

ENVIRONMENT, SAFETY & HEALTH DIVISION

Chapter 1: [General Policy and Responsibilities](#)

Quick Start Summary

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URL: <https://www-esh.slac.stanford.edu/eshmanual/references/eshQuickstart.pdf>

1 Who needs to know about these requirements

The environment, safety, and health (ESH) policy information in this chapter applies to all personnel working at SLAC and, in particular, those with management authority for ESH.

2 Why

To ensure ESH concerns are appropriately addressed in all activities at the SLAC National Accelerator Laboratory so as to protect workers, the public, and the environment.

3 What do I need to know

All work at SLAC must comply with applicable ESH requirements, which flow from the [Environment, Safety, Health and Security Governing Policy](#). The [ESH Project Review Procedure](#) is provided to ensure the environment, safety, and health (ESH) aspects are adequately identified and mitigated before authorization and release of conventional *project activities*. The [Hazard Control Selection and Management Requirements](#) define how a risk-based approach is used to determine the need for controls on facilities, systems, or components to protect the public, workers, and the environment. Program- and process-level requirements are contained in the hazard-specific chapters of the [ESH Manual](#).

4 When

These requirements take effect 9 June 2025.

5 Where do I find more information

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 1, “General Policy and Responsibilities”](#)

Or contact the [program manager](#).

Chapter 1

General Policy and Responsibilities

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URL: <https://www-esh.slac.stanford.edu/eshmanual/pdfs/ESHch01.pdf>

1 Purpose

The purpose of this program is to implement SLAC's [Environment, Safety, Health and Security Governing Policy](#), which states:

SLAC is committed to protecting the health, safety, and security of on-site personnel, the public, and the environment as it carries out its mission. All SLAC organizations are required to implement the Laboratory's Environment, Safety, Health (ESH) and Security Program through line management, in accordance with applicable implementing procedures (refer to ESH Manual, Chapter 1).

Management and supervisors at all levels shall ensure that all workers understand the content and importance of this policy. In turn, employees are responsible for complying with this policy and integrating environment, safety, health, and security considerations into their work activities. Lab management shall be responsible to ensure that policies, programs and professional ESH and security staff are in place to enable implementation of these programs. (For the full text of this policy, see [Environment, Safety, Health and Security Governing Policy](#).)

The ESH program applies to all SLAC management and *workers* (employees, subcontractors, and users), and all SLAC *work activities*, and covers the overall ESH framework, including defining roles and responsibilities, setting and implementing requirements, and providing resources. By so doing, SLAC meets the Department of Energy (DOE) standards for having an *integrated safety and environmental management system (ISEMS)* and worker safety and health program (WSHP).

1.1 Integration of Environment, Safety, and Health

Adequately protecting workers, the public, and the environment, like research integrity, scientific discipline, and fiscal responsibility, is a product of culture and sound management. To support the ESH policy, SLAC uses the seven guiding principles (GPs) and five core functions (CFs) of integrated safety management (ISM). All are reflected in the detailed policies and procedures of the laboratory. Managers and workers are expected to incorporate these principles into the management of their work activities, largely through work planning and control processes. While these principles apply to all work, their implementation is tailored to the complexity of the work and the probability and severity of the hazards.

That means that ESH considerations are addressed at every stage of a project, experiment, construction of a new facility, modification of an existing facility, or decommissioning of an existing facility, from conception through planning and execution. In fact, ESH is integrated with business processes for work planning, budgeting, authorization, execution, and change control. *Line management* is responsible for this integration and for ensuring work is done safely. But it takes the commitment of each individual at SLAC, so individuals as well have very specific obligations under ISEMS.

The principles of ISEMS are infused in every SLAC program and policy. The following processes/programs enable implementation of ISEMS at the project/activity/worker level:

- ESH Project Review Process. Enables systematic and consistent review of proposed conventional projects (see [General Policy and Responsibilities: ESH Project Review Procedure](#))
- Selection and Management of Hazard Controls. Controls are used to mitigate hazards to a level of risk that is acceptable to management. Controls must be selected and managed properly at the project level (see [General Policy and Responsibilities: Hazard Control Selection and Management Requirements](#)).
- Work Planning and Control. Enables the assessment of hazards and planning and implementation of hazard controls at a task level (see [Chapter 2, “Work Planning and Control”](#))
- Activity and Training Authorization. Defines specific activities that a worker is qualified and authorized to perform in their resident work area (see [Chapter 2, “Work Planning and Control”](#))
- SLAC Training Assignment. Defines and documents the required training for an individual worker ([SLAC Training](#))
- Subcontractor Management. Ensures that SLAC ESH expectations and requirements are communicated to subcontractors ([Chapter 42, “Subcontractor Safety”](#))
- [Lessons Learned](#). Collects feedback and directs specific actions that enable continuous improvement

The ESH Manual compiles program- and process-level information into a series of chapters, each of which deals with a specific hazard, program area, or business process and communicates requirements and applicable procedures. (The manual and the process for developing requirements are described in [About This Manual](#).)

Assessments of ESH activities are covered under the SLAC assessment program, which is detailed in the [Institutional Assessment Program](#).

The process for determining what external requirements apply at SLAC, including ESH, is handled by [Contract Management](#).

2 Roles and Responsibilities

Functional roles and general responsibilities for each are listed below. More detailed responsibilities and when they apply are provided in the procedures, processes, and requirements.

The roles may be performed by one or more individuals and one individual may play more than one role, depending on the structure of the organizations involved. Responsibilities may be delegated.

2.1 Everyone

Every individual working at SLAC is accountable for

- Protecting the public, workers, and the environment
- Integrating ESH concerns into their work
- Communicating actively about ESH and ISEMS

2.2 Laboratory Director

- Has the ultimate responsibility for safety at the laboratory and implementation of the SLAC Integrated Safety and Environmental Management System
- Delegates to the chief safety officer responsibility and authority for ESH policy implementation and operation of the ESH program
- Appoints *safety officers* for selected hazard categories
- Assigns SLAC personnel as *authority having jurisdiction (AHJ)* when appropriate

2.3 Associate Laboratory Director

- Ensures ESH requirements are implemented within their organization
- Ensures all incidents and imminent danger situations are investigated to ensure that appropriate corrective actions and lessons learned are developed, implemented, and disseminated
- Concurs with the chief safety officer on appointment of advisory committee chairs

2.4 ESH Division Director / Chief Safety Officer

- Is the final authority for interpretation of ESH requirements and the application of alternative methods
- Coordinates technical/*subject matter expert (SME)* support from within the laboratory to ensure consistent implementation of ESH requirements
- Oversees operation of the Environment, Safety, and Health, (ESH) Division
- Staffs the ESH Division with qualified personnel to perform the mission assigned in SLAC's ISEMS
- Ensures that ESH staff with program responsibilities receive the training, development, and information needed for them to carry out their responsibilities
- Approves charters of ESH advisory committees, appoints advisory committee chairs (with concurrence of the chair's associate laboratory director), and appoints committee members based on recommendations by the chair
- Works with [Contract Management](#) to maintain a current list of external ESH requirements that apply to SLAC
- Ensures the [SLAC Injury and Illness Prevention Program \(IIPP\)](#) is updated annually, as required per the conditions of the IIPP and the [10 CFR 851 Variance](#) granted to SLAC by the Department of Energy (DOE)
- Ensures ESH Manual is kept up to date
- Reviews and monitors the status of the ESH program, especially the results of the annual Appendix A (of the DOE-SLAC prime contract) ESH performance assessment, input from line management self-assessments, results of external reviews, audits, and inspections, and input the Stanford University SLAC Policy Committee (SPC)
- Establishes ESH performance measures (for use in Appendix A) and ESH goals and indicators (for internal use)
- Ensures SLAC is adequately represented during ESH-related external inspections and reviews

- Establishes a rigorous incident and close-call analysis process that enables line management to identify root causes, puts in place corrective actions to prevent a recurrence, and informs the SLAC community at large

2.5 ESH Program Manager

- Is accountable to department head and ultimately the ESH division director for the assigned ESH program (see [Programs and Program Managers List](#))
- Manages assigned ESH program and assists line organization with implementation
- Develops program requirements (see [About This Manual](#)), provides guidance on all ESH issues within program area, and interprets requirements
- Keeps assigned program current and accurate; reviews program and related documentation for currency at least every three years
- Conducts periodic assessments of assigned programs in accordance with the [Institutional Assessment Program](#)
- Attains and maintains relevant ESH certifications and awareness of specific technical and administrative aspects of the program
- Supports the ESH project review process
- Reviews purchases of certain goods, equipment, and services, in accordance with hazard-specific ESH requirements (see [Pre-purchase Reviews by ESH Program Managers](#))
- Approves certain high-hazard work where the laboratory director requires special assurance as to the safety of line management operations. This approval authority is limited to those high-hazard activities described in the relevant chapters of the ESH Manual.
- May serve as ex officio chairperson of the advisory committee related to their ESH program
- May perform routine duties of *authority having jurisdiction (AHJ)* at SLAC for a specific program, under assigned authority of the DOE SLAC Site Office manager, including coordinating with DOE SLAC Site Office to obtain DOE approval of code and standard alternatives.

Note See [General Policy and Responsibilities: Program Manager Guideline](#) for additional guidance on performing these duties.

2.6 ESH Subject Matter Expert

- Reviews and analyzes hazards and specifies appropriate controls in accordance with review processes

2.7 Safety Officer

Where required by regulation or DOE contract order, or if the laboratory director has special concerns with a particular set of hazards, they may appoint a SLAC employee who possesses special expertise to be a laboratory *safety officer*. (For a current list of safety officers, see [Safety Officers](#)). The ESH division director is the chief safety officer. In addition to the responsibilities of an *ESH program manager*, a safety officer:

- Is accountable directly to the chief safety officer

- Approves certain high-hazard work where the laboratory director requires special assurance as to the safety of line management operations. This approval authority is limited to those high-hazard activities described in the appointment letter and the ESH requirements of the relevant chapter in this manual. Approval from the safety officer is one of the necessary inputs for line management to authorize work.

2.8 ESH Advisory Committee

When required by regulation or DOE contract order, or if the chief safety officer has special concerns with a particular set of hazards, he or she may appoint an ESH advisory committee, consisting of SLAC personnel possessing special expertise in those hazards. Each committee recommends and interprets standards, policies, and implementing measures. (For a list of committees, see [ESH Committees](#).)

On occasion, new construction may be proposed that presents unusual hazards, for which SLAC may not have the necessary expertise on staff. During the Threshold Review and Applicability Determination (see the [General Policy and Responsibilities: ESH Project Review Procedure](#)), the *ESH coordinator* and applicable ESH program manager may recommend that an independent review committee be established to assess the project hazards and make recommendations for mitigation of those hazards. The chief safety officer and project *responsible person* will develop and issue a charge letter to the chair of the project committee.

2.9 ESH Advisory Committee Chair

- Is appointed by the chief safety officer with concurrence of their associate laboratory director
- Works with the chief safety officer to appoint members
- Ensures that the committee develops and maintains a current charter

2.10 Local Health and Safety Committee

The union/management local health and safety committee is established by the labor agreement between Stanford University and the SEIU Higher Education Workers (HEW) Local 2007. In accordance with the agreement, the committee is charged with the following responsibilities:

- Reviews and analyzes the reports on injuries and accidents involving HEW workers. The reports are produced on a quarterly basis by the Environmental Health and Safety Department (ESH Division at SLAC).
- Makes recommendations to management for modifications of unsafe or hazardous conditions affecting HEW workers. This includes investigating situations when workers refuse to perform assigned work because they have a good faith belief due to ascertainable, objective evidence that abnormally dangerous conditions exist. This includes recommendations concerning the need to curtail operations until such conditions are corrected.
- Accompanies federal or state safety inspectors on walkthroughs, if the inspector has no objections
- Recommends appropriate recognition of HEW workers who advance the goal of a safe and healthful work environment. Membership is as specified in the [Collective Bargaining Agreement between: SEIU Higher Education Workers Local 2007 and the Board of Trustees of the Leland Stanford Junior University](#).

