

FESHM 1080: ENVIRONMENT, SAFETY, AND HEALTH (ES&H) REQUIREMENTS FOR EXPERIMENTERS

Revision History

Author	Description of Change	Revision Date
Eric D. McHugh	Updated SSO to DSO. Editorial changes. Update to procedure for obtaining Fermilab identification according to the current process	December 2016
Martha E. Michels	Editorial changes, new format, clarification of the role of each D/S/P with regard to completing a User's ITNA. Removed the flow chart at the end as it did not add anything to the context of the chapter.	August 2011

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1.0 INTRODUCTION

This chapter is the Fermilab policy on environment, safety and health requirements for visiting scientists, graduate students, and other “users” at Fermilab. The Laboratory Director is ultimately responsible for safety, but each person at Fermilab is responsible for establishing knowledgeable control of the hazards encountered at the Laboratory.

It is Fermilab policy that each experimenter is accountable to a de facto supervisor who is a member of the experiment line management. Each member of the experiment's line management is accountable to the next higher level of management in their respective experiment. Ultimately, the Spokesperson is accountable to the Director.

2.0 DEFINITIONS

User – Visiting Scientists, graduate students, and others not directly employed by Fermilab. Users are affiliated with one or more specific experiments. Users do not include visitors or tour groups.

Point of Contact (POC) – Person designated who has sufficient knowledge of the User’s job duties and Fermilab ES&H requirements to be able to perform the responsibilities listed in the next section.

Experimental Spokesperson – Highest ranking manager for an approved experiment.

Validator – Responsible individual (Spokesperson or designee) approving User ID.

3.0 RESPONSIBILITIES

3.1 Experiment Spokesperson

The spokesperson for each approved experiment is accountable to the host Division or Section Head for safe operation of the experiment. Details of this accountability are spelled out in the Fermilab Procedures for Experimenters. Highlights of these requirements are as follows:

- Ensure compliance with this chapter, and other requirements of FESHM.
- Ensure individuals associated with each experiment receive ES&H training specified by Fermilab.
- Monitor their experimental activities for performance in accordance with ES&H requirements.
- Request reasonable resources from the host Division or Section Head to maintain a safe work environment which is in compliance with Fermilab ES&H standards.

3.2 Point of Contact (POC)

- Maintain familiarity with assigned users, their tasks and potential hazards.
- Be present on site with sufficient frequency to maintain that familiarity.
- Work with the Division Safety Officer (DSO) and the Users Office to create/update experiment specific ITNA. Add training to the ITNA when job or site specific hazards warrant.

- Assure that assigned Users take required training, including New User Orientation.
- Serve as Point of Contact for emergency situations and investigations.
- Interact with assigned Users to assure that users possess all tools, including Personal Protective Equipment, to perform assigned tasks.
- Require reporting of ES&H concerns by those under their supervision. Immediately take action to address those concerns.
- Ensure that assigned Users report occupationally incurred injuries and illnesses to the Fermilab Occupational Medical Office at the first opportunity.
- Assure incidents are investigated. Contact Division Safety Officer for assistance. Assure all reasonable actions are taken to prevent their recurrence.

3.3 User

- Conduct activities safely and in an environmentally sound manner in accordance with the Worker Safety and Health Plan.
- Attend New Employee/User ESH&Q Orientation before arriving on site or within 7 calendar days of arrival at Fermilab.
- Contact the POC with questions regarding the ITNA and required training.
- Complete all required training.
- Comply with the requirements of the Procedures for Experimenters and FESHM.
- Notify the POC if he/she feels insufficiently trained to do task at hand.
- Dial X-3131 for emergency assistance.
- Immediately stop any of his/her activities that pose an imminent danger to personnel or the environment. Notify POC and DSO.
- Report injuries to the Fermilab Occupational Medicine Office immediately.
- Notify POC of injuries or incidents that occur while at Fermilab.
- Comply with any work restrictions identified by the Occupational Medicine Office for any occupational injury/illness.
- Participate in incident investigations.
- Be aware that persistent unsafe behaviors will be reported to the experiment Spokesperson and responsible Division/Section Head or Project Manager. Users will be held accountable for willful disregard of ES&H procedures. Site privileges at Fermilab can be revoked.

3.4 Division/Section Heads and Project Managers (D/S/P)

- Maintain assurance that scientific users are working in accordance with the Worker Safety and Health Plan, including those that are identified in [FESHM 1010](#).

3.5 Division Safety Officer (DSO)

- Provide assistance to users and spokespersons as requested.
- Conduct incident investigations. Enter required information into the Computerized Accident Incident Reporting System (CAIRS).

4.0 PROCEDURE

- When a new User is scheduled to come to Fermilab, the on line Request for Fermilab User/Visitor ID and/or computer accounts is submitted by the User.
- The point of contact (POC) is identified by the User during the application process.
- The validator approves the request electronically.
- Once the application is approved the Users Office receives an electronic notification and enters Users information in FermiWorks.
- If the User is a non-U.S. citizen a host is identified and entered in FermiWorks.
- An electronic notification is sent to the User and Host.
- User must complete all required training prior to receiving a badge. Please see <http://get-connected.fnal.gov/users/accounts/training/> for further information.
- After completing the required training, the Users Office will validate that the training was complete and validate required documents for badging. Please see <http://get-connected.fnal.gov/users/accounts/documents/> for further information.
- If it is after 4pm on Friday AND the User is staying on site, the User will be provided a housing card or key from the Housing Office. They will NOT receive a badge until they complete the required training and the training can be validated by the Users Office. The User is NOT allowed to enter non-public areas until they complete the appropriate training and receive a Fermilab badge.

The POC will go into TRAIN and assign an Individual Training Needs Assessment (ITNA) for the User based on the experiment number the User has identified. This will create a training plan that will be emailed to the User and his/her ITNA contact.

5.0 NON-ENGLISH SPEAKING INDIVIDUALS

Experiment spokespersons, where appropriate, are accountable to assure that all of the people for whom they are responsible comprehend the ES&H hazards to which they are exposed and the associated protective measures. Familiarization with ES&H hazards may assume a wide variety of forms. These include but are not limited to, standardized training or informal explanations through a translator, oral or written instructions, or demonstrations of proper procedures.