Fermilab

Section Office
ES&H Section
630.840.8069 (phone)
630.840.3390 (fax)

Memorandum

September 20, 2006

To: Bruce Chrisman

From: William Griffing

Subject: Revised FESHM chapter 1010 - Laboratory Environment, Safety, and Health Policy and Its Implementation

Enclosed you will find revised FESHM chapter 1010, Laboratory Environment, Safety, and Health Policy and Its Implementation. This chapter has been revised to reflect the current process for seeking ES&H Director concurrence and Director approval for exceptions to FESHM requirements. It was posted for sitewide review and all comments have been addressed.

After final approval, please return this approval page to Elizabeth May at MS119 for posting on the web.

Encl.

Recommended for Approval:

Bruce Chrisman — Date: 9/20/06

Approved:

Piermaria Oddone — Date

LABORATORY ENVIRONMENT, SAFETY AND HEALTH POLICY AND ITS IMPLEMENTATION

INTRODUCTION

At Fermilab, safety is important. It is the policy of this laboratory to protect the environment and all persons, be they employees or visitors, from accident or injury while they are on site. Nothing shall have a higher priority. This chapter defines the purpose and intent of the Fermilab environment, safety and health (ES&H) program. It contains the broad statements that are the framework for our ES&H programs and practices.

GENERAL ES&H POLICIES

It is the objective of Fermilab Management to systematically integrate excellence in ES&H into the management and work practices of all activities at all levels so that our mission is achieved while protecting the public, the worker, and the environment. This is accomplished by ensuring that the overall management of ES&H functions and activities is an integral part of our mission accomplishment.

The policies in this manual represent the mandatory ES&H policies of the Laboratory and shall be consistent with laws, regulations, and the Work Smart (WS) set of ES&H standards attached to the DOE contract. Responsibilities of individual employees, management personnel, and certain other employees and organizations are specifically described in Chapter 1030 of this manual. In general, individuals in the Laboratory are responsible for the ES&H aspects of activities they perform or that are carried out under their supervision. Every employee shall be responsible for following all ES&H procedures pertinent to his/her work. Unsafe conditions or actions shall be reported by employees to their supervisor or, if supervising personnel are unavailable, to their division/section safety officer.

The responsibility of employees includes understanding those activities for which they are <u>not</u> qualified because of lack of training or other factors. Any person who perceives an activity as a potential hazard to the environment, safety, or health may request a review by his/her supervisor or Senior Safety Officer (SSO) prior to performing the work. Such a request shall not constitute grounds for disciplinary actions. Persons violating Fermilab ES&H policies or procedures may be denied entry to the Laboratory premises, removed from the premises, and/or be subject to other appropriate disciplinary action.

A safety awards program is an essential part of a viable safety program for reward, recognition, reinforcement and incentive. This program will be conducted in accordance with similar programs and practices within government and industry. Complaints about unsafe working conditions or environmental protection issues which are not resolved at the division/section level may be brought to the attention of the Fermilab Environment, Safety and Health Section (ES&H) or to the Director's Office, either formally or informally.

At times, circumstances may require that the specific requirements of this manual cannot be met. If the noncompliance involves a deviation from a WS standard that is a DOE Order, then a "variance" must be sought per FESHM 1070. Otherwise, the noncompliance is called an "exception" and requires approval by the Fermilab Director. Requests for such exceptions are to be reviewed by the Director, ES&H. Upon his recommendation, exception requests can be presented to the Fermilab Director for approval.

This manual references specific details of certain requirements for convenience. This is not to be interpreted to mean that the absence of such specific details implies they are not applicable to Fermilab activities.

A technical appendix describing Fermilab's ES&H documentation and handbooks is attached.

TECHNICAL APPENDIX TO LABORATORY ES&H POLICY AND ITS IMPLEMENTATION

Fermilab ES&H Documentation

A number of Fermilab ES&H documents and handbooks have been developed for specific audiences. They include the following:

1. Integrated ES&H Management System Plan

   This document describes how ES&H is integrated into the management systems at the Laboratory. This top-level plan reflects and references the actual documents that describe management's commitment to and responsibility for ES&H.

2. Fermilab ES&H Manual (FESHM)

   This manual is primarily available in electronic form on the ES&H Section web page. It provides detailed descriptions of the policies and procedures that are applicable to a wide range of ES&H related activities at Fermilab. Printed copies are available as controlled documents and they are updated as necessary to keep it current. See Chapter 1050 for related procedures.

3. Fermilab Radiological Control Manual

   This manual is primarily available in electronic form on the ES&H Section web page. It provides details of policies, procedures and plans which pertain to control of ionizing radiation at Fermilab. It is part of the Fermilab ES&H Manual. Printed copies are available as controlled documents and they are updated as necessary to keep it current.

4. Fermilab Emergency Plan

   This manual provides details of policies, procedures and plans which are applicable in emergency situations at Fermilab. Printed copies are available as controlled documents and they are updated as necessary to keep it current.

5. Procedures for Experimenters (PFX)

   This handbook is issued to all experimenters at Fermilab. Portions of this handbook summarize what every experimenter must know about the Laboratory's ES&H policy, program and procedures as a part of the general

orientation of experimenters. It is an uncontrolled document and is updated as necessary to keep it current.

6. Division and Section ES&H Implementation Documents

Divisions and Sections may have documents which implement Laboratory ES&H policies by tailoring the details of policy implementation to the needs of the particular organizations. They are controlled documents and are revised as necessary to keep them current. They are subject to audit by the ES&H Section as part of the Fermilab ES&H Assurance Program (see Chapter 1040).

8. Retention of ES&H Documentation and Records

All documentation associated with ES&H policies, work practices, exposure records, transportation of personnel and equipment, operations, exposure surveys, training activities, etc., must be retained indefinitely. Questions concerning retention of records should be addressed to the Records Administrator in the Fermilab Legal Office.