- Reviews and makes decisions concerning worker requests for protective garments or protective equipment
- Reports and recommends preventative measures and general training programs

2.11 Line Management

- Fully implements ISEMS
- Authorizes projects and other work in accordance with [Chapter 2, “Work Planning and Control”](#), and hazard-specific ESH requirements
- Provides all workers (employees, visiting scientists, subcontractors, and students) with a safe workplace and the necessary tools, equipment, training, and time to work safely
- Regularly communicates ESH performance requirements and solicits and provides feedback from/to workers over whom he or she has functional or administrative supervisory responsibility
- Holds workers accountable for meeting ESH performance requirements
- Performs ESH management walkarounds, addresses deficiencies, supports improvements, and communicates ESH expectations to workers (see [Management Walkarounds \(MWA\)](#))
- Ensures workers who are not SLAC employees have a supervisor or point of contact who is competent to authorize work in accordance with [Chapter 2, “Work Planning and Control”](#)

2.12 Project Manager

- Is responsible and accountable for all ESH aspects of projects
- Collaborates with field construction managers and service managers to ensure ESH performance expectations are communicated and implemented for subcontracted work, following [Chapter 42, “Subcontractor Safety”](#)
- Initiates project work following [Chapter 2, “Work Planning and Control”](#)
- Documents and implements technical and safety requirements
- Controls change processes and ensures ESH considerations are reassessed when work scope changes

2.13 Area / Building Manager

- Is responsible for a defined area of a given building (area manager) or building (building manager). Area managers are designated by line management, building managers by Facilities and Operations (see [SLAC Building Information](#))
- Has oversight responsibility for ESH requirements related to the non-programmatic facilities and activities of their assigned area or building
- Releases work in accordance with [Chapter 2, “Work Planning and Control”](#), and hazard-specific ESH requirements

2.14 ESH Coordinator

Every ESH coordinator has the following responsibilities for the unit to which he or she is assigned:

- Supports line management to meet responsibilities under institutional and directorate policy, plans, and procedures
- Working with line management, and at times work approval bodies, facilitates and resolves ESH issues
- Ensures proposed ESH requirements are reviewed by key staff members within their unit and comments are provided to the author
- Maintains an awareness of project and program status within unit to support line management as early as possible when work scope changes
- Supports line management in identification, analysis, and control of hazards
- Supports self-assessments and external reviews and supports correction of identified deficiencies
- Meets periodically with the ESH Division managers

Every directorate ESH coordinator (see [Safety Coordinators](#)) has the following additional responsibilities:

- Reports to assigned associate laboratory director
- Provides support and feedback to the ESH division director
- Serves as primary point of contact and associate laboratory director's personal representative within directorate for all matters concerning the implementation of ISEMS and ESH requirements
- With the associate laboratory director, helps define roles of department- and lower-level ESH coordinators

Note See [General Policy and Responsibilities: ESH Coordinator Guideline](#) for additional guidance on performing these duties.

2.15 Worker

- Completes required training as assigned by supervisor (see hazard-specific chapters of this [ESH Manual](#) and [SLAC Training](#))
- Follows the requirements for planning, authorizing, releasing, and stopping work (see [Chapter 2, "Work Planning and Control"](#)):
 - Proceeds only after work has been authorized and released
 - Works within controls specified by the work authorization and release
 - Stops work if necessary
- Makes recommendations about ESH concerns, especially on the appropriate ways to control hazards
- Promptly reports incidents in the workplace (for example, injuries, illnesses, incidents, near misses, hazards, and other off-normal conditions)

3 Procedures, Processes, and Requirements

These documents describe the detailed requirements for this program and how to implement them:

- [General Policy and Responsibilities: ESH Project Review Procedure](#) (SLAC-I-720-0A24C-001). Describes process for ESH review of conventional projects
- [General Policy and Responsibilities: Hazard Control Selection and Management Requirements](#) (SLAC-I-720-0A24S-001). Describes how engineered, administrative, and personal protective equipment controls are designated non-credited or credited, and selected and managed based upon that designation

These documents provide useful guidance; their use is not mandatory:

- [General Policy and Responsibilities: Program Manager Guideline](#) (SLAC-I-720-0A00T-003). Provides guidance for ESH program managers
- [General Policy and Responsibilities: ESH Coordinator Guideline](#) (SLAC-I-720-0A00T-004). Provides guidance for ESH coordinators

These are the forms and tools for this program:

- [General Policy and Responsibilities: ESH Threshold Review Form](#) (SLAC-I-720-0A24J-001). Form for documenting whether work exceeds lower limit and broad thresholds and requires ESH project review
- [BIO Plan Review System](#). System for performing and documenting conventional project reviews

These are other program documents and resources:

- [Environment, Safety, Health and Security Governing Policy](#) (ESH-2018-011)
- [SLAC Injury and Illness Prevention Program](#) (SLAC-I-720-0A21B-001)
 - [SLAC 10 CFR 851 Variance Implementing Cal/OSHA](#)
 - [Department of Energy 10 CFR 851 Variance Approval](#)
- [Environmental Management System Description](#) (SLAC-I-750-0A03H-002)
- [Environment, Safety, and Health Division Site](#) (SharePoint)
 - [Programs and Program Managers List](#)
 - [Pre-purchase Reviews by ESH Program Managers](#)
- [Safety Officers](#)
- [ESH Committees](#)
- [Safety Coordinators](#)

4 Training

4.1 Safety Orientation

All workers at SLAC are required to complete safety orientation training (see [Site Access Control: General Requirements](#)).

4.2 Hazard-specific

Based on the tasks and hazards identified during planning, workers may be required to complete additional, hazard-specific, training.

- SLAC employees take SLAC training.
- Users, generally, take SLAC training. (Transfers of equivalent training may be accepted in some cases.) In some cases, users are required to have training from their home institution.
- Subcontractors, generally, take their own training, which must be equivalent to SLAC training. In some cases, they may be required or allowed to take SLAC training (see [Chapter 42, Subcontractor Safety](#)).

Additional training requirements are documented in the hazard-specific chapters of this [ESH Manual](#).

5 Definitions

area manager. Person designated by line management who is responsible for a defined area of a given building. These areas generally contain experimental and/or industrial equipment and are associated with special hazards. Not all buildings have an area manager, and other buildings, such as the linac accelerator housing and klystron gallery, may have several.

authority having jurisdiction (AHJ). “An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. In DOE, the head of field element is the AHJ, but responsibility can be delegated to another federal official and routine activities can be delegated to a contractor.” ([DOE-STD-1066-2023](#))

building code official. “The officer or other designated authority charged with the administration and enforcement of the building code, or a duly authorized representative. The DOE head of field element or designee is the building code official, unless otherwise directed by the cognizant secretarial officer.” ([DOE-STD-1066-2023](#))

building manager. Designated SLAC employee who serves as the point of contact for all activities that affect the conventional facilities of the assigned building. The building manager also has oversight responsibility for ESH requirements related to the non-programmatic facilities and activities of that building.

ESH coordinator. An individual charged with helping line management implement the SLAC *Integrated Safety and Environmental Management System (ISEMS)* in an organizational element of SLAC, chiefly one of the directorates

ESH program manager. A staff member assigned responsibility for a specific ESH program

integrated safety and environmental management system (ISEMS). The system wherein environment, safety, and health considerations are integrated into plans for meeting scientific and support program objectives

line management. Officially designated managers and supervisors who have been entrusted with traditional authorities to make hiring decisions, manage employee performance, and provide a safe and environmentally sound workplace. Scientific programs are often built on people matrixed to a team. This creates shared responsibility for individuals by the supervisor of record and the matrixed supervisor that must be addressed through consultation between the two supervisors. Line management also includes other persons such as area and facility managers, responsible for administration of the line functions in both science and operations programs. Line management may designate another qualified person to perform specific duties but remains responsible for that person's conduct.

responsible person. The principal investigator, project manager, or other individual with overall responsibility for an experimental or conventional project

safety officer. Subject matter expert in a hazard of special concern, appointed by the laboratory director

subject matter expert (SME). Individual possessing special expertise in a subject, for example, industrial hygiene, confined space entry, or lead abatement. Some SMEs may be outside of the ESH Division, for example, hoisting and rigging SMEs reside within the Facilities and Operations Division.

project activity. As related to ESH project review, refers to any activity that exceeds the thresholds defined within the ESH project review process and so needs to be reviewed through the conventional project review process

work activity. As related to ESH project review, refers to any activity that falls below the thresholds defined within the ESH project review process

worker. Individual performing work at SLAC, including SLAC employees, subcontractors, and users

6 References

6.1 External Requirements

The following are the external requirements that apply to this program:

- The contract ([DE-AC02-76SF00515](#)) between the US Department of Energy and Stanford University for operation of SLAC, in particular clauses H.4.0.2, "DEAR 970.5204-2 – Laws, Regulations, and DOE Directives", and I.143, "DEAR 970.5223-1 – Integration of Environment, Safety and Health into Work Planning and Execution"
- [Collective Bargaining Agreement between: SEIU Higher Education Workers Local 2007 and the Board of Trustees of the Leland Stanford Junior University](#)
- Title 10, *Code of Federal Regulations*, "Energy", Part 851, "Worker Safety and Health Program" ([10 CFR 851](#)) (as described in [SLAC Injury and Illness Prevention Program](#) [SLAC-I-720-0A21B-001])

- Title 8, *California Code of Regulations*, “Industrial Relations”, Division 1, “Department of Industrial Relations”, Chapter 3.2, “California Occupational Safety and Health Regulations (Cal/OSHA)”, Subchapter 1, “Regulations of the Director of Industrial Relations”, Article 4.5, “Multi-employer Worksites” ([8 CCR 336.10–336.11](#))
- Title 8, *California Code of Regulations*, “Industrial Relations”, Division 1, “Department of Industrial Relations”, Chapter 4, “Division of Industrial Safety”, Subchapter 4, “Construction Safety Orders”, Article 3, “General”, Section 1509, “Injury and Illness Prevention Program” ([8 CCR 1509](#))
- Title 8, *California Code of Regulations*, “Industrial Relations”, Division 1, “Department of Industrial Relations”, Chapter 4, “Division of Industrial Safety”, Subchapter 7, “General Industry Safety Orders”, Group 1, “General Physical Conditions and Structures Orders”, Section 3203, “Injury and Illness Prevention Program” ([8 CCR 3203](#))
- Department of Energy directives
 - Site Compliance Plan for Department of Energy Order 227.1A, Change 1, “Independent Oversight Program” ([DOE O 227.1A, Chg 1 \[Admin Chg\] SCP](#))
 - Department of Energy Policy 450.4A, Change 1, “Integrated Safety Management Policy” ([DOE P 450.4A, Chg 1 \[MinChg\]](#))

Note [Laws, Regulations, and Standards by Chapter](#) lists all external requirements by chapter; [Licensed Electronic Resources: Standards and Codes](#) provides guidance on accessing standards.

6.2 Related Documents

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [About This Manual](#)
 - [ESH Manual Revision Procedure](#) (SLAC-I-740-0A02C-001)
 - [ESH Manual Revision Proposal Form](#)
 - [ESH Publishing Document Review System](#)
 - [ESH Publishing Documents](#)
 - [Laws, Regulations, and Standards by Chapter](#)
 - [Licensed Electronic Resources: Standards and Codes](#)
 - [Inspections by Chapter](#)
 - [Purchasing Requirements by Chapter](#)
- [Chapter 2, “Work Planning and Control”](#)
- [Chapter 42, “Subcontractor Safety”](#)
- [Chapter 55, “Site Access Control”](#)
 - [Site Access Control: General Requirements](#) (SLAC-I-720-0A00S-001)

Other SLAC Documents

- [Institutional Assessment Program](#) (CACM-2018-017)

- [Management Walkarounds \(MWA\)](#)
- [Contract Management](#)
- [Lessons Learned](#)
- [SLAC Training](#)
- [SLAC Building Information](#)

Other Documents

- Department of Energy Guide 450.4-1C, “Integrated Safety Management System Guide” ([DOE G 450.4-1C](#))
- Department of Energy Standard 1066-2023, “Fire Protection Design Criteria” ([DOE-STD-1066-2023](#))

Chapter 1: [General Policy and Responsibilities](#)

ESH Project Review Procedure

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URL: <https://www-esh.slac.stanford.edu/eshmanual/references/eshProcedProjectReview.pdf>

1 Purpose

The purpose of this procedure is to ensure that the environment, safety, and health (ESH) aspects of project activities are adequately identified and mitigated before projects are authorized and released. The goals of this procedure are to

1. Establish a uniform process of project reviews
2. Establish consistent thresholds for a graded approach
3. Clarify and streamline the structure and process of reviews
4. Provide a framework that fosters timely and adequate planning and support to project sponsors

This procedure covers the three main elements of the review process:

1. Threshold and applicability determination
2. Conventional project review

This procedure applies to *line management*, *responsible persons*, *ESH coordinators*, and reviewers involved in the proposal, review, and approval of project activities at SLAC.

