

ES&H manual

Environment, Safety, and Health

Volume I

Part 5: Glossary, Crosswalk and Standards Not Referenced

5.1 Glossary of ES&H Terms

Recommended for approval by the ES&H Working Group

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New document or new requirements

Approval date: May 2, 2000
Editorial update: April 1, 2001

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This work performed under the auspices of the U.S. Department of Energy by University of California Lawrence Livermore National Laboratory under Contract W-7405-ENG-48.

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ES&H Glossary*

Abnormal Event	An unplanned, unusual, atypical, or emergency event.
ALARA (As Low As Reasonably Achievable)	The approach to hazardous agent (e.g., radiation, chemical, physical, or carcinogen) protection to manage and control exposures (both individual and collective) to the work force, the general public, and the environment to as low as is reasonable, taking into account social, technical, economic, practical, and public policy considerations. ALARA is not a dose limit but a process that has the objective of attaining doses as far below the applicable limits as is reasonably achievable.
Assurance Manager	An individual appointed by the associate director (AD) to provide independent ES&H oversight of directorate organizations, activities, and facilities. The assurance manager reports directly to his/her AD.
Assure	To make sure or verify that something was done.
Authorizing Individual	The person designated by an authorizing organization who is responsible for a work activity's technical, financial, administrative, and ES&H objectives. Also the individual authorized by the associate director (or his/her designee) to accept and manage, on the Laboratory's behalf, the risks associated with the work activity. This person authorizes the work to proceed only after all controls are implemented and confirmed.
Authorizing Organization	The Laboratory organization (e.g., directorate or group) responsible for a work activity's performance. This includes ensuring adequate funding and determining work priorities.
Best Management Practice (BMP)	A practice that—while not required by a regulation, order, rule, or other requirement—has been defined by industry or adopted by LLNL as a better-than-normal way an operation or business would be performed or managed.

* Minor revision

Certification	The process of validating performance and/or compliance with the requirements of established standards. Typically, this means obtaining written verification of an employee's compliance with specific requirements. Another example would be laboratory certification.
Commonly Performed by the Public	An activity with hazards commonly accepted by the public, the control of which requires little or no guidance or training to perform the work safely.
Compliance	The act or process of fulfilling requirements.
Concur	The process of agreeing that specific work may be performed. It also means that the document met the criteria and expectations of the person concurring.
Conduct of Operations	The process of managing facilities in a formal and consistent manner so that facility operations are safe, effective, and efficient. It includes those operating standards set by senior management, the communications of those standards to the working level, the provision of a proper level of resources to the operations organizations, the monitoring of operational performance, and the mechanisms used to hold workers and their supervisors accountable for their performance in conducting facility activities.
Deficiency	A situation in which a prescribed action was not carried out or an applicable requirement was not met.
Deputy Director for Operations (DDO)	The individual who assists the Director in discharging his/her ES&H responsibilities for both programmatic and institutional activities. He/she chairs the LLNL Council for Strategic Operation (CSO) and is responsible for the Assurance Review Office (ARO).
Directive	See also "Order."
Directorate	The various Laboratory organizations (e.g., departments, divisions, groups, programs, projects, or offices) operating under the authority and management of a specific associate director (AD). This may also include equivalent organizations in the LLNL structure (i.e., Laboratory Site Operations).

Employee	A person hired by the University of California to work at LLNL. This includes career and indeterminate-time employees but not subcontract workers, students, or participating guests. See also "Worker."
Ensure	To cause something to be done, either by doing it or by following up on assignments and delegations to confirm they were completed. To guarantee a particular outcome. The Laboratory uses this term when referring to situations involving direct responsibility for activities, as in the case of the Responsible Individual.
<i>Environment, Safety, and Health (ES&H) Manual</i>	A five-volume manual including what was formerly known as the <i>Health & Safety Manual</i> , the <i>Environmental Compliance Manual</i> , and other institutional-level ES&H documents.
Environment, Safety, and Health (ES&H) Professionals	The LLNL subject matter experts (SMEs), members of the ES&H Teams, and other staff with a formal background in ES&H topics.
Facility	A Laboratory building, group of buildings, or specific area that is managed by an individual designated by the facility associate director. (See also "Facility Manager" and "Facility Associate Director.") May also indicate a portion of a building, such as a laboratory or group of laboratories, dedicated to an operation. Groups occupying a specific facility are not necessarily under the same directorate's management. (See also "Program Associate Director.")
Facility Associate Director	The associate director (AD) with management responsibility for a particular LLNL facility. (The AD may or may not have responsibility for programmatic activities within the facility.) The facility AD must manage facility operations and infrastructure as well as the safety envelope. He/she must concur on work performed in the facility, communicate the facility's hazards, maintain the safety support systems, and identify a facility manager for each facility (see "Facility Manager").

