

## Memorandum

September 25, 2006

**To:** Division and Section Heads; Others on CC List  
**From:** Pier Oddone   
**Subject:** Individual ES&H Performance Goals

We have achieved some remarkable progress in our goal of reducing employee injuries over the last decade and I want to thank all of you for your efforts. But from the weekly report of injuries, it's obvious we can do even better. I know it is possible for us to achieve our injury-reduction objectives while achieving our scientific mission.

As we enter into the annual employee performance evaluations and set individual goals for the coming year, I am asking each of you to discuss the following ES&H individual performance goals with your managers and employees and insert them into their list of written performance goals for the coming performance period.

For each and every employee at Fermilab, including those who supervise others, please insert the following goal:

*"As an employee of Fermilab, you will demonstrate support for the ES&H Program by staying current with all required ES&H training; planning and executing all assigned work activities so as to minimize the risk of injury or illness to yourself or others; making suggestions for improving the safety or environmental performance of the Laboratory; reporting any work-related injuries or near-misses promptly to your supervisor; and, taking measures to protect and preserve the Fermilab environment, where appropriate."*

Additionally, for each level of management down to and including the first line supervisor, please insert the following additional goal:

*"As a supervisor, you will demonstrate visible leadership in support of the ES&H Program by:*

- (a) Conducting regular walkthrough tours of your areas of responsibility to interact with your employees and encourage safe work behavior;*
- (b) Attending required ES&H training courses, giving preference to attendance whenever possible, with your employees;*
- (c) Soliciting ES&H suggestions from employees and always responding; and*
- (d) Incorporating ES&H into the agenda of every staff meeting."*

Cc: Young Kee Kim            Bob Grant  
Bruce Chrisman            Ed Temple  
Hugh Montgomery        David Gassman  
Steve Holmes             Judy Jackson  
Bob Kephart                Bill Griffing