

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

Revision History

Author	Description of Change	Revision Date
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

TABLE OF CONTENTS

1.0	INTRODUCTION	3
2.0	DEFINITIONS	3
3.0	RESPONSIBILITIES	3
3.1	Experiment Spokesperson	3
3.2	Point of Contact (POC)	3
3.3	User	4
3.4	Division/Section Heads and Project Managers (D/S/P)	4
3.5	Division Safety Officer (DSO).....	4
4.0	PROCEDURE	4
5.0	NON-ENGLISH SPEAKING INDIVIDUALS	5

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 experiment. 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 users assigned 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.
- Encourage 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 User Orientation before arriving on site or within 7 calendar days of arrival at Fermilab.
- Contact 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 Occupational Medicine Office as soon as possible.
- 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.
- Assist in incident investigations. Enter required information into CAIRS.

4.0 PROCEDURE

- When a new User is scheduled to come to Fermilab, the application for an FNAL visitor ID is completed.
- The Validator identifies the Point of Contact for that User.
- The information is entered into database, which generates an automatic e-mail to the POC.

- If it is after 4pm on Friday AND the User is staying on site, the User will be provided a temporary ID card until he or she attends New Employee/User Orientation. After completion of NEO a picture ID will be issued.
- The Users Office 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 POC.
- The POC will update the ITNA as needed.
- User will complete all required ES&H training.

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.