Facility Manager	The manager (or managers) to whom the facility AD has delegated authority for ensuring that LLNL facilities are operated and maintained in a safe and efficient manner. The facility manager must prepare Facility Safety Plans (FSPs), review and concur with Operational Safety Plans (OSPs), and ensure operations within the facility meet facility-related requirements.
Facility Point of Contact (Facility POC)	An individual appointed by the facility manager to help personnel with facility issues and ensure that work in the facility is compatible.
Facility Safety Plan (FSP)	A management-approved safety document that describes the hazards and the controls for work activities conducted in a particular facility. The FSP provides basic safety rules and defines the responsibilities for safe operations within that facility. Formerly known as a Facility Safety Procedure, the FSP is distributed to all facility residents.
General Industry Facility	A facility in which activities commonly performed by the public occur or a hazard screening has determined there are only negligible accident risks from nonroutine hazards.
Graded Approach	A method that provides for varying levels of rigor and formality when applying controls commensurate with the hazards involved. To ensure that the depth of detail required and the magnitude of resources expended for operations are commensurate with each facility's programmatic importance and potential environmental, safety, and/or health impact.
Hazard	A source of danger (i.e., material, energy source, or operation) with the potential to cause illness, injury, or death to personnel or damage to a facility or the environment.
Hazard Assessment and Control Form (HAC)	A document for assessing operations to determine if hazards are present or are likely to be present which necessitate the use of respiratory protective equipment (RPE) and personal protective equipment (PPE), and documenting the selection of appropriate RPE and PPE.

High-hazard Facility (HHF)	A facility with the potential for major impact on large numbers of people (either onsite or offsite) or the environment.
Implementation Plan	A document that sets forth (1) when and how the actions appropriate to comply with DOE, LLNL, or other regulatory requirements shall be taken, and (2) what relief will be sought if full compliance with a requirement cannot be attained in a reasonable manner. An implementation plan may be prepared as a best management practice at the request of a manager.
Integrated Safety Management System (ISMS)	A process used at LLNL to integrate safety into work planning and execution. By incorporating safety into each phase of the work cycle, ISM enables personnel to clarify their responsibilities and help ensure a safe, healthful work environment.
Integration Work Sheet (IWS)	A screening tool used to evaluate hazards, determine appropriate documentation and controls, establish the necessary review and authorization process, and address permitting and other regulatory issues. This work sheet is often used to document work authorization obtained after the prestart review.
Line Management	See "Management Chain."
Low-hazard Facility (LHF)	A facility with the potential for minor onsite and negligible offsite impacts to people or the environment.
Management Chain	The chain of managers that extends from the director down through the associate directors (ADs) and those appointed by them to (1) manage work performed at LLNL and (2) have direct control of the funding and ES&H responsibilities for that work.
Manager	An individual appointed by an associate director to manage a facility, program, or other organization. Examples include facility managers, office managers, department heads, division leaders, program managers, and project leaders.
Matrix Supervisor	Now called program supervisor.

