



... for a brighter future

Report of 2008 Task Force to Evaluate Floor Coordinator Activities

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University of Chicago Review of the APS Safety Program

■ U of C Report identified Floor Coordinator coverage as a safety concern:

Floor Coordinators are a key interface with Users, and their presence is critical to reinforcing APS work practices throughout the facility. APS management must evaluate their workload, and ensure that Floor Coordinators are available to support User activities. The current staffing level of floor coordinators is problematic and could result in failure to maintain the desired safety posture. The floor coordinators have many duties including involvement in the experiment design reviews, training, postings, and configuration control searches prior to runs. Currently, no floor coordinator coverage is scheduled for the night shift, and the practice of having two control room operators cover night shifts places an added burden on these limited staff. Of particular concern is should an emergency arise, are sufficient staff available to respond properly?

Task Force charged “to evaluate ...

...the working conditions of the APS Floor Coordinators and to determine whether the current staffing arrangement meets APS goals for safe operations and scientific productivity.”

Specific items for consideration:

1. Is the current Floor Coordinator staffing level, including night shift support provided by the Main Control Room, sufficient to respond to a safety emergency?
2. Are the roles and responsibilities of the Floor Coordinators clearly defined? Are their responsibilities commensurate with their training? How are their priorities balanced?
3. Do the Floor Coordinators engage in work activities outside of their defined roles and responsibilities? Does engaging in these activities compromise their ability to perform required safety duties?

Method: A broad range of information was considered

- Position Descriptions (UES and BTS)
- Documents related to the 2006 reorganization
- Written statements and interviews:
 - *UES Group Leader* *B. Glagola*
 - *BTS Group Leader* *P. Fernandez*
 - *AES-ESH Coordinator* *E. Chang*
 - *Control Room Operator* *R. Flood*
 - *APS Building Manager* *R. Janik*
- Feedback from APSUO and PUC
- MCR logs for 2007-03 operating cycle and shutdown
- Assigned responsibilities for UES and BTS groups
- Opinions and experience of Task Force members
 - *T. Barkalow* *APS-ESH*
 - *J. Cross* *AES*
 - *T. Graber* *APSUO*
 - *D. Keane* *PUC*
 - *J. Lang* *XOR (former SRI-CAT)*
 - *P. Zschack* *XOR (former UNI-CAT)*

Findings

#1: APS safety is not compromised

- Floor Coordinator coverage is sufficient to respond to a Safety Emergency
 - The normal response to a Safety Emergency is to call 911
 - Floor Coordinators are not trained to handle medical emergencies

Findings

#2: Roles and Responsibilities

- Floor Coordinator responsibilities are reasonably well defined
- However:
 - Assignments are not strictly followed by either UES or BTS personnel
 - Some Users are confused about how to obtain facility services

Findings

#3: Yes, Floor Coordinators engage in work activities outside their defined responsibilities

- Such activities are almost exclusively:
 1. Supporting APS Users,
 2. Supporting APS Building Management, or
 3. Supporting each other
- Engaging in these activities *does not* compromise the ability of the Floor Coordinators to perform their defined Safety Responsibilities

Opinions

Task Force findings outside the scope of the review

- Facility Management Role of the Floor Coordinators
 - Highly valued by APS Building Management
 - Not explicitly included in Assigned Responsibilities
- Division-Specific Procedures for Routine Tasks
 - Utilization follows historical CAT / SRI lines
 - Seldom used and poorly valued by former SRI beamlines
 - Heavily used and highly valued by “civilian” beamlines
- Input from PUC and APSUO
 - Users expressed very positive opinion of Floor Coordinators
 - MX beamlines most keenly felt the loss of 24/7 coverage

J. M. Gibson's July 16, 2008 request:

“A clear recommendation from the Partner User Council about the priority which we should assign to increasing the number of floor coordinators relative to other APS priorities would be very useful, as we identify the highest priority budget needs next year.”