

To: Master Management

Good Morning!

As promised yesterday, during the Laboratory Director's and All Manager's Meeting, attached is the Personal Safety Plan.

Please recall, this is to be used by the LANL management team to clearly demonstrate our commitment to personal safety.

Thanks,

Jerry Ethridge
Associate Director
Infrastructure and Site Services

UNCLASSIFIED

Personal Safety Plans (PSP)

June 19, 2006

Overview

- Purpose of the Personal Safety Plan (PSP)
- What is a Personal Safety Plan?
- Creating the Plan
- What do I do with my PSP?
- Keeping the Plan Current

Purpose of a Personal Safety Plan

- To reduce your personal exposure and that of those around you to risks associated with an unsafe environment.
- To clearly demonstrate LANL management commitments' to personal safety, i.e., “walking the talk!”

What is a Personal Safety Plan?

- A Safety Plan that:
 - Lists key activities in your life (home and work).
 - Identifies potential hazards associated with those activities.
 - Prioritizes hazards based on risk.
 - Develops an action plan that will address the top ranked risks.

Creating the Plan

- Use template provided to list activities, associated hazards and risks.
- Prioritize list based on risks.
- Identify actions for top five to six activities to reduce/prevent risks.

What do I do with my PSP?

- Post at your desk and at home.
- Measure your performance against your plan
 - How successful are you at changing your behaviors?
- Review with family and co-workers every three months.
- Revise, as appropriate, to reflect current activities.

Keeping the Plan Current

- Remember accidents happen more frequently at “work” and “home” when you change your work process or deviate from your *normal routine*!

PLAN TO BE SAFE!

Personal Safety Plan - 2006

YOUR SAFETY

In the home – On the roads – At work!

NAME: Jerry Ethridge

DATE: 6/19/2006

POSITION: Associate Director, I&SS

SUPERVISOR: Jan Van Prooyen, PADOPS

*In writing my Personal Safety Plan I am making a personal commitment to myself that **I WILL / WILL NOT** do the following:*

I will:

- always wear my seatbelt,
- always wear a helmet while riding my bicycle,
- encourage staff and my family to always be safe,
- create an employee Safety Team for I&SS, and
- make safety the top priority within my directorate.

I will NOT:

- talk on a cell phone when driving,
- travel more than 5 mph over the speed limit,
- allow anyone to ride in my car without their seatbelt fastened,
- have a staff meeting without starting with a safety share, and
- walk against the light.

Signature: