

## CONTROL OF ENVIRONMENT, SAFETY & HEALTH DOCUMENTS

### INTRODUCTION

This chapter describes the procedures identifying Environment, Safety & Health (ES&H) documents and the protocol for controlling those documents. All ES&H documents shall be controlled so as to assure that the most current information is available to employees.

### DEFINITIONS

**ES&H Document** – a procedure and any supporting forms that are required in order to maintain the ES&H management systems

**ES&H Records** – Evidence to demonstrate conformance to an ES&H Work Smart Set (WSS) standard, Fermilab ES&H Manual (ESHM), or Fermilab Radiation Control Manual (FRCM) requirement.

### RESPONSIBILITIES

**The Director, ES&H** is responsible for:

- Identifying the protocol for controlling lab-wide ES&H documents, such as the Fermilab ES&H Manual, FRCM, and associated forms.
- Identifying protocol for controlling the ESH Section ES&H documents.

**Division/Section Heads** are responsible for:

- Identifying protocol for controlling their internal ES&H documents.

### ES&H DOCUMENT CONTROL

1. All ES&H documents must go through an approval process. The review/approval and document control process for the FESHM and FRCM is found in [FESHM 1050](#).
2. All ES&H document must be reviewed, and revised as appropriate, but no longer than on a five-year basis. They must go through the established

approval process. Applicable requirements specified in Regulations, DOE Orders, and FESHM and FRCM Chapters mandating a more frequent revision cycle shall continue to be followed.

3. All ES&H documents shall have the revision date identified on the document. Only the most current revision shall be used. Any older version kept for information purposes must be marked as obsolete.
4. Documents of external origin, such as equipment manuals, which are necessary for the planning and operation of the ES&H system shall be controlled to assure the most current information is available.

## **RECORD MANAGEMENT**

All ES&H records must be retained in accordance with the Fermilab Records Management Program.