2 Roles and Responsibilities

2.1 Line Management

- Supports the implementation of this procedure throughout the organization
- Ensures that adequate resources are allocated to supporting projects
- Sets the tone to enable/promote self-policing of process/voluntary compliance/self-governance

2.2 Responsible Person

- Develops a comprehensive scope of work
- For construction projects, teams with ESH and Facilities Design and Construction Services to perform a project risk analysis

- Teams with the ESH coordinator and other resources to perform an effective and accurate threshold review and applicability determination and to execute the conventional project review process, as appropriate
- Develops applicable submittals to review entities, for example, the Building Inspection Office (BIO)
- Teams with engineers to ensure conduct of engineering requirements are met
- Ensures adequate staffing and timelines
- Fosters and ensures adequate communication to stakeholders
- Is responsible for the overall ESH performance of the project

2.3 ESH Coordinator

- Provides input to review statement of work (SOW) against the lower limit thresholds
- Identifies, solicits input from, and liaises with subject matter experts (SME) who can assist in the threshold review
- Teams with the responsible person (project manager [PM]) to
 - Perform formal review of the activity/project in the context of the broad thresholds
 - Document the rationale for designation as a work activity or a project activity, including hazard identification/analysis
 - Assist in the execution of the conventional project review process, as appropriate

2.4 Reviewer

The following responsibilities apply to everyone involved in project review:

- Provides thorough and timely review guidance to the project team
- Communicates early and often with the project team to ensure comments are addressed both in letter and intent, keeping the “One Lab” perspective in mind

2.5 Chief Safety Officer, Associate Laboratory Director, Laboratory Director

- Hears appeals for unresolved issues with review. Final appeal is to the SLAC laboratory director

3 Procedures

The elements of the process are summarized below; the steps are illustrated in the following process flow charts.

3.1 Threshold Review and Applicability Determination

The *responsible person* (project manager) and ESH coordinators (with input from subject matter experts as required) will determine whether a proposed activity can be categorized as a *work activity* or a *project activity* that needs to be reviewed through the conventional project review process. All steps reside within the requester’s line organization and include two levels of thresholds: lower limit thresholds and broad thresholds. The rationale for the eventual determination is documented via the threshold review form and retained by the responsible person. An [ESH Threshold Review Form](#) must be completed if the activity exceeds any of the lower limit thresholds.

The lower limit thresholds help determine if the proposed activity is within the “standard model” for immediate team, while the broad thresholds help to determine whether all ESH aspects of the proposed activity can/will be adequately addressed within the requester’s line organization. (See Table 1 for thresholds.)

The responsible person is responsible for safety of the work being performed in accordance with integrated safety management guiding principles.

Table 1 Lower Limit and Broad Thresholds

Lower limit thresholds	<ol style="list-style-type: none">1. Requester has experience with the activity and is comfortable with the perceived risk:<ul style="list-style-type: none">▪ Recognized hazard(s) and existing mitigations▪ Limited scope▪ Applicable SOP(s): activity within the scope of existing SOP(s)▪ No deviation from the standard model2. Not facility related – not attached to the building, etc.3. No new and/or unusual equipment involved4. Does not involve change/modification of or impact to a shared utility or shared area5. Supervisor concurs that the proposed activity is within the standard model for the individual
Broad thresholds	<ol style="list-style-type: none">1. Some or all of the activity’s characteristics having possible safety consequences are new to the responsible organization2. The proposed activity represents a significant change of scope of the existing operation3. The activity introduces hazards not previously analyzed and where there are no institutional protocols and procedures to mitigate them (e.g., hazards not addressed in the SLAC ESH Manual)4. The proposed activity represents a significant change in the hazard of operation5. The activity is sufficiently complex that a review would be prudent6. The proposed activity triggers Building Inspection Office (BIO) requirements or is required by DOE order (e.g., DOE O 423) or Stanford institutional review boards

3.2 Biohazardous Materials and Animal Research

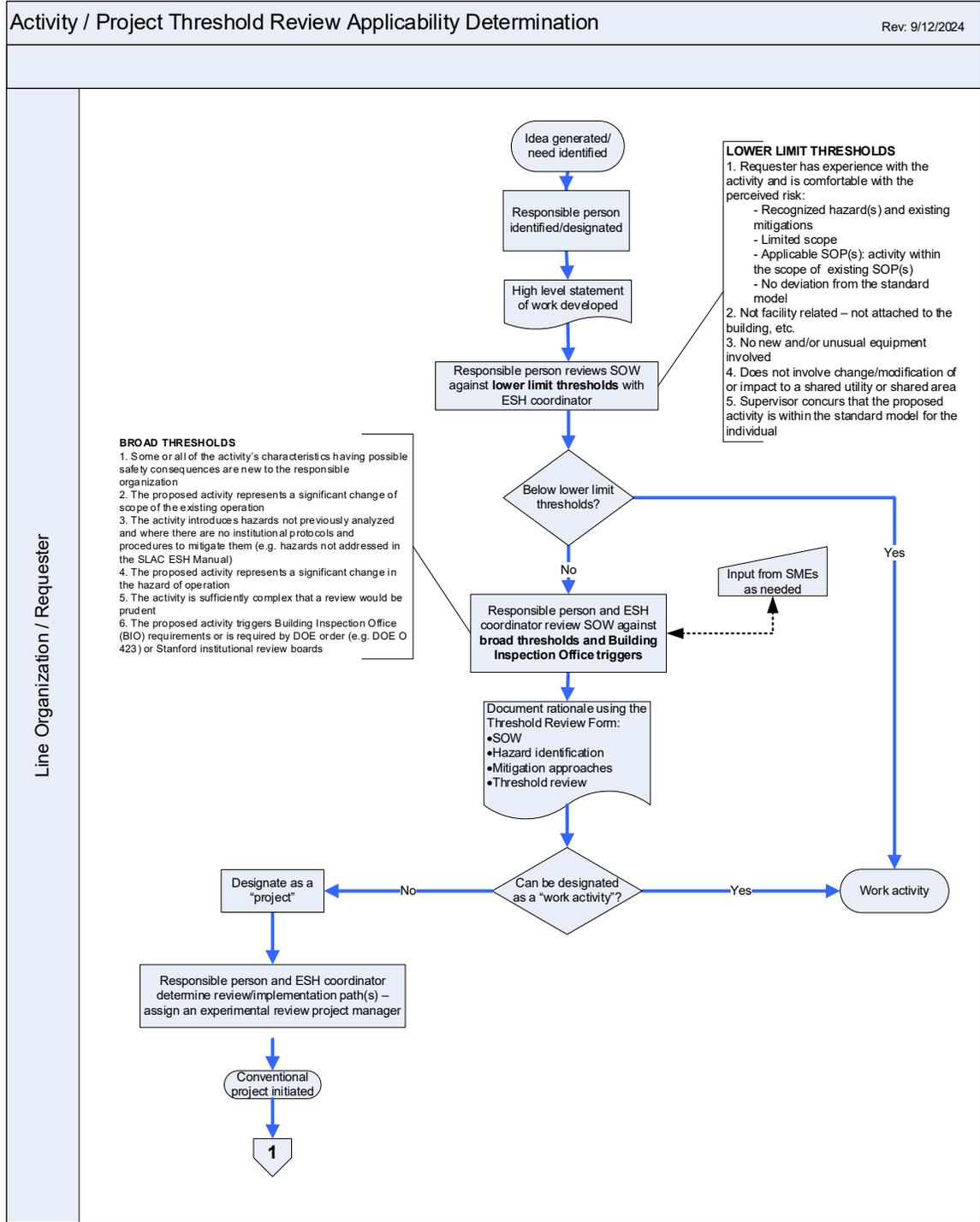
All work at SLAC involving potentially biohazardous materials or animal research must be conducted under the policies and procedures set forth by Stanford University. Work covered under the biosafety requirements must go through the university's Administrative Panel on Biosafety (APB). (See [Chapter 34, "Biosafety"](#).)

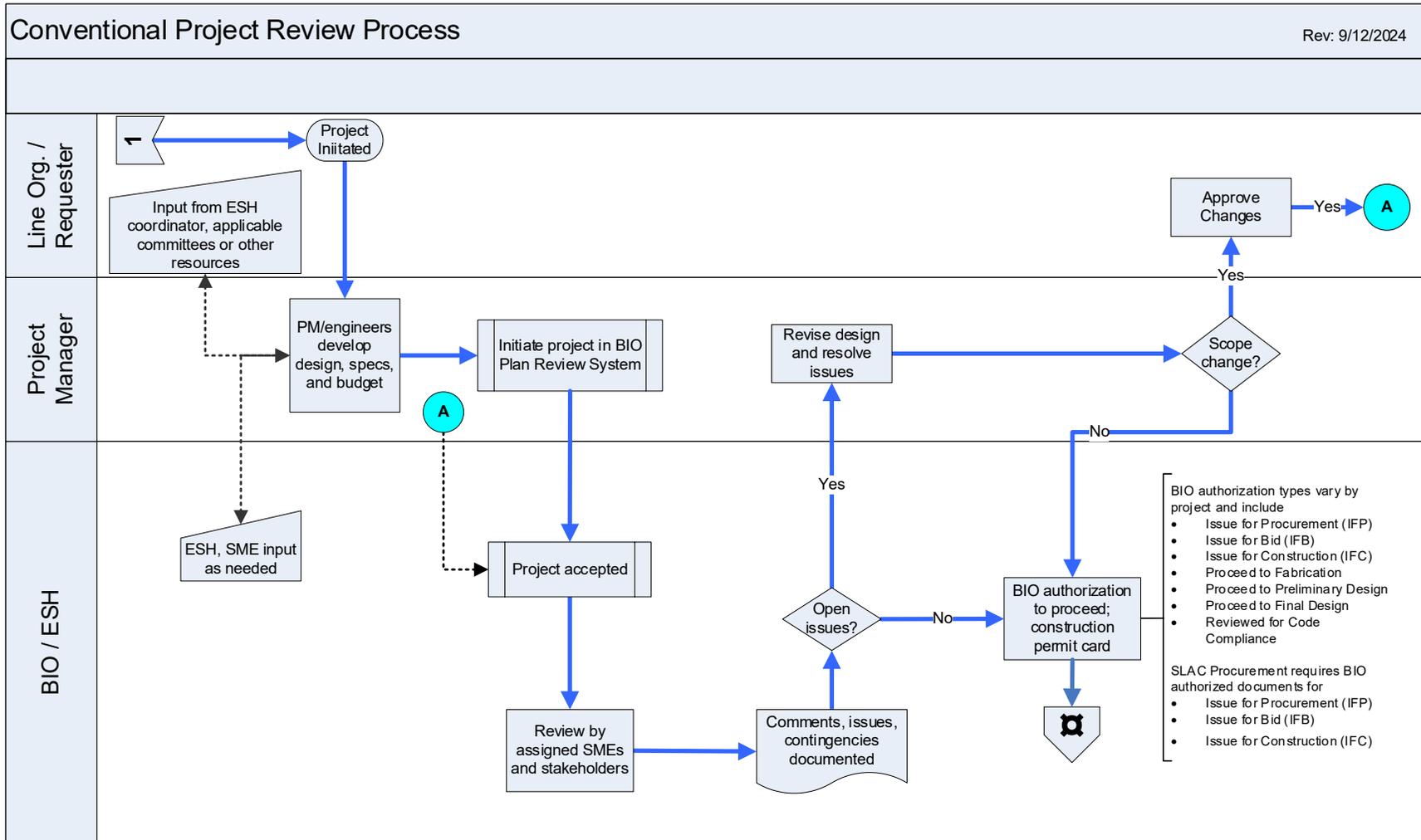
Any work involving laboratory animals must be submitted to the university's [Administrative Panel on Laboratory Animal Care \(APLAC\)](#) and comply with the university's [Research Policy Handbook \(RPH\)](#), Section 19.1, "Applicability of the Stanford University Research Policy Handbook (RPH) to SLAC National Accelerator Laboratory (SLAC)" ([RPH, Section 19.1](#)). Approval must also be obtained from the SLAC chief research officer (or equivalent position) and the DOE SLAC Site Office (SSO) (per the [DOE Animal Use Memorandum](#).)

