or designee, shall track all observations requiring corrective measures to closure through use of the ATS family tracking system.

7. References

None

8. Attachments

- 8.1 Behavioral Aspects to Consider When Conducting Safety Walks.

Attachment 8.1

Behavioral Aspects to Consider When Conducting Safety Walks

1. We want to enhance safety in the workplace by observing work and learning how the worker has integrated safety into daily activities. This is meant to be an evaluation of the BNL OSH and ISM systems, the communication of these systems to the worker, and any impediments that might influence the worker away from performing the work as required. If an unsafe act is observed, it is to be used as a topic for discussion where the observers and worker come to an agreement on how to eliminate this act from reoccurring. If no unsafe acts are observed, the observers can use this as an opportunity to discuss how safety is integrated into the worker's activities, determine if there are any areas of concern the workers has for himself or his coworkers, and learn if the worker has any positive suggestions.
2. Safety walk observation is a process that takes ESSHQ Division staff and supervisors to the work areas where they have responsibility to observe the work and to talk with employees about the safety of their job. This should include brief safety discussions with employees regarding their work.

Note:

Organizations cannot become safer unless people become safer and the most efficient and powerful way to help people become safer is in small groups.
You can affect the whole system if you work with a small group.

3. The safety walk objective is to improve safety by reducing risk and eliminating injury. The approach shall be to emphasize positive, 2-way discussions in which we all learn and try to define safer ways to work.
4. C-AD expects to enhance our existing OSH Management System by involving all employees more often in positive, safety-specific reviews of all operations. By identifying and addressing safety concerns, before they result in injuries or close calls, BNL can expect continuous improvement in C-AD safety performance, resulting in a safer workplace for all of us.
5. Consider dividing observations into the following categories:
 - Positions of People
 - Ergonomics
 - Clothing and PPE
 - Tools and Equipment
 - Procedures
 - Orderliness

6. Consider the following:
 - Observe employee/worker first, then contact / open discussion
 - Comment on safe behavior
 - Discuss consequences of unsafe act
 - Discuss safer ways to do the job
 - Get agreement to work safely
 - Discuss other safety issues
 - Thank the employee

7. Consider asking the following broad safety questions:
 - What energy/hazards are present?
 - Are employees, supervisors and work planners aware of the hazards?
 - What part of your job concerns you?
 - What training / knowledge is needed to do the task safely?
 - Why do people get hurt?
 - What is the safety climate here?
 - What are our standards for safety (intended & actual)?
 - How are our Safety Management Systems working?
 - What needs to be improved here?
 - Where are the Danger Zones?
 - What did the Task Briefing and/or pre-job walk-down cover?
 - Would more OPM procedures help you with your job?
 - Do you feel you have adequate tools for the job?