

## PROGRAM STATUS EMPLOYEE CONCERNS

April 30, 2008

DOE FIELD ELEMENT MANAGER REQUIREMENTS DOE Order 442.1A	STATUS
Designate the management position or positions responsible for developing and implementing the Employee Concerns Program (ECP).	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.10, Rev 1, <i>Functions Responsibilities and Authorities Manual</i>, April 10, 2008</li> </ul>
Direct the ECP and provide adequate resources and training for effective implementation.	<ul style="list-style-type: none"> <li>• TJSO SOPP-2.1, <i>Employee Concerns Program</i>, March 11, 2008</li> <li>• TJSO has designated a lead person to coordinate employee concerns issues.</li> <li>• ORO Employee Concerns Manager serves as the SME for TJSO.</li> </ul>
Ensure implementation of ECPs required by contract for contractors under their jurisdiction.	<ul style="list-style-type: none"> <li>• TJSO SOPP-2.1, <i>Employee Concerns Program</i>, March 11, 2008</li> <li>• DOE Order 442.1A has been incorporated into the Jefferson Science Associates contract.</li> </ul>
Use management assessment results to verify the adequacy and implementation of the ECP and improve performance.	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.5, Rev 2, <i>Operational Awareness Program</i>, March 12, 2008</li> </ul>

### **ADDITIONAL RESOURCES**

- DOE Guide 442.1-1, *DOE Employee Concerns Program Guide*
- ORO O 440 Rev 8, Chapter V, *Employee Concerns Management System*
- ORO Manual 440 Rev 3, *Employee Concerns Management System Manual*
- DOE Policy 442.1, *Differing Professional Opinions Policy on Technical Issues Involving Environment, Safety, and Health*
- 10 CFR 708, *Department of Energy Contractor Employee Protection*

### **KEY DOCUMENTS**

- TJSO SOPP-4.10, *Functions, Responsibilities, and Authorities Manual*, April 10, 2008
- TJSO SOPP-2.1, *Employee Concerns Program*, March 11, 2008

### **TJSO ASSESSMENTS**

- No formal assessment of the TJSO Employee Concerns Program has been completed.

### **AREAS OF CONCERN**

- New posters should be displayed throughout the Laboratory, DOE Office of Science.
- Train TJSO staff on new procedure.
- No assessment conducted or scheduled.

### **CONTRACTOR ASSESSMENTS/OVERSIGHT**

- None conducted; however, assessments will be incorporated into the Integrated Assessment Schedule.

### **PATH FORWARD**

- Formally transmit new posters to TJNAF for posting throughout the Laboratory.
- Conduct walkthroughs of Laboratory to ensure posters are properly displayed.
- Conduct training course of staff on new procedure.
- After procedure has been in place for an appropriate period of time, conduct an effectiveness review.

**TJSO POINT OF CONTACT: Dave Luke**