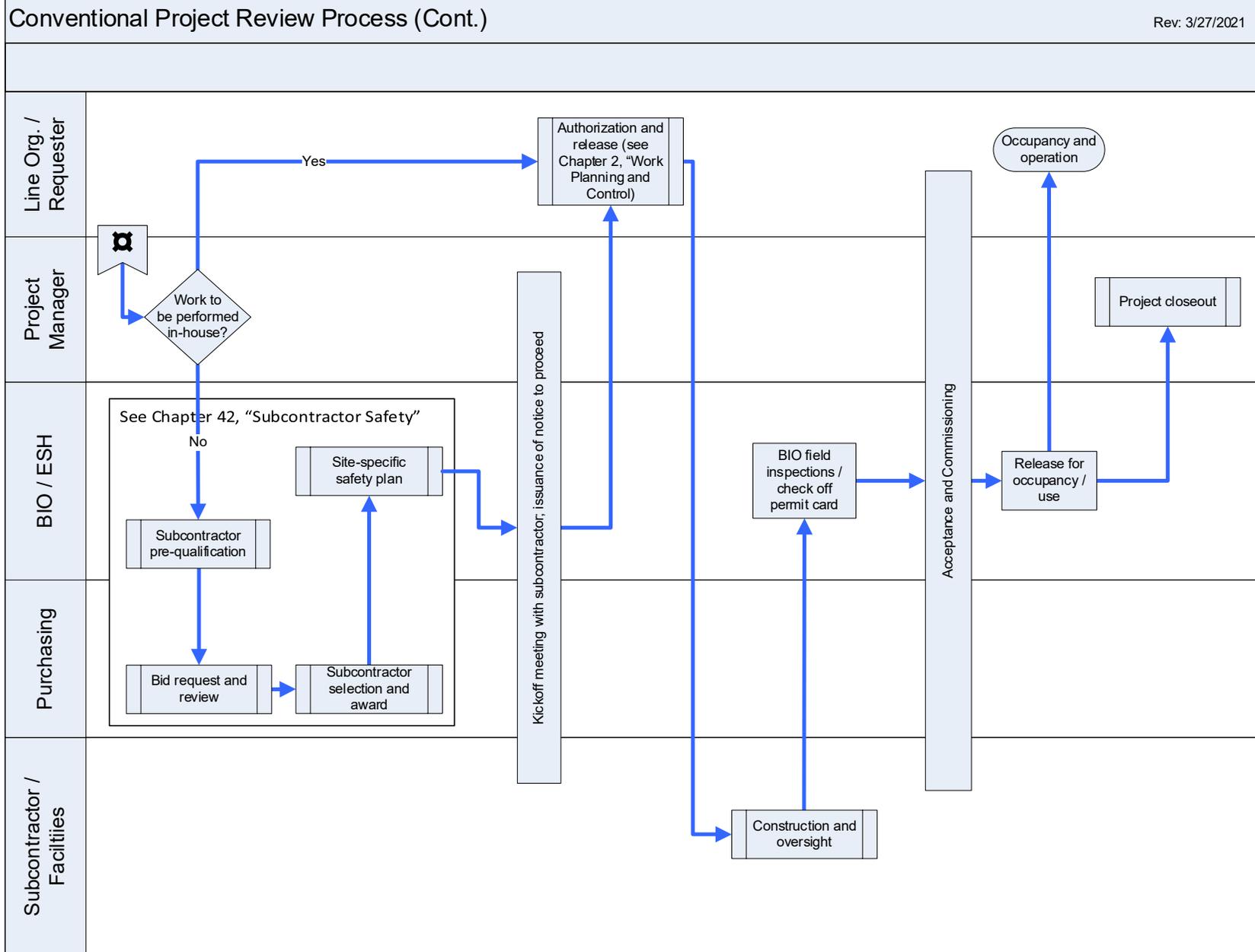
Principal investigators planning on such work must first meet with their directorate ESH coordinator and the SLAC biosafety program manager to review these requirements and develop the necessary submittals for review by the appropriate university panel.

3.3 Conventional Project Review Process

All equipment and operational aspects of proposed conventional projects that trigger external mandates (for example, Building Inspection Office requirements) and/or impact a shared area or resource are reviewed through this process. The key organizational stakeholders include the project manager, requester's line organization, Building Inspection Office (BIO), Environment, Safety, and Health (ESH), Purchasing, Facilities, and subcontractors. The [BIO Plan Review System](#) is the on-line tool used to manage this business process.







4 Forms

The following forms and systems are required by this procedure:

- [General Policy and Responsibilities: ESH Threshold Review Form](#) (SLAC-I-720-0A24J-001). Form for documenting whether work exceeds lower limit and broad thresholds and requires ESH project review
- [BIO Plan Review System](#). System for performing and documenting conventional project reviews

5 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The responsible person must retain documentation and submittals.

6 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 1, “General Policy and Responsibilities”](#)
 - [General Policy and Responsibilities: Hazard Control Selection and Management Requirements](#) (SLAC-I-720-0A24S-001)
- [Chapter 34, “Biosafety”](#)

Other SLAC Documents

- [SLAC Conduct of Engineering Policy](#) (ENG-2018-018)
- [BIO Project Review and Authorization Manual](#) (SLAC-I-730-2A24Z-001)

Other Documents

- Department of Energy, Office of Science. “Changes to the Office of Science/Headquarters (SC/HQ) Review and Approval Process for Non-Department of Energy Funded Work Involving Animal Use at Office of Science Laboratories” ([DOE Animal Use Memorandum](#))
- Stanford University, Office of the Vice Provost and Dean of Research. [Research Policy Handbook \(RPH\)](#), Chapter 19, “SLAC National Accelerator Laboratory–Related Research Policies”, Section 19.1, “Applicability of the Stanford University Research Policy Handbook (RPH) to SLAC National Accelerator Laboratory (SLAC)” ([RPH, Section 19.1](#))
- Stanford University, Research Compliance Office, [Administrative Panel on Laboratory Animal Care \(APLAC\)](#)

ESH Threshold Review Form

ENVIRONMENT, SAFETY & HEALTH DIVISION

This form is used to document whether a proposed activity can be categorized as a “work activity” or a “project activity” that needs to be reviewed through the conventional project review process. The form is to be completed by the responsible person for the activity, with assistance from his or her ESH coordinator; approved by the building/area manager and requester’s department head; and maintained by the responsible person. (See [General Policy and Responsibilities: ESH Project Review Procedure](#) [SLAC-I-720-0A24C-001].)

Note This form is to be completed **only** if the activity exceeds one or more of the lower limit thresholds below.

1 Lower Limit Thresholds

1. Requester has experience with the activity and is comfortable with the perceived risk
 - Recognized hazard(s) and existing mitigations
 - Limited scope
 - Applicable standard operating procedures (SOPs): activity within the scope of existing SOPs
 - No deviation from the standard model
2. Not facility related: not attached to the building, et cetera
3. No new and/or unusual equipment involved
4. Does not involve change/modification of or impact to a shared utility or shared area
5. Supervisor concurs that the proposed activity is within the standard model for the individual

Sample form, see URL at top of page

2 Project Information

Project name		Location / bldg	
Requester		Phone	
Responsible person		Phone	
Requester's department head		Phone	
ESH coordinator		Phone	

3 Statement of Work

The statement of work (SOW) must provide a general description of the project in sufficient detail to include all of the major elements and systems of the project. This SOW should also include any significant hazards associated with the project (examples are radiation, laser, pressure, cryogenic, and hazardous materials). Provide supporting documentation as applicable/available, including drawings and specifications, equipment layout, cut-sheets, etc. Please include projected starting and ending dates for each phase of the project.

Sample form, see URL at top of page

4 Threshold Review

If, based on review, the determination is yes on one or more of the broad thresholds below then the project must be referred to the conventional project review process. (See [General Policy and Responsibilities: ESH Project Review Procedure](#).)

Broad Thresholds	Determination	Comments / Clarification / Qualifiers
1. Some or all of the activity's characteristics having possible safety consequences are new to the responsible organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. The proposed activity represents a significant change of scope of the existing operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. The proposed activity introduces hazards not previously analyzed and for which there are no institutional protocols and procedures to mitigate them (e.g. hazards not addressed in the ESH Manual).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. The proposed activity represents a significant change in the hazard of operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. The proposed activity is sufficiently complex that a review would be prudent.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. The proposed activity triggers Building Inspection Office (BIO) requirements* or is required by DOE directive or Stanford institutional review boards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*See [BIO Review Triggers](#). Sample form, see URL at top of page

5 Hazard Characterization and Mitigation Approach

Item	Project Aspect	Hazard Description	Mitigation Approach
<i>Example</i>	Liquid nitrogen directly plumbed to instrument from adjacent supply line.	<i>Potential direct exposure to liquid nitrogen due to line failure or incorrect install → Contact of liquid nitrogen by skin or clothes may result in severe burns and permanent tissue damage Oxygen displacement due to leaking Nitrogen gas → asphyxiation</i>	<i>Adjacent instrument has liquid nitrogen plumbed to it with ventilation, SOP, training, PPE, etc. New install will implement all specifications from adjacent instrument including area ventilation and oxygen monitoring. Personnel will adopt SOP and PPE protocols and be trained to the same.</i>
1.			
2.			
3.			
4.			
5.	Sample form, see URL at top of page		
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

6 Applicability Determination

	Determination	Comments / Clarification / Qualifiers
Project can be designated a work activity? (Note: if no then please indicate below which (or both) review process applies)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Conventional construction project review process applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Preparers

Responsible person		Signature		Date	
ESH coordinator		Signature		Date	

Approvers

Building or area manager		Signature		Date	
Requester's department head		Signature		Date	

Sample form, see URL at top of page

Chapter 1: [General Policy and Responsibilities](#)

Hazard Control Selection and Management Requirements

Product ID: [671](#) | Revision ID: 2704 | Date published: 30 September 2024 | Date effective: 30 September 2024

URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/eshReqControls.pdf>

1 Purpose

This document defines how a risk-based approach is used to determine the need for controls on facilities, systems, or components to protect the public, workers, and the environment. For controls necessary to prevent or mitigate serious events, specific devices and procedures will be formally credited as part of the approved *safety envelope*. How these controls are selected, evaluated, and approved, and the process for maintaining and modifying controls, are described in these requirements¹.

As used here, *controls* and *hazard controls* mean those engineered, administrative, or personal protective elements that are used to protect against a hazard. Normal process or operational controls are not included in these requirements except to the extent that their use is directly tied to safety.

The concept of *credited control* is well established in the accelerator safety community. The concept of credited control is borrowed from DOE Order 420.2D, “Safety of Accelerator Facilities” ([DOE O 420.2D](#)), but this document neither extends the requirements of DOE O 420.2D to non-accelerator hazards nor modifies those requirements for accelerator hazards. The intent is to extend those robust principles to management of controls for non-accelerator hazards of similar risk.

2 Roles and Responsibilities

2.1 Associate Laboratory Director

- Ensures that technical systems under his or her directorate’s management are properly analyzed to determine the type and level of controls necessary to control risk to an acceptable level
- Maintains an inventory of credited control systems managed by his or her directorate, and owners responsible for these systems

2.2 ESH Program Manager

- Ensures that hazard controls prescribed by specific environment, safety, and health (ESH) programs are consistently applied and risk-based in accordance with these requirements

¹ Specific technical programs have controls and control thresholds specified. This document does not supersede these specific requirements but outlines the framework for performing risk assessments, developing controls hierarchies, and managing controls.