May	Denotes an allowable option or permissible practice. Can also indicate a best-management practice. Written justification for a decision not to implement a "may" statement is not required.
Moderate-hazard Facility (MHF)	A facility with the potential for considerable onsite impacts to people or the environment but only minor offsite impacts.
Noncompliance	A situation in which a requirement is not met.
Notice	Written information, advice, or warning intended to notify a person or entity of some event or proceeding. Often used to provide statutory notice of a recent legislative enactment.
On-the-job Training (OJT)	Training conducted at the job site, usually on a one-on-one basis, while either performing or simulating the job or task to be learned.
Operational Safety Plan (OSP)	A management-approved safety document that describes the hazards and the applicable controls for a particular work activity. The OSP describes the requirements to be followed to safely conduct hazardous experiments and operations. It also specifies the responsibilities and training requirements for the work activity. Formerly known as an Operational Safety Procedure, the OSP is used primarily by experimenters and is generally more limited in scope and specific than a Facility Safety Plan.
Order	A mandate or command given by a governmental authority, as in a court order or an executive order (e.g., DOE order). An executive order also may be called a "directive."
Payroll Associate Director	The associate director (AD) who provides technical and specialty personnel to support program activities. This can occur either within a directorate or by matrixing personnel to support the activities of another directorate. The payroll AD must ensure these individuals' technical qualifications as well as provide them with basic job training and administrative support. The payroll AD may also be described as an administrative AD.

Payroll Supervisor	The supervisor associated with a payroll account. He/she is responsible for the general supervision of technical and specialty personnel who support program activities. The payroll supervisor is responsible for ensuring personnel have appropriate skills for their job assignments; gathering training requirements for the projects their personnel support; and tracking completion of training requirements. They also prepare performance appraisals, manage return-to-work and illness and injury issues, and are critical to the accountability and reward process.
Policy	A general principle by which a government, company, or organization is guided in its management. This term, as applied to a law, regulation, or rule, denotes a general purpose to direct the welfare of the community or a group.
Prestart Review	The review of a specific work activity's safety controls, resources, and work schedule. Using a graded approach, the prestart review must occur prior to initiating the work activity. No documentation requirement exists for the prestart review of activities commonly performed by the public.
Price-Anderson Amendments Act (PAAA)	The PAAA provides indemnification to DOE contractors who manage and conduct nuclear activities in the DOE complex. In a general sense, the government acts as an insurer for these contractors against any findings of liability arising from the nuclear activities so long as the contractor is operating within the scope of its contract.
Program Associate Director	The associate director (AD) who executes programmatic activities and provides program deliverables through control and use of funding. The program AD is responsible for work authorization, technical performance, safety, business management, and staff direction. He/she uses the available funding for personnel, facilities, and services in his/her own directorate and may matrix in personnel (i.e., technical and specialty personnel) who are matrixed from other directorates. The program AD can also lease space in another directorate's facilities.

Program Leader	The person designated by the program associate director to carry out a particular mission within a program. This person may have various titles such as project leader, lead experimenter, principal investigator, or equivalent. The program leader is responsible for implementing all controls that apply to experimental setups or programmatic activities.
Program Supervisor	An individual responsible for the day-to-day supervision of people performing programmatic work activities. Formerly known as the matrix supervisor.
Qualification	The combination of an individual's physical abilities as well as his/her technical, academic, and practical knowledge and skills as developed through training, education, and on-the-job performance. In some cases, qualifications may be formally evaluated and documented.
Quality Assurance Plan	A management-approved document that establishes the quality requirements and goals for a particular activity or facility. It identifies the process used to assure achievement of the quality assurance goals. Also, an overall program (management system) established to assign responsibilities and authorities, define policies and requirements, and provide for the performance and assessment of work.
Regulation	A requirement (defined broadly) having the force of law.
Requirement	Any rule, order, regulation, law, policy, or contractual agreement that directs or compels a specific action. Typically used as a generic term.
Responsible Individual (RI)	The individual directly responsible for an operation, activity, or group of activities. The RI may be at any level within the organization and is formally identified by the activity's authorizing individual. In some organizations, this person is called the work supervisor. In most cases the RI will be directing the work of others as part of the operation or activity. Examples of RI job titles include supervisor, division leader, group leader, project leader, project engineer, principal investigator, facility manager, building coordinator, lead experimenter, and lead technician.

