

BNL OHSAS 18001 Pilot Program Project Plan - DRAFT - rev1

ID	Task Name	Start	Finish	2005												
				May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	Institutional OHSAS 18001 Program Requirements	Wed 5/26/04	Tue 9/21/04													
2	Planning for hazard identification, risk assessment and risk control	Wed 5/26/04	Mon 7/26/04													
3	clarify scope/applicability and interrelationship of change mgmt interim procedure to FRA/JRA	Wed 5/26/04	Thu 7/15/04													
4	develop table/flowchart depicting hierarchy of haz/risk assessment processes	Wed 5/26/04	Thu 7/15/04													
5	generate list of facility types at BNL	Mon 6/7/04	Thu 7/15/04													
6	Coordinate and/or Perform FRA needed for pilot registration	Mon 6/14/04	Mon 7/26/04													
7	Legal and other requirements	Wed 5/26/04	Fri 9/10/04													
8	delete sec 4.1 of interim Legal Reqmts procedure; verify that SBMS docts are listed in OHSA'	Wed 5/26/04	Fri 6/4/04													
9	verify OSH Reqmts were analyzed in conformance with Reqmts Mgmt Procedure	Wed 7/7/04	Fri 9/10/04													
10	identify recent regulatory changes, and verify it was handled in conformance to our procedure	Mon 6/7/04	Mon 7/26/04													
11	Objectives	Wed 5/26/04	Tue 9/21/04													
12	revise interim procedure to reflect inputs in the development of pilot facility objectives (employ	Wed 5/26/04	Mon 7/26/04													
13	document CO/O/PM established at Lab level (show flowdown through Lab Safety Imprc	Mon 6/7/04	Mon 8/2/04													
14	identify/include OHSAS Performance Improvement Objectives (redefine skill of the craft,	Mon 6/7/04	Mon 8/2/04													
15	Finalize/approve Lab Safety Improvement Plan	Tue 8/3/04	Tue 9/21/04													
16	OSH Management Program	Wed 5/26/04	Wed 5/26/04													
17	No additional tasks during pilot phase; tasks moved to year 2	Wed 5/26/04	Wed 5/26/04													
18	Structure & Responsibility	Wed 5/26/04	Mon 9/20/04													
19	define Top Management (Lab Director/Dept Chair) responsibility in SBMS	Wed 5/26/04	Fri 7/9/04													
20	incorporate SBMS R2A2 into OHSAS MSD Responsibility section	Wed 5/26/04	Thu 7/15/04													
21	develop OSH Functional Org Chart (see EMS Model)	Wed 5/26/04	Thu 7/15/04													
22	designate Lab-level OSH Management Rep; revise R2A2 accordingly	Mon 6/7/04	Mon 7/26/04													
23	Designate budget and resources for OHSAS MS	Mon 6/7/04	Mon 7/26/04													
24	collect examples of mgmt demonstrating commitment to OSH improvement	Mon 6/7/04	Mon 9/20/04													
25	Training Awareness & Competence	Wed 5/26/04	Mon 9/20/04													
26	Update training needs analysis with regulatory drivers; verify completeness	Wed 5/26/04	Fri 6/4/04													
27	Establish method of assessing employee proficiency & providing remedial training as needed	Wed 5/26/04	Fri 6/4/04													
28	graphically depict hierarchy of training requirements	Mon 6/7/04	Mon 7/26/04													