- Reviews hazard analyses and advises line managers and responsible system owners on selection of controls to meet these requirements
- Commensurate with technical program requirements, performs hazard analyses and specifies safety credited and defense-in-depth controls
- Performs periodic assessments of installed credited control systems to ensure control system integrity
- Approves changes to credited control systems as maintaining equivalent safety as the initial configuration

2.3 Technical System Owner

- Ensures that hazards inherent in the operation of his or her technical system have been properly analyzed, and that risk-based controls have been specified in accordance with these requirements to mitigate those hazards
- Ensures the integrity of hazard control systems supporting his or her technical system
- Approves credited control systems and their management plans and interface control documents for her technical systems
- Designates, as appropriate, hazard control system owners to assist in discharging this responsibility

2.4 Hazard Control System Owner

- Manages the hazard control systems under his or her authority in accordance with these requirements
- Develops and ensures conformance with, as appropriate, the credited controls management plan for each credited control system for which he is responsible
- Develops interface control documents for the hazard control systems under his or her authority and concurs with those for systems on all sides of that interface
- Ensures that comments received during credited control systems reviews are addressed and resolved before putting the credited control system into service
- Maintains records of design, approval, acceptance, testing and verification for credited control systems

3 Requirements

3.1 Risk-based Selection of Hazard Controls

Controls must be specified using a risk-based approach in which ongoing operations and credible upsets are listed, the probability and consequences are predicted, and a resulting risk is found. Controls are used to mitigate risks. Risks may be personal (for example, injury or illness), environmental (for example, spill, contamination, release to the environment), regulatory (for example, exceedance of a published standard), programmatic (for example, interruption of a user program), financial, reputational, or other potential negative consequences.

This document does not mandate a specific hazard analysis process, but rather specifies hazard analysis as the basis of selection of controls. Appendix A gives an example risk matrix; the specifics may vary

according to the specific situation, but the important point is that the process must be defined, systematic, and documented².

When a review process identifies unacceptable risks, the hazards causing those risks must be eliminated or substituted to the extent feasible. If elimination and substitution are not sufficient to reduce the risk to an acceptable level, additional controls must be applied. The diagram below illustrates this hierarchy.

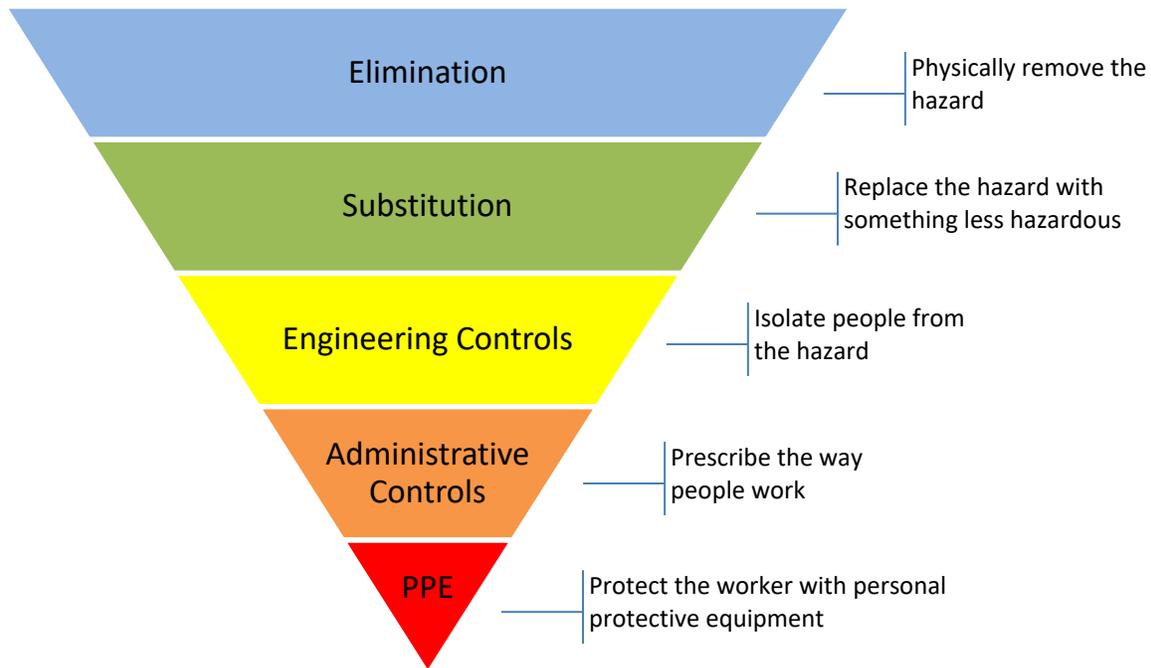


Figure 1 Hazard Control Hierarchy

The selection of engineering, administrative, and personal protective controls depends upon the risk to workers, the public or the environment from the unmitigated hazard (that is, from failure of the controls). Controls must be assigned to reduce risk to an acceptable level at a minimum, with the desired point to drive the risk to a level that is *as low as reasonably practicable (ALARP)*. In general, unacceptable risks (for example, high and medium as outlined in Appendix A) require the use of credited controls to reduce risks to an acceptable level, while acceptable risks (for example, low and extremely low) use defense-in-depth controls per the ALARP principle.

Categorization of risk (for example, as high, medium, low, or extremely low) is made through a hazard analysis process (for example, Appendix A).

- High risks generally require at a minimum multiple, independent, credited control systems (“defense in depth”) to protect workers or the public from the risk.

2 Controls for some hazards are specified in the applicable institutional program requirements for managing that hazard. Use of the risk-based approach outlined may not result in selection of controls that are less rigorous than those prescribed by other requirements in the ESH Manual.

- Medium risks should be mitigated using at least one credited (engineering and/or administrative) control system, supplemented by defense-in-depth controls, basic safety management programs and inherent robust design.
- Low risks may be further reduced using a combination of engineering, administrative, and personal protective defense-in-depth controls.
- If the unmitigated risk is extremely low then no additional controls are required but may be applied as best practice.

Selected credited and defense-in-depth controls must be approved by the line manager and, commensurate with technical program requirements and [Chapter 1, “General Policy and Responsibilities”](#), Section 2, the appropriate ESH safety officer.

Refer to other chapters in this [ESH Manual](#) and the [SLAC Conduct of Engineering Policy](#) or consult directorate safety coordinators or subject matter experts for additional guidance.

3.1.1 Selection of Defense-in-depth Controls

Defense-in-depth engineered, administrative, and personal protective equipment controls must be selected based upon the specific hazards being protected against.

1. Engineered controls are preferred and must be implemented unless infeasible.
2. Administrative controls are the next most preferable level of control.
3. Personal protective equipment controls may only be used to supplement engineering and administrative controls or used temporarily during the period when engineering and/or administrative controls are being implemented.

3.1.2 Selection of Credited Controls

Once the need for a level of credited control is determined, it necessitates following a disciplined process to select the set of equipment items (*credited engineered controls*), administrative controls (*credited administrative controls*) and/or personal protective equipment (*credited PPE controls*) needed to accomplish the required safety function. The selection of credited controls often involves choices between multiple items that could function to control a particular hazard.

When selecting credited engineered controls, it is necessary to identify any dependencies for each system being considered. For example, if a given system is a credited engineered control but it depends on another system to enable it to function as required, then at least some aspect of that other system becomes a part of the credited engineered control. Structures, systems, and components that directly support the function of credited engineered controls (or credited administrative controls) need to be identified and their safety functions defined in the hazard analysis.

The selection criteria listed below must be followed to the greatest extent practical when designating credited controls. There will be situations where some of the criteria may not be appropriate for a given situation. Engineering judgment must be applied in these cases to determine the best items for selection.

1. **Engineered controls** are preferred and must be implemented unless infeasible.
2. **Administrative controls** are the next most preferable level of control.

3. **Personal protective equipment controls** may only be used to supplement engineering and administrative controls or used temporarily during the period when engineering and/or administrative controls are being implemented.
4. When either an active or passive device can be credited to ensure the safety function, the passive device should be selected. *This selection is based on the inherently higher reliability of passive devices.*
5. When a choice exists between controls that would prevent an event and controls that could mitigate the consequences of the event, the preventive controls should be selected. *This selection is based on the inherent value of preventing accidents as opposed to mitigating their effects.*
6. Only those items essential to mitigate risk to an acceptable level should be selected as credited controls. The number of credited controls should, in general, be minimized and include only a limited subset of the total number of controls employed for overall facility operation. *This guidance allows a high degree of operational attention (for example, monitoring, surveillance, maintenance, control of documentation) to be devoted to the credited controls.* To support this selection criterion, credited controls that protect against multiple events or receptors are preferred.
7. Where two levels of control are selected, the controls should be independent such that the failure of one level of control does not cause failure of the other. *This “defense in depth” criterion ensures that multiple levels of control are not compromised by a single point failure.*

3.2 Management of Controls

Credited and defense-in-depth engineering, administrative, and personal protective equipment controls must be managed per best practice (for example, manufacturer recommendations) and requirements given elsewhere in this manual. The technical system owner is responsible for the integrity of hazard controls necessary to safely operate the system.

3.2.1 Management of Defense-in-depth Controls

At a minimum, defense-in-depth controls should be managed to include the following elements:

1. **Competence.** Individuals who analyze, specify, design, operate, and maintain defense-in-depth controls must be competent in the tasks they perform.
2. **Configuration management.** Changes to defense-in-depth controls may only be made after assurance that the level of safety required is maintained by the change.

Whenever a defense-in-depth control system interacts (for example, signals, dependencies) with a credited control system, or interacts with any system such that the interaction crosses system boundaries or technical system ownership, that interaction must be documented³. The documentation must specify the information that each system is receiving from the other, what the expected actions of each system in relation to that information are, and who is responsible for maintaining each side of that interface. The documentation is approved by the owner of the technical system having the hazards being controlled and contains concurring signatures of the hazard control system owners of the systems on all sides of that interface. That interface becomes a configuration-controlled element.

3 This document is the *interface control document* when the interface is with a credited control system, see Section 3.2.2.

3. **Verification.** Defense-in-depth controls must be periodically evaluated to ensure that they continue to be effective. This evaluation may be through inspection, measurement, or other means.
4. **Recordkeeping.** When required, records of design, approval, acceptance, testing, and verification of defense-in-depth controls must be maintained in a retrievable fashion. Who maintains these records is generally specified in the institutional program managing the specific hazard for which the defense-in-depth control is used.

3.2.2 Management of Credited Controls

The technical system owner must ensure that the credited control system, whether engineering, administrative, personal protective equipment, or a combination, is managed to include the following elements⁴. To accomplish this, a credited control system management plan specifying procedures for fulfilling these elements should be established.

1. **Competence.** Individuals who analyze, specify, design, operate, and maintain credited control systems must be competent in the tasks they perform.
2. **Specificity.** The elements that collectively make up the credited control system must be specified.
3. **Monitoring.** When credited controls provide feedback (for example, alarm status) indicating that the specified protection is being provided, the status of that feedback must be monitored to detect out-of-tolerance conditions and to direct appropriate responses.
4. **Fail-safe.** Credited controls must be configured, when practical, so that in the event of component failure due to internal or external events (including loss of power), the action is to maintain the protective nature of the control. Some credited controls may not be configured to be fail-safe. In these cases, there must be sufficient redundancy of protection (“defense in depth”) that a single failure will not lead to unacceptable risk.
5. **Responsibility.** Each credited control system must have a specified responsible owner who has the authority and responsibility for assuring that the system is managed per these requirements.
6. **Configuration management.** Before being placed into service, each new credited control system must be reviewed independently from the line organization responsible for it. All review comments must be addressed and resolved⁵. Once all comments have been resolved, the credited control system must be formally accepted by the hazard control system owner, and this acceptance concurred with by line management. For some credited control systems, approval by the appropriate ESH safety officer is also required (see [Chapter 1, “General Policy and Responsibilities”](#), Section 2).

Changes to a credited control system may only be made after a thorough review process to ensure that the level of safety required is maintained by the change. Changes may only be made after approval by the responsible owner or designee. There may be separate configuration management processes for permanent changes and for temporary changes. Compensatory actions that ensure maintenance of safety must be specified and concurred with by line management and appropriate ESH program manager.

-
- 4 These requirements are specified here at the highest level. The intent of these requirements is to ensure that controls are managed equivalently, not identically. The credited controls specified for different hazards may have different specific ways of addressing these fundamental requirements. Thresholds applicable to different hazards are specified in the institutional program for managing those hazards, and the credited control system management plan is reviewed and approved according to the processes outlined in that institutional program.
 - 5 The control system responsible owner ensures that the comments have been resolved satisfactorily.

