



SANFORD UNDERGROUND RESEARCH FACILITY

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

Environment, Safety and Health Concerns Standard

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Revision History

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1.0 Purpose

The purpose of this Standard is to communicate how to report and promptly address Environment, Safety and Health (ESH) concerns in the workplace.

2.0 Scope

This Standard applies to all personnel at Sanford Underground Research Facility (SURF).

3.0 Definitions

N/A

4.0 Responsibilities

4.1. Department Directors, Managers and Supervisors

- 4.1.1. Ensures that ESH concerns brought to their attention are promptly evaluated and corrected where appropriate.
- 4.1.2. Ensures their direct reports understand the contents of this Standard.
- 4.1.3. Submits corrective actions into the work order system, where appropriate, to track the progress and document completion.

4.2. ESH Department Director

- 4.2.1. Establishes and maintains the ESH Concerns Standard and associated documentation.
- 4.2.2. Maintains anonymity if requested.

4.3. All Personnel at SURF

- 4.3.1. Stops work upon recognition of a condition that they feel poses undue risk to themselves, co-workers, or the environment.
- 4.3.2. Reports unsafe conditions or acts of safety to their immediate supervisor.
- 4.3.3. Utilizes alternate reporting mechanisms, as described in this Standard, where their concerns have not been adequately addressed by their supervisors, contact persons, or other appropriate personnel.

5.0 Instructions

Resolution of employee concerns and comments about environment, safety, and health issues should occur at the lowest management level possible. If the issue cannot be resolved at this level, the employee has the opportunity to report the issue to the next level in their management chain, or to report the problem using alternative resolution processes described.

- 5.1. ESH Concerns are to be reported to the supervisor as soon as practical either verbally or by using the ESH-(2000-WI)-201420 5-Point Safety System Work Instruction to fill out the ESH-(2000-F)-201419 5-Point Card.

- 5.2.** As an alternative, personnel may report their concern to the ESH Director either verbally or using the ESH Concerns Reporting Form. If requested, the ESH Director will maintain personnel anonymity. This alternate reporting mechanism can be used in the following situations:
 - 5.2.1.** The individual is dissatisfied with the existing process or the results of an inquiry.
 - 5.2.2.** The ESH concern may be within another department, and the individual is not sure to whom it should be reported.
- 5.3.** Per the Office of Risk Management Notice, SDSTA personnel may contact the Office of Risk Management directly and without risk of retaliation if they feel there is a substantial risk of harm to persons or the environment that is not being addressed by SDSTA management. Contact information can be found on various bulletin boards throughout the site.

6.0 Documented Information/Related Document

- 6.1.** ESH-(2000-F)- 201419 5-Point Card
- 6.2.** ESH-(2000-WI)-201420 5-Point Safety System Work Instruction
- 6.3.** Office of Risk Management Notice