Risk	The quantitative or qualitative expression of possible loss that considers both the probability that a hazard will cause harm and the consequences of that event.
Rule	An established standard, guideline, or regulation. A principle set up by any authority that directs either action or forbearance, as in the rules of a legislative body, of a company, or of the law.
Safety	A term used synonymously with the phrase environment, safety, and health (ES&H). It encompasses protection of the public, the workers, and the environment.
Safety Device/System	All permanently installed safety-related equipment necessary for protection of the public, workers, and the environment. This includes ventilation systems, filtration systems, emergency or standby generators, emergency alarms, required effluent monitoring systems, area-monitoring devices (oxygen deficiency monitors, continuous air monitors, radiation area monitors, and criticality alarm systems), and interlock systems. It also includes all safety class items (i.e., those systems, structures, and components, including portions of systems, whose failure could adversely affect the environment or public safety and health) and safety significant items (i.e., those systems, structures, and components whose failure would immediately and severely impact worker safety). It does not include boundary ropes, chains, machine guards, goggles, handrails, temporarily installed equipment, or other minor items.
Safety Envelope	The parameters defining the limits for safe operation of a facility or operation. The range of conditions covered by the safety documentation of a process or facility under which safe operation is adequately controlled. Examples of parameters include the maximum amount of material that may be used or stored, the minimum operating temperature, and the maximum operating pressure.
Self-assessment	An assessment performed by the responsible organization to determine how well it is performing its job and meeting its responsibilities.

Self-assessment Plan	A formal, management-approved document that describes a directorate's self-assessment activities. The document should describe how often these activities occur, provide a schedule for completion, and identify the reports to be generated.
Service Associate Director	The associate director (AD) who provides "fee for services" functions and products. The service AD is responsible for work authorization, technical performance, safety, business management, and staff direction for the conduct of these services.
Shall	Denotes a mandatory requirement. Exemptions from contractual and regulatory requirements are obtained through the process described in Document 2.3, "LLNL Exemption Process," in the <i>ES&H Manual</i> .
Should	Denotes a recommended practice. Can also indicate a desirable or best-management practice. Written justification for declining to implement a "should" statement is not required.
Significant Impact to Programs	The program leader must determine what constitutes "significant impact to programs." Items to consider may include the impact of schedule delays, monetary loss, and degradation of experimental information or results.
Significant Impact to Health, Safety, or the Environment	An unacceptable impact on health, safety, or the environment resulting from the failure or misoperation of a safety device/system. The facility manager and the program leader must identify the devices or systems within their responsibility whose failure or misoperation could result in "significant impact to health, safety, or the environment."

Standard	A generic, all-encompassing term used to describe documents that provide a specified set of mandatory or discretionary rules, requirements, or conditions concerned with performance, design, operation, or measurements of quality to accomplish a specific task. Standards may include federal laws, regulations, state laws, federal agency directives, national and internal technical standards, codes of conduct, or organizational "internal use only" documents.
Stop-work Order	A demand to stop an ongoing work activity due to a real or perceived dangerous operation or condition.
Subject Matter Expert	An employee at LLNL that is a recognized authority in a particular field. This might include a person from the Hazards Control Department, the Environmental Protection Department, Engineering, Plant Engineering, Chemistry & Materials Science, Computations, etc.
Supervisor	See "Work Supervisor."
Tailored Controls	Engineered and administrative controls, as well as personal protective equipment, selected from the Work Smart Standards and LLNL's <i>ES&H Manual</i> and designed to fit a particular work activity. Properly tailored controls will address the hazards, satisfy the applicable requirements, and provide adequate protection to the public, workers, and the environment.
Tailoring	Adapting something—such as a control, safety program, practice, or requirement within the ISMS—to suit the need or purposes of a particular operation/activity, taking into account the type of work and associated hazards.
Worker	Any person who is performing a work assignment at LLNL. This includes LLNL career and indeterminate-time employees, subcontract workers, students, and participating guests. It does not normally include construction subcontractors or visitors whose principal activities are limited to touring or exchanging information. See also "Employee."

Work Smart Standards (WSS)

The set of standards necessary to meet LLNL performance expectations and objectives. These standards are contractually agreed to by DOE and LLNL, and are specified in the UC/DOE contract 48, Appendix G. The WSS provide adequate protection for workers, the public, and the environment. All work performed at LLNL and the associated hazards must be covered by one or more of these standards.

Work Supervisor

An individual responsible for the day-to-day supervision of workers performing facility or programmatic work activities. May be either a payroll or a program supervisor, as identified by the authorizing individual. See "Responsible Individual."