Whenever a credited control system interacts (for example, signals, dependencies) with another credited or defense-in-depth control system, an *interface control document (ICD)* must be prepared detailing that interaction. The ICD specifies the information that each system is receiving from the other, what the expected actions of each system in relation to that information are, and who is responsible for maintaining all sides of that interface. The ICD is approved by the owner of the technical system having the hazards being controlled and contains concurring signatures of the hazard control system owners of the systems on all sides of that interface. That interface becomes a configuration-controlled element.

7. **Testing and Verification.** Credited control systems must be initially, and periodically thereafter, tested and verified to be operating properly. Testing intervals are specified in the credited controls system management plan. Procedures for the initial and periodic test and verification procedures must be specified and managed through a formal change control process.
8. **Recordkeeping.** Records of design, approval, acceptance, testing and verification must be maintained in a retrievable fashion. The hazard control system owner ensures that these records are maintained.

4 Training

Minimum training requirements are as dictated by the hazard that the control system addresses. Additional training may be specified by the credited control system management plan.

5 Definitions

as low as reasonably practicable (ALARP). General concept that is analogous to the term *as low as reasonably achievable (ALARA)* (widely used in radiation protection). It is a concept of driving safety beyond minimal protection. Although ALARA is not strictly used in reference to upset conditions, ALARP is applied to credible upset conditions and should serve as the management goal.

competent. Possessing qualifications (for example, education, training, certification/licensing) and demonstrated ability to successfully perform the assigned task

control system. A collection of controls that together provide the specified protection from a given hazard. Control systems may be *defense-in-depth* or *credited*.

- *credited control.* An *engineered, administrative, or personal protective equipment control* that has been formally designated through hazard analysis to be essential for providing protection of the public, workers, or the environment from unacceptable risk. Failure of a credited control may result in death, major (unrecoverable) injury, illness, or impact to the environment, or may have off-site consequences. Generally speaking, credited controls are the primary protection between the hazard and the unacceptable risk.
- *defense-in-depth control.* An *engineered, administrative, or personal protective equipment control* that has been designated for providing protection of the public, workers, or the environment that is not a *credited control*. These controls provide protection beyond that afforded by credited controls alone to mitigate hazards that are categorized as posing a lower level of risk compared to those hazards that require mitigation by credited controls. Such controls provide extra layers of protection that ensure the effectiveness of the overall hazard mitigation. Failure of a defense-in-depth control may result in minor (recoverable) injury, illness, or impact to the environment, and is unlikely to have off-site consequences.

- *engineered control*. Hardware or structural items (for example, structures, systems, and/or components) that are required to ensure a required safety function is accomplished. They are characterized by not requiring cooperation from the workers to be effective. Common engineering controls include protective ventilation systems, shielding, interlocks, gas detection systems, and secondary containment.
- *administrative control*. A procedure or other requirement that specifies certain human action(s) take place that ensure the safe operation of the facility for workers and the public. They include training, procedures, maintenance activities, work scheduling, and work rules. Workers must properly execute administrative controls for them to be effective.
- *personal protective equipment control*. Personal protective equipment such as gloves, hearing protectors, protective clothing, and respirators. These do not remove the hazard, but rather separate the worker from it. Effectiveness of personal protective equipment relies wholly on the workers' proper use of it.

hazard analysis. A rigorous process of analyzing the probability and consequences from a condition or event and determining the potential impact. There are several formalized and well documented hazard analysis processes. This standard does not mandate a specific hazard analysis process, but rather specifies hazard analysis as the basis of selection of controls.

risk. The combination of the probability of an event and the consequence from that event that determines the potential impact of the event. Risk is determined from analysis of the probability and consequence using some rigorous and defined hazard analysis process.

- *high risk*. The combination of event probability and unmitigated consequences warrants special design and operational consideration.
- *medium risk*. A level of control is expected or addressed with the inherent robustness of the design. The unmitigated impact is credibly above acceptable limits for normal operation.
- *low risk*. Regulatory limits are met, but risks could be reasonably reduced further.
- *extremely low risk*. Probability and/or consequence are such that the impact is acceptable without further controls.

safety envelope. The set of engineered and administrative bounding conditions within which a system or process may be safely operated with acceptable risk. The safety envelope is comprised of control systems (defense-in-depth and credited) and operating parameters. The safety envelope is generally established through a hazard analysis process. For accelerators, the term *accelerator safety envelope* has a specific meaning and specific requirements imposed by DOE O 420.2D. The accelerator safety envelope is a special case of safety envelope.

6 Forms

The following forms and systems are required by these requirements:

- None

7 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- Associate laboratory directors ensure an inventory of credited control systems managed by their directorates, and owners responsible for these systems, is maintained
- Technical system owners are responsible for credited control systems and their management plans and interface control documents
- Hazard control system owners maintain records of design, approval, acceptance, testing and verification for credited control systems; for defense-in-depth controls who maintains these records is generally specified in the institutional program managing the specific hazard for which the defense-in-depth control is used

8 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 1, “General Policy and Responsibilities”](#)
 - [General Policy and Responsibilities: ESH Project Review Procedure](#) (SLAC-I-720-0A24C-001)

Other SLAC Documents

- [SLAC Conduct of Engineering Policy](#) (ENG-2018-018)
- [Conduct of Accelerator Facility Operations](#) (CACM-2019-059)

Other Documents

- Site Compliance Plan for Department of Energy Order 420.2D, “Safety of Accelerator Facilities” ([DOE O 420.2D SCP](#))

Appendix A: Example Risk Analysis

Table 1 Hazard Probability of Occurrence Levels

Category	Description
High	Event is likely to occur several times in a year
Medium	Event is likely to occur annually
Low	Event is likely to occur during the life of the facility or operation
Extremely low	Occurrence is unlikely or the event is not expected to occur during the life of the facility or operation
Incredible	Probability of occurrence is so small that a reasonable scenario is inconceivable. These events are not analyzed further.

Table 2 Hazard Consequence Rating Levels

Consequence Level	Maximum Consequence*
High	Serious impact on-site or off-site. May cause deaths or loss of the facility/operation. Major impact on the environment. Significant regulatory or contractual violation.
Medium	Major impact on-site or off-site. May cause severe injuries or severe occupational illness to personnel or major damage to a facility or moderate impact on the environment. Capable of returning to operation. May result in regulatory or contractual violation.
Low	Minor on-site with negligible off-site impact. May cause minor injury or minor occupational illness or minor impact on the environment. De minimis regulatory or contractual violation.
Extremely low	Will not result in a significant injury or occupation illness or provide a significant impact on the environment

*The consequences listed are examples. Depending upon the hazard analyzed there may be other consequences (for example, financial or reputational) that should also be considered.

Table 3 Risk Matrix

Consequence \ Probability	Probability			
	Extremely Low	Low	Medium	High
High				
Medium				
Low				
Extremely low				
Risk Level				
	High		Unacceptable	
	Medium		Unacceptable	
	Low		Acceptable	
	Extremely low		Acceptable	

Chapter 1: [General Policy and Responsibilities](#)

Program Manager Guideline

Product ID: [750](#) | Revision ID: 2755 | Date published: 9 June 2025 | Date effective: 9 June 2025

URL: <https://www-esh.slac.stanford.edu/eshmanual/references/eshGuideProgramMan.pdf>

1 Purpose

The purpose of this guideline is to assist Environment, Safety, and Health (ESH) program managers in understanding and carrying out their duties.

It covers identifying applicable external requirements, developing, and maintaining SLAC-specific requirements and related resources, assisting line organizations with implementation, assessing program status, and business planning.

It applies to ESH program managers.

This is only a guideline; for requirements that apply to program managers, see [Chapter 1, “General Policy and Responsibilities”](#), hazard-specific chapters of the [ESH Manual](#), and other program descriptions, policies, and procedures.

2 Guideline

2.1 Program Management Summary

A *program* is an institutional response to a subject: an organization decides a subject is important enough to justify dedicating resources (starting with a program manager) to it permanently to ensure the subject is being dealt with adequately, according to whatever external and internal standards apply.

The program management model is the idea that an organization will organize its work around programs: by setting them up, designating managers, assigning external standards to them, funding them, and making sure the programs are assessed periodically for both how they comply with the assigned standards and how they relate to and support the organization’s mission.

Generally, for each ESH program there should be the following:

1. A set of applicable external requirements/standards.
2. A program manager, formally designated, with the responsibility and authority to recommend standards and propose requirements, always following a defined process that involves stakeholders, and to assist line organizations with implementation.
3. A program description, covering the applicable standards and how SLAC will implement them. (For ESH programs that apply SLAC-wide, this description usually takes the form of an ESH Manual chapter, but it can take other forms, especially for programs more detailed or narrower in

applicability.) Besides a description, programs may have other resources (training courses, web sites, databases/systems). Under the program management model, the program manager owns these resources and is responsible for keeping them effective and up to date.

4. An entry in the [Programs and Program Managers List](#) and other relevant lists, namely the external requirements database maintained by [Contract Management](#) and the [Integrated Assessment Schedule](#) maintained by Contractor Assurance and Contract Management ([CACM](#)).

2.2 Program Managers / Safety Officers

Program managers are designated by their respective department heads and the ESH division director. The current list is on SharePoint: [Programs and Program Managers List](#). They are expected to attain and maintain “relevant ESH certifications and awareness of specific technical and administrative aspects of the program” ([Chapter 1: General Policy and Responsibilities](#)).

Safety officers are program managers for specific, high-hazard programs. They are designated by the laboratory director. They are listed on the program manager list and the [Safety Officers](#) web page.

Roles and responsibilities for program managers and safety officers are described in [Chapter 1: General Policy and Responsibilities](#), with details in their respective chapters/program descriptions.

2.3 External Requirements

The external requirements, such as laws, regulations, Department of Energy (DOE) directives, and industry standards, that apply to a program are identified in a number of ways.

- External requirements coming from the DOE are managed by [Contract Management](#), which works with program managers and others to review the requirements and how they apply to SLAC. For DOE directives this generally results in a *site compliance plan (SCP)*.
- Requirements are also identified by reviewing relevant federal, state, and local laws and regulations, and industry standards. Keeping up to date with these is a key program manager responsibility.
- Program assessments and benchmarking are other means of identifying requirements.

The external requirements that apply to a program are generally listed in its program description. For programs with ESH Manual chapters, a list is given in the chapter.

Note [Laws, Regulations, and Standards by Chapter](#) lists all external requirements by chapter; [Licensed Electronic Resources: Standards and Codes](#) provides guidance on accessing standards.

2.4 Internal Requirements

To comply with the identified external requirements, program managers develop SLAC-specific requirements that describe how requirements are implemented at SLAC. These can take the form of program descriptions, policies, procedures, and so on. While SLAC must at a minimum meet the external requirements, it is free to add other, internal requirements, if desirable.

Program managers are responsible for proposing, developing, and communicating these requirements. This must be done in collaboration with stakeholders (representatives of organizations affected by the requirements), and the process must be formal and documented.

2.4.1 ESH Manual

For many ESH programs, especially those with requirements that apply SLAC-wide, the program description takes the form of an ESH Manual chapter. (Note many, more specific, programs are documented in more detailed plans, manuals, and procedures, often maintained by the [Radiation Protection](#) and [Environmental Protection](#) departments.)

Each chapter consists of the chapter itself, summarizing the program, including roles, responsibilities, and accountabilities (RRAs), training requirements, and both a list of external requirements and a list of “exhibits”, the requirements, procedures, forms, and guidelines that provide the detailed information needed to implement the program. Each chapter is prefaced by a one-page “quick start summary”. (Details on the organization of the manual can be found in [About This Manual](#).)

Links to all these documents can be found on each program’s “manual chapter” web page, along with the program manager, the department responsible for the program, and links to related resources. A current list of chapters/programs is available on the [ESH Manual](#) page. ([ESH Publishing Documents](#) lists all documents maintained by ESH Publishing, including ESH Manual chapters and exhibits, and can be filtered to show all the documents for a given program.)

The process for revising an ESH Manual chapter and its exhibits is described in [ESH Manual Revision Procedure](#). In general:

1. The program manager, as owner of the content, requests a change, using the [ESH Manual Revision Proposal Form](#).
2. The revision is scoped and assigned a review level (major, minor, editorial).
3. Publishing sets up the files.
4. Changes are made (by Publishing if simple enough, by the program manager otherwise).
5. Publishing submits to SLAC review (depending on scope of change, but [ESH coordinators](#) as the base), using the [Document Review](#) system.
6. The program manager responds to comments.
7. Drafts are revised.
8. Publishing submits to either the department head or ESH division director to approve.
9. Publishing publishes to the ESH web site, sending a publication notice.

