



Spallation Neutron Source Electrical Safety Committee Charter

PURPOSE: The Spallation Neutron Source (SNS) Electrical Safety Committee (ESC) is an internal review committee advisory to management regarding all issues related to occupational or environmental Electrical safety at the SNS. These issues include not only electrical safety for accelerator operations, but also compliance of electrical installations to NEC and OSHA 29CFR 1910 S.

Specifically, its duties are to:

- Develop, review and update facility-specific policies that implement the ORNL Electrical Safety program, the Non Reactor Nuclear Facility Safety (DOE Order G-420.1-1), where applicable, enforce NEC and OSHA 29CFR 1910 S.
- Provide continuing assessment of facility compliance with ORNL requirements, DOE Order G-420.1-1, and the approved safety documentation (*Safety Assessment Document and Safety Analysis Report*) for the SNS. At a minimum, the committee will assess facility Electrical Safety before the startup of major SNS activities and review operating experience on a routine basis.
- Recommend and provide training and authorization (certification) to Electrical Safety Officers (ESO's) to enable them to perform their duties.
- Review training requirements established for SNS staff, support organizations, users, and visitors.
- Review Electrical Safety aspects of proposed major facility changes (design reviews and installation recommendations).
- Recommend priorities for evaluating and controlling potential Electrical hazards from all sources at SNS.
- Review electrical installation, operation and maintenance procedures.
- Inspect Facility equipment upon installation or major reconfiguration changes for compliance with NEC and OSHA 29CFR 1910 S.

AUTHORIZATION: The Committee is chartered by the SNS Associate Laboratory Director. The Committee reports to the SNS ES&H Manager.

MEMBERSHIP: The membership shall consist of the chairperson, the SNS Electrical Safety Officers from SNS organizations with significant involvement in electrical work, including Accelerator Systems, Experimental Facilities, and Site Operations. The Committee will solicit other representatives to participate in standing or ad hoc subcommittees as deemed necessary.

MEETINGS: The Committee shall meet as determined by the chairperson, but at least quarterly.



RESPONSIBILITIES:

- The SNS Associate Laboratory Director shall:
 - Determine the disposition of the Committee recommendations and communicate that disposition back to the Committee and to affected line and program managers of tenant organizations as necessary.
 - Appoint the chairperson of the Electrical Safety Committee and the Electrical Safety Officers (ESO's).
- The chairperson shall:
 - Ensure that the Committee carries out the tasks specified in this charter.
 - Solicit a representative from each organization having significant involvement in electrical work at SNS.
 - Convene timely meetings.
 - Charter subcommittees or ad hoc working group; e.g., for pre-startup readiness reviews.
 - Ensure that minutes are kept recording Committee actions.
 - Forward Committee recommendations to the SNS ES&H Manager, as appropriate.
 - Report ESC activities to the ES&H Manager.
 - Ensure that records are maintained of the disposition and implementation of Committee recommendations.
- The Electrical Safety Officers shall:
 - Serve as a subject matter expert to the Committee in areas of Electrical Safety and regulatory compliance as mandated by OSHA.
 - Ensure that activities at SNS associated with electrical installations, operation and maintenance are carried out in accordance with the ORNL Electrical Safety Program and SNS policies.
 - Have signature authority to approve changes to the configuration of electrical equipment and installation.
 - Have the authority to interpret existing requirements and policies until such time as matters can be brought to the Committee for action.
 - Serve as active members of the Committee including:
 - suggesting agenda items for meetings
 - maintaining a list of Committee members
 - keeping and distributing minutes of Committee meetings
 - maintaining the records of readiness reviews for which the Committee is responsible
 - maintaining records of the disposition and implementation of Committee recommendations
 - maintain records of approvals for unlisted electrical equipment
 - maintain records of electrical distribution systems verification test reports

APPROVED:

FC Kearney
SNS ES&H Manager

6 August, 2002
Date

Thomas R
SNS Associate Laboratory Director

13-August 2002
Date