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				May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
57	prepare summary listing of OSH & RP calibration procedures; reference in PD doct	Wed 5/26/04	Fri 6/4/04															
58	analyze, trend and report on OSH & RP -related CO/O/PM	Mon 6/7/04	Mon 7/26/04															
59	compile, analyze and report on lab level OSH & RP compliance assessment results	Mon 6/7/04	Mon 7/26/04															
60	Analysis of Lab-level Occurrences	Mon 6/7/04	Mon 7/26/04															
61	analyze trends and causal factors on occurrences and report results	Mon 6/7/04	Mon 7/26/04															
62	verify key issues are identified as CO/O/PM for improvement	Mon 6/7/04	Mon 7/26/04															
63	Accident/Incident/Nonconformance/Corrective & Preventive Action	Wed 5/26/04	Mon 9/20/04															
64	verify NC CA&PA SA addresses OSH-related issues within scope	Wed 5/26/04	Fri 6/4/04															
65	revise Critiques, ORPS, Investigation of Incid/Accid/Injur SA to reference JRA/FRA review/up	Wed 5/26/04	Mon 7/26/04															
66	verify ATS contains 03-04 assessments (MS Maturity Evaluations, OHSAS Gap, self assessn	Mon 6/7/04	Mon 7/26/04															
67	verify completeness of RAR tracking system	Mon 6/7/04	Mon 7/26/04															
68		Mon 6/7/04	Mon 7/26/04															
69	verify tracking system used by Occ Med Clinic to track their Inj/III (II) data	Mon 6/7/04	Mon 7/26/04															
70	develop and implement preventive actions for significant findings	Mon 6/7/04	Mon 9/20/04															
71	Records	Tue 7/27/04	Mon 9/20/04															
72	Verify completeness of OHS related records in labwide records inventory/index/database	Tue 7/27/04	Mon 8/9/04															
73	Incorporate OHSAS 18001 related records (see EMS model)	Tue 8/10/04	Mon 8/30/04															
74	Verify retention schedules assigned	Tue 8/10/04	Mon 8/30/04															
75	Arrange/consolidate OHS record filing/storage system to ensure retrievability	Tue 8/31/04	Mon 9/20/04															
76	Disposition historical records (retain and/or dispose as per procedure)	Tue 8/31/04	Mon 9/20/04															
77	OHSAS Audits	Wed 5/26/04	Mon 9/20/04															
78	develop FY04 Self Assessment Plan, referencing OHSAS & OSH assessments	Mon 6/7/04	Mon 7/26/04															
79	conduct balance of OSH & RP assessments in FY04 plan (schedule over period so that you c	Mon 6/7/04	Mon 9/20/04															
80	reference OHSAS 18001 Audits within Self Assessment process of IAP SA & MSD	Wed 5/26/04	Mon 7/26/04															
81	OHSAS Management Review	Wed 5/26/04	Mon 7/26/04															
82	develop & issue OHSAS Mgmt Review interim procedure (merge with EMS Mgmt Review SA	Wed 5/26/04	Fri 6/4/04															
83	reference OHSAS 18001 Mgmt Review within Self Evaluation process of IAP SA & MSD	Wed 5/26/04	Mon 7/26/04															
84																		

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				May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
85	Pilot Implementation - CAD	Wed 5/26/04	Mon 9/20/04													
86	Planning for hazard identification, risk assessment and risk control	Wed 5/26/04	Mon 9/20/04													
87	generate list of facilities within pilot organizations	Wed 5/26/04	Tue 6/1/04													
88	Perform FRA in pilot organizations	Mon 6/14/04	Mon 7/26/04													
89	generate list & prioritize routine and nonroutine activities in pilot organizations	Mon 6/7/04	Fri 6/11/04													
90	Perform priority JRA in pilot organizations	Mon 6/14/04	Mon 7/26/04													
91	Perform balance of JRA in pilot organizations	Tue 7/27/04	Mon 9/20/04													
92	Legal and other requirements	Mon 6/7/04	Mon 9/20/04													
93	review internal procedures to ensure conforming with applicable OSH-related SA requirement	Mon 6/7/04	Wed 7/28/04													
94	identify noncompliant operations, and develop objectives/OSH Mgmt Programs to address no	Thu 7/29/04	Mon 9/20/04													
95	Objectives	Mon 6/7/04	Tue 6/29/04													
96	document objectives established for each pilot facility as per interim procedure (link to CO/O/f	Mon 6/7/04	Tue 6/29/04													
97	OSH Management Program	Wed 6/30/04	Mon 7/26/04													
98	develop action plans to achieve objectives (identify actions, assign resp, allocate resources) f	Wed 6/30/04	Fri 7/23/04													
99	establish mechanism to track progress	Mon 7/26/04	Mon 7/26/04													
100	Structure & Responsibility	Wed 5/26/04	Mon 9/20/04													
101	designate Pilot Facility OSH Management Rep; revise R2A2 accordingly	Wed 5/26/04	Fri 6/4/04													
102	revise Pilot facility POC R2A2 (those involved in ORR) as defined in interim procedures & OS	Mon 6/7/04	Mon 7/26/04													
103	revise balance of R2A2 in pilot facilities (as defined in interim procedures & OSH MSD)	Tue 7/27/04	Mon 9/20/04													
104	Designate pilot facility budget and resources for OHSAS MS	Wed 5/26/04	Wed 7/14/04													
105	collect examples of mgmt demonstrating commitment to OSH improvement	Wed 5/26/04	Wed 9/8/04													
106	Training Awareness & Competence	Mon 6/7/04	Mon 9/20/04													
107	Deliver Awareness Level OHSAS training to pilots - Phase I ORR interviewees	Wed 7/21/04	Mon 7/26/04													
108	Deliver Awareness Level OHSAS training to pilots - Phase II Registration audit interviewees	Tue 7/27/04	Mon 9/20/04													
109	Deliver Management Level OHSAS training to pilots - Phase I ORR interviewees	Wed 7/21/04	Mon 7/26/04													
110	Deliver Management Level OHSAS training to pilots - Phase II Registration audit interviewees	Tue 7/27/04	Mon 9/20/04													
111	verify competency requirements are defined for high risk activities	Mon 6/7/04	Mon 7/26/04													
112	verify employees performing high risk activities meet competency requirements (experience, c	Tue 7/27/04	Mon 9/20/04													