Throughout this process, the program manager involves stakeholders, especially ESH coordinators, to ensure they are aware of the changes and have the opportunity to shape them.

2.4.2 Other Program Resources

A similar owner/maintainer model is used for other program resources, such as training courses, web pages, SharePoint sites, and databases: the program manager requests a change from the maintainer/publisher ([SLAC Training](#), [ESH Web](#), [SLAC IT](#)), who handles the process. (Note Publishing handles changes to the

ESH Manual chapter web pages.) It is the program manager's responsibility, as owner, to coordinate changes among the various program resources to ensure consistency.

2.5 Implementation

The responsibility for implementing ESH programs and their requirements ultimately lies with line organizations (see [Chapter 1, "General Policy and Responsibilities"](#)). The responsibility of ESH program managers is to assist the line organizations by

- Developing and maintaining their program as described above
- Communicating requirements to line organizations, namely by interacting with [ESH coordinators](#) and stakeholders
- Advising line organizations
- Participating in program-related reviews, activities, and projects (including inspections in some cases, see [Inspections by Chapter](#))
- Reviewing purchases of certain goods, equipment, and services, in accordance with hazard-specific ESH requirements (see [Pre-purchase Reviews by ESH Program Managers](#))
- In some cases, providing formal ESH review and approval (these formal approvals are documented in ESH Manual chapters and other program descriptions)

2.6 Assessment and Review

Besides day-to-day duties and maintaining their program resources, program managers are also subject to various internal and external assessments and reviews. These are coordinated by [Contractor Assurance and Contract Management \(CACM\)](#), which maintains a schedule of assessments, the [Integrated Assessment Schedule](#).

2.6.1 Periodic Review

Programs are to be reviewed for currency at least every three years. Sometimes this is done as part of a document revision, sometimes simply as a review, with no changes made. (See [ESH Manual Revision Procedure](#).) The review should include other program resources, such as training courses and web pages.

Some programs have their own periodic review requirements, usually dictated by the governing law or regulation. These requirements are generally noted in the chapter/program description.

2.7 Business Planning and Budgeting

Programs are subject to various strategy, business planning, and budgeting processes to make sure the programs have adequate resources and goals aligned with larger departmental, ESH, and SLAC plans and goals.

3 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 1, “General Policy and Responsibilities”](#)
 - [General Policy and Responsibilities: ESH Coordinator Guideline](#) (SLAC-I-720-0A00T-004)
 - [Programs and Program Managers List](#)
 - [Pre-purchase Reviews by ESH Program Managers](#)
 - [Safety Officers](#)
 - [ESH Coordinators](#)
- [About This Manual](#)
 - [ESH Manual Revision Procedure](#) (SLAC-I-740-0A02C-001)
 - [ESH Manual Revision Proposal Form](#)
 - [ESH Publishing Document Review System](#)
 - [ESH Publishing Documents](#)
 - [Laws, Regulations, and Standards by Chapter](#)
 - [Licensed Electronic Resources: Standards and Codes](#)
 - [Inspections by Chapter](#)
 - [Purchasing Requirements by Chapter](#)

Other SLAC Documents

- [Contractor Assurance and Contract Management \(CACM\)](#) (SharePoint)
- [Contract Management](#) (SharePoint)
- [Institutional Assessment Program](#) (CACM-2018-017)
- [Integrated Assessment Schedule](#)
- [SLAC Training](#)
- [ESH Website and SharePoint Program](#) (SharePoint)
- [SLAC IT](#)
- [Radiation Protection Department](#)
- [Environmental Protection Department](#)

Chapter 1: [General Policy and Responsibilities](#)

ESH Coordinator Guideline

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URL: <https://www-esh.slac.stanford.edu/eshmanual/references/eshGuideCoordinator.pdf>

1 Purpose

The purpose of this guideline is to assist Environment, Safety, and Health (ESH) coordinators in understanding and carrying out their responsibilities.

It covers identifying applicable external requirements, developing and maintaining SLAC-specific requirements and related resources, assisting line organizations with implementation, assessing program status, and business planning.

It applies to ESH coordinators.

This is only a guideline; for requirements that apply to ESH coordinators, see [Chapter 1, “General Policy and Responsibilities”](#), hazard-specific chapters of the [ESH Manual](#), and other program descriptions, policies, and procedures.

Note For reference, the roles and responsibilities for ESH coordinators for each chapter have been excerpted into [General Policy and Responsibilities: ESH Coordinator Roles and Responsibilities](#).

2 Guideline

2.1 Environment, Safety, and Health Summary

The purpose of the Environment, Safety, and Health (ESH) program at SLAC is to implement SLAC’s [Environment, Safety, Health and Security Governing Policy](#), which states:

SLAC is committed to protecting the health, safety, and security of on-site personnel, the public, and the environment as it carries out its mission. All SLAC organizations are required to implement the Laboratory’s Environment, Safety, Health (ESH) and Security Program through line management, in accordance with applicable implementing procedures (refer to ESH Manual, [Chapter 1](#)).

Management and supervisors at all levels shall ensure that all workers understand the content and importance of this policy. In turn, employees are responsible for complying with this policy and integrating environment, safety, health, and security considerations into their work activities. Lab management shall be responsible to ensure that policies, programs and professional ESH and security staff are in place to enable implementation of these programs. (For the full text of this policy, see [Environment, Safety, Health and Security Governing Policy](#).)

The ESH program applies to all SLAC management and *workers* (employees, subcontractors, and users), and all SLAC *work activities*, and covers the overall ESH framework, including defining roles and responsibilities, setting and implementing requirements, and providing resources. By so doing, SLAC meets the Department of Energy (DOE) standards for having an *integrated safety and environmental management system (ISEMS)* and [worker safety and health program \(WSHP\)](#).

The program is implemented through a partnership between the SLAC “line” organizations and the ESH Division. The ESH Division provides technical services and resources to support the line, while the line integrates ESH requirements into its work. Both partners work together to develop the requirements, but line organizations are ultimately responsible for implementation.

2.2 ESH Coordinators

ESH coordinators are critical in the partnership between the line organizations and the ESH Division, ensuring line organizations

1. Have a voice in the creation of ESH requirements that affect them
2. Are aware of and understand those requirements
3. Have their concerns and suggestions heard and considered
4. Have they assistance they need in implementing the requirements, by helping with day-to-day implementation

ESH coordinators are the primary link between the line organizations and the ESH Division, working with [ESH program managers](#) to ensure effective communication and support.

Each directorate at SLAC has its own assigned ESH coordinator and in turn can assign additional coordinators to its lower-level organizations. A [list of coordinators](#) is maintained.

General roles and responsibilities for ESH coordinators are described in [Chapter 1, “General Policy and Responsibilities”](#), with details in hazard-specific chapters of the [ESH Manual](#) and other program descriptions, policies, and procedures.

2.2.1 Communication

Methods of communication between ESH coordinators and the ESH Division include

1. Regular meetings to discuss general topics and concerns (documented on the [ESH Coordinator SharePoint](#))
2. Notifications: review (requests for comment) and publication notices for [ESH Manual](#) revisions and new [training](#) courses
3. Activity and project reviews and hazard assessments (see [Chapter 1, “General Policy and Responsibilities”](#), and [Chapter 2, “Work Planning and Control”](#))
4. Internal and external assessments (including thorough reviews every three years of ESH programs)
5. Informal communication among ESH coordinators and program managers

2.3 External and Internal Requirements

Identifying the external requirements, such as laws, regulations, Department of Energy (DOE) directives, and industry standards, that apply to ESH programs is primarily the responsibility of ESH program managers.

To comply with the identified external requirements, program managers develop internal, SLAC-specific, requirements that describe how external requirements are implemented at SLAC. These can take the form of program descriptions, policies, procedures, and so on. While SLAC must at a minimum meet the external requirements, it is free to add other, internal requirements, if desirable.

ESH program managers are responsible for proposing, developing, and communicating these requirements. This must be done in collaboration with stakeholders (representatives of organizations affected by the requirements), and the process must be formal and documented.

ESH coordinators play a key role throughout this process, identifying and involving stakeholders to ensure they are aware of the changes and have the opportunity to shape them.

The laws, regulations, and standards that apply to each program are listed in Section 6.3, “External Requirements” of each ESH Manual chapter. A complete list is given in [Laws, Regulations, and Standards by Chapter](#).

For more on how requirements are identified and developed, see [About This Manual](#) and [General Policy and Responsibilities: Program Manager Guideline](#).

2.4 Implementation

The responsibility for implementing ESH programs and their requirements lies with line organizations (see [Chapter 1, “General Policy and Responsibilities”](#)).

The responsibility of ESH coordinators is to assist the line organizations by

- Supporting line management to meet responsibilities under institutional and directorate policy, plans, and procedures
- Working with line management and at times work approval bodies to facilitate and resolve ESH issues
- Ensuring proposed ESH requirements are reviewed by key staff members within their unit and comments are provided to the author
- Maintaining an awareness of project and program status within unit to support line management as early as possible when work scope changes
- Supporting line management in identification, analysis, and control of hazards
- Supporting self-assessments and external reviews and supports correction of identified deficiencies
- Meeting periodically with the ESH division managers

Directorate ESH coordinator have the following additional responsibilities:

- Reporting to assigned associate laboratory director or division director

- Providing support and feedback to the ESH division director
- Serving as primary point of contact and associate laboratory director's personal representative within directorate for all matters concerning the implementation of ISEMS and ESH requirements
- With the associate laboratory director, helping define roles of department- and lower-level ESH coordinators

Specific responsibilities for implementing programs can be found in hazard-specific chapters of the [ESH Manual](#) and other program descriptions, policies, and procedures. Each ESH Manual chapter has a roles and responsibilities section (Section 2) with a summary for each position or organization affected by the program. In addition, each chapter and exhibit is prefaced with purpose (the point of program), scope (the activities it covers), and applicability (the positions and organizations to which the requirements apply) statements.

Note For reference, the roles and responsibilities for ESH coordinators for each chapter have been excerpted into [General Policy and Responsibilities: ESH Coordinator Roles and Responsibilities](#).

The most significant responsibilities are summarized below.

2.4.1 Project Review

ESH coordinators team with responsible persons to determine whether a [proposed activity](#) can be categorized as a work activity or a project activity that needs to be reviewed through the conventional project review process and assist with those reviews, as appropriate.

They also may be called on to assist with [hazard control selection and management](#).

2.4.2 Work Planning and Control and Stop Work

For [work planning and control](#), ESH coordinators

- Review and approve work plans as appropriate for hazards and adequate controls
- Assist line organizations in preparing [area hazard analyses \(AHAs\)](#)

For [stop work](#), ESH coordinators

- Are notified of stop work orders
- Review work plans for restarts
- For imminent danger stop work, or upon request, concur with restart of work

2.4.3 Subcontractor Safety Management

For [green work](#), ESH coordinators and/or ESH division representatives

- Review and approve subcontractor safety qualifications and related documents
- In consultation with the project manager, determine if a subcontractor safety representative is required
- Determine which service work meets the criteria for high risk

- When requested, assists with completion of the work classification form

For [non-green work](#), ESH coordinators and/or ESH division representatives

- Review and approve site-specific safety plans (SSSPs)
- Are notified of project completion

2.4.4 Management Walkarounds

The SLAC [Management Walk-Around Program](#) provides management and supervision the opportunity to routinely and actively interact with all employees in the performance of their work. The goal of the program is for management and supervision to engage employees and obtain feedback to ensure that all aspects of work activities and processes are understood, necessary controls are being implemented, and processes are continuously improving.

ESH coordinators do not have a formal role in the process, but they are encouraged to participate.

2.4.5 Incident Investigations

ESH coordinators are notified of [incidents and injuries](#), participate in the review of Level 2 investigation reports, and coordinate review of draft investigation reports for Level 3 investigations.

2.4.6 Lessons Learned

ESH coordinators do not have a formal role in the [lesson learned](#) process, but they are encouraged to participate by reviewing and disseminating published lessons learned and helping select and review prospective lessons.

2.4.7 Purchasing

ESH coordinators may be required to review and approve purchases of items with ESH concerns. These requirements are called out in individual ESH Manual chapters (see [Pre-purchase Reviews by ESH Program Managers](#)).

2.4.8 Line Organization Processes

In addition to the responsibilities called out above, ESH coordinators may have responsibilities for processes as determined by their respective line organizations.

2.5 Assessment and Review

ESH programs are subject to various internal and external assessments and reviews (including, for those with an ESH Manual chapter, a review for currency every three years). ESH coordinators may be called to participate in these reviews; in some cases they may be required to.

2.6 Business Planning and Budgeting

ESH coordinators should be involved in business and project planning and budgeting for their unit to ensure ESH concerns and measures are considered.

3 References

[Environment, Safety, Health and Security Governing Policy](#) (ESH-2018-011)

[SLAC Injury and Illness Prevention Program](#) (formerly Worker Safety and Health Program [WSHP]) (SLAC-I-720-0A21B-001)

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [About This Manual](#)
 - [ESH Manual Revision Procedure](#) (SLAC-I-740-0A02C-001)
 - [ESH Manual Revision Proposal Form](#)
 - [ESH Publishing Document Review System](#)
 - [ESH Publishing Documents](#)
 - [Laws, Regulations, and Standards by Chapter](#)
 - [Licensed Electronic Resources: Standards and Codes](#)
 - [Inspections by Chapter](#)
 - [Purchasing Requirements by Chapter](#)
- [Chapter 1, “General Policy and Responsibilities”](#)
 - [General Policy and Responsibilities: ESH Project Review Procedure](#) (SLAC-I-720-0A24C-001)
 - [General Policy and Responsibilities: Hazard Control Selection and Management Requirements](#) (SLAC-I-720-0A24S-001).
 - [General Policy and Responsibilities: Program Manager Guideline](#) (SLAC-I-720-0A00T-003)
 - [General Policy and Responsibilities: ESH Coordinator Roles and Responsibilities](#) (SLAC-I-720-0A00V-002)
 - [Programs and Program Managers List](#)
 - [Pre-purchase Reviews by ESH Program Managers](#)
 - [Safety Officers](#)
 - [ESH Coordinators](#)
 - [ESH Coordinator Committee Site](#) (SharePoint)
- [Chapter 2, “Work Planning and Control”](#)
 - [Work Planning and Control: Work Planning and Control Procedure](#) (SLAC-I-720-0A21C-002)
 - [Work Planning and Control: Stop Work Procedure](#) (SLAC-I-720-0A21C-003)

- [Work Planning and Control: Area Hazard Analysis Procedure](#) (SLAC-I-730-0A21C-026)
- [Enhanced Rigor Work Planning and Control](#) (RN-2021-001)
- [Work Planning and Control](#)

[Chapter 42, “Subcontractor Safety”](#)

- [Subcontractor Safety: Green Work Procedure](#) (SLAC-I-730-0A21C-025)
- [Subcontractor Safety: Non-green Work Procedure](#) (SLAC-I-730-0A21C-024)

Other SLAC Documents

- Contractor Assurance and Contract Management ([CACM](#)) (SharePoint)
- [Institutional Assessment Program](#) (CACM-2018-017)
 - [Incident Reporting and Investigation Process](#) (SLAC-I-701-O03-006-00)
 - [Investigation Toolkit](#) (SharePoint)
- [Management Walk-Around Program](#) (CACM-2018-051)
 - [Management Walkarounds \(MWA\)](#)
- [Lessons Learned Program](#) (CACM-2018-048)
 - [Lessons Learned](#) (SharePoint)
- [SLAC Training](#)
- [SLAC Building Information](#)



Chapter 1: [General Policy and Responsibilities](#)
ESH Coordinator Roles and Responsibilities

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/eshListCoordinatorRRA.pdf>

ENVIRONMENT, SAFETY & HEALTH DIVISION

The following is a list of each ESH Manual chapter with an entry for ESH coordinator in its Roles and Responsibilities section. The general responsibilities are described in Chapter 1. The other chapters only have a role entry if coordinators have responsibilities specific to that program/chapter. More specific information is given in the exhibits for each chapter (procedures, requirements, forms). (For more information on the role of ESH coordinators, see [General Policy and Responsibilities: ESH Coordinator Guideline](#) [SLAC-I-720-0A00T-004]).

Chapter	Section Number	Section Title	Responsibility
ESH Manual Chapter 1: General Policy and Responsibilities	2.14	ESH Coordinator	<p>Every ESH coordinator has the following responsibilities for the unit to which he or she is assigned:</p> <ul style="list-style-type: none"> ▪ Supports line management to meet responsibilities under institutional and directorate policy, plans, and procedures ▪ Working with line management and at times work approval bodies facilitates and resolves ESH issues ▪ Ensures proposed ESH requirements are reviewed by key staff members within his or her unit and comments are provided to the author ▪ Maintains an awareness of project and program status within unit to support line management as early as possible when work scope changes ▪ Supports line management in identification, analysis, and control of hazards ▪ Supports self-assessments and external reviews and supports correction of identified deficiencies ▪ Meets periodically with the ESH division managers <p>Every directorate ESH coordinator (see Safety Coordinators) has the following additional responsibilities:</p> <ul style="list-style-type: none"> ▪ Reports to assigned associate laboratory director ▪ Provides support and feedback to the ESH division director ▪ Serves as primary point of contact and associate laboratory director's personal representative within directorate for all matters concerning the implementation of ISEMS and ESH requirements ▪ Helps maintain documentation required by the directorate-specific ISEMS plan ▪ With the associate laboratory director, helps define roles of department- and lower-level ESH coordinators
ESH Manual Chapter 2: Work Planning and Control	2.7	ESH Coordinator	<ul style="list-style-type: none"> ▪ Reviews and approves work plans as appropriate for hazards and adequate controls ▪ For imminent danger stop work, or upon request, concurs with restart of work if satisfied with updated controls
ESH Manual Chapter 10: Laser Safety	2.7	ESH Coordinator	<ul style="list-style-type: none"> ▪ Shares with the laser facility program manager and the SLSO responsibility for reviewing and addressing non-laser safety issues when approving laser facilities ▪ Assists with the qualification and work planning and control processes for laser service subcontractors
ESH Manual Chapter 17: Hazardous Waste	2.6	ESH Coordinator	<ul style="list-style-type: none"> ▪ Assists workers, supervisors, and line management in implementing these the requirements of this program
ESH Manual Chapter 29: Respiratory Protection	2.3	ESH Coordinator	<ul style="list-style-type: none"> ▪ Evaluates and designates operations where respirators are required, seeking assistance from an appropriately trained person. Respirators are required when an occupational exposure limit (OEL) is or could be exceeded.

Chapter	Section Number	Section Title	Responsibility
			<ul style="list-style-type: none"> ▪ Recommends respirator and cartridge types according to the identified or anticipated respiratory hazard ▪ Recommends protective measures to minimize exposure of workers to respiratory hazards ▪ Reviews plans for new operations and significant changes to ongoing operations as needed to control respiratory hazards
ESH Manual Chapter 34: Biosafety	2.4	ESH Coordinator	<ul style="list-style-type: none"> ▪ Reviews and approves SOPs ▪ Responds to spills and accidents
ESH Manual Chapter 36: Cryogenic and Oxygen Deficiency Hazard Safety	2.5	ESH Coordinator	<ul style="list-style-type: none"> ▪ Reviews ODH safety review forms and risk assessments before they are submitted to program manager ▪ Provides guidance and recommendations on PPE to be used at specific cryogen dispensing facilities and for cryogen usage in general
ESH Manual Chapter 40: Chemical Lifecycle Management	2.7	ESH Coordinator	<ul style="list-style-type: none"> ▪ Assists line management in establishing hazard controls ▪ Reviews justification for purchasing toxic and hazardous chemicals ▪ Approves standard operating procedures (SOPs) for gas cabinets ▪ Assists with annual reconciliation of work area inventories
ESH Manual Chapter 41: Hoisting and Rigging	2.10	ESH Coordinator	<ul style="list-style-type: none"> ▪ Approves, with the supervisor, one-person ordinary lift plans and notifies the hoisting and rigging program manager
ESH Manual Chapter 42: Subcontractor Safety	2.7	ESH Coordinator and/or ESH Division Representative (Non-green Work)	<ul style="list-style-type: none"> ▪ Reviews and approves subcontractor safety qualifications and related documents ▪ In consultation with the project manager, determines if a subcontractor safety representative is required ▪ Determines which service work meets the criteria for high risk ▪ When requested, assists the PM or CM/SM with completion of the work classification form ▪ Reviews and approves SSSPs ▪ Provides additional layer of safety oversight by monitoring field activities on a regular basis and providing feedback to the CM/SM and PM
ESH Manual Chapter 53: Chemical Safety	2.5	ESH Coordinator	<ul style="list-style-type: none"> ▪ Serves as primary ESH primary point of contact within line organization, as defined in Chapter 1, "General Policy and Responsibilities" ▪ Supports line management to meet responsibilities under institutional and directorate policy, plans, procedures, and in review of all ISEMS and ESH matters and work plans in accordance with Chapter 1, "General Policy and Responsibilities" ▪ Supports line management in identification, analysis, and control of hazards; reviews and approves work plans, and releases work in accordance with Chapter 2, "Work Planning and Control" ▪ Consults with subject matter experts (SMEs) and ESH program managers to resolve any outstanding technical questions in new protocols ▪ Performs routine inspections and walkthroughs to ensure compliance and to interface with workers regarding challenges or assistance needed ▪ Discusses selection, procurement, installation, and balancing of all local exhaust ventilation systems ▪ Reviews requests for discharge of non-hazardous substances into sanitary sewer

Chapter	Section Number	Section Title	Responsibility
ESH Manual Chapter 54: Ergonomics	2.4	ESH Coordinator	<ul style="list-style-type: none"> ▪ Assists in identifying and evaluating activities with ergonomic risk and assists in implementing controls to mitigate those risks. Use of the Ergonomics: Industrial Ergonomics Screening Checklist will help facilitate this. ▪ Performs and/or assists with non-office ergonomic evaluations and helps determine when support from ergonomic specialists and/or formal evaluations are warranted ▪ Assists with the investigation of ergonomic and materials handling injuries/illnesses, helps identify and implement corrective actions, and follows up to ensure they are implemented and effective ▪ Supports the analysis of ergonomic injury and related first aid data and lessons learned
ESH Manual Chapter 58: Laboratory Safety	2.6	ESH Coordinator	<ul style="list-style-type: none"> ▪ Serves as primary ESH primary point of contact within the directorate, as defined in Chapter 1, "General Policy and Responsibilities" ▪ Supports line management to meet responsibilities under institutional and directorate policy, plans, procedures, and in review of all ISEMS and ESH matters and work plans in accordance with Chapter 1, "General Policy and Responsibilities" ▪ Supports line management in identification, analysis, and control of hazards; reviews and approves work plans, and releases work in accordance with Chapter 2, "Work Planning and Control" ▪ Works with laboratory managers to devise lab-specific safety programs and access control policies. Releases work for experiment-specific SOPs ▪ Discusses particularly complex SOPs or of SOPs involving unusually hazardous chemicals or materials worker and laboratory manager to ensure full understanding ▪ Consults with subject matter experts (SMEs) and ESH program managers to resolve any outstanding technical questions in new protocols ▪ Performs routine inspections and walkthroughs to ensure compliance and to interface with workers regarding challenges or assistance needed ▪ Discusses selection, procurement, installation, and balancing of all local exhaust ventilation systems ▪ Supports directorate self-assessments and external reviews and supports correction of deficiencies ▪ Reviews requests for discharge of non-hazardous substances into sanitary sewer (see Laboratory Safety: Non-hazardous Waste Sink Disposal Procedure)
ESH Manual Chapter 60: Non-laser UV Source Safety	2.4	ESH Coordinator	<ul style="list-style-type: none"> ▪ Evaluates additional hazards (electrical, fire, pressure, ozone, and so on) and appropriate requirements for control measures and training associated with the source equipment and its operation <p>For RG-2 or RG-3 sources:</p> <ul style="list-style-type: none"> ▪ Reviews and approves the SOP, with the UV source safety program manager ▪ Approves operation, with the UV source safety program manager and area manager