Fermilab

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Memorandum

October 12, 2005

To: Gerald Brown

From: William Griffing

Subject: Revised FESHM Chapter 1080 – "Environment, Safety, and Health (ES&H) Requirements for Experiments"

Enclosed you will find revised FESHM Chapter1080, "Environment, Safety, and Health (ES&H) Requirements for Experiments." This chapter has been developed to document the expectations Fermilab has for its experimenters (Users). Requirements include appointment of a Point of Contact to act as the User's supervisor, performance of an ITNA, and completion of required training, including NEO. For current Users, this will be phased in as badges expire. This chapter was developed by the Injury/Illness Subcommittee, and reviewed through the site wide review process.

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

Encl.

Recommended for Approval:

Gerald Brown — Date 10/12/2005

Approved:

Piermaria Oddone — Date 10/14/05

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

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.

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 by the Validator with 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 (often the Spokesperson) approving User ID and assigning a POC to a User.

RESPONSIBILITIES

Experiment Spokesperson

The spokesperson for each approved experiment is accountable to the host division/section head for safe operation of his/her 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 FESH

- Ensure individuals associated with each experiment receive ES&H training specified by Fermilab.
- Monitor their experimental activities for performance in accord with ES&H requirements.
- Request reasonable resources from the host division/section head to maintain a safe work environment which is in compliance with Fermilab ES&H standards.

Validator

- Identify the Point of Contact for each visitor ID requested.

Point of Contact

- Maintain familiarity with assigned users, their tasks and potential hazards.
- Be present on site with sufficient frequency to maintain that familiarity.
- Perform an ITNA for each assigned user to identify training requirements. Update the ITNA when the user is expected to encounter new hazards.
- Assure that users assigned take required training, including New Employee Orientation
- Serve as Point of Contact for emergency situations and investigations
- Interact with assigned users to assure that users possess all tools, including Person 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 Medical Department at the first opportunity.
- Assure incidents are investigated. Contact D/S SSO for assistance. Assure all reasonable actions to prevent their recurrence.
- Provide for a designated backup during significant periods of absence from the Laboratory. Notify the Validator of the need for a designated backup.

User

- Conduct activities safely and in an environmentally sound manner in accordance with Integrated ES&H Management (IES&HM).
- Attend New Employee Orientation (NEO) within 7 calendar days of arrival at Fermilab.
- Meet with POC to generate the ITNA and identify other 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 3131 for emergency assistance.
- Immediately stop any of his/her activities that pose an imminent danger to personnel or the environment. Notify POC and SSO.

- Notify POC of injuries or incidents that occur while at Fermilab. Report injuries to the Medical Department as well.
- Comply with any work restrictions identified by the Medical Department 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. Users will be held accountable for willful disregard of ES&H procedures. Site privileges at Fermilab can be revoked.

Division/Section Head

- Maintain assurance that scientific users are working in accordance with IES&HM systems, including those that are identified in FESHM 1030.

Division/Section Senior Safety Officer

- Provide assistance to users and spokespersons as requested.
- Assist in incident investigations. Enter required information into CAIRS.

Particle Physics Division ES&H Group

- Assist in providing NEO.

PROCEDURE (See Figure 1)

1. When a new "User" is scheduled to come to Fermilab, the application for an FNAL visitor ID is completed.
2. The validator identifies the Point of Contact for that User.
3. The information is entered into database, which will generate an automatic e-mail to the POC.
4. The User will be provided a temporary ID card until User attends NEO. After completion of NEO a picture ID will be issued.
5. The POC will generate an ITNA for the User, and share the Individual Training Plan with the User.
6. User will complete other required ES&H training.

NON-ENGLISH SPEAKING INDIVIDUALS

Experiment spokespersons, where appropriate, are responsible for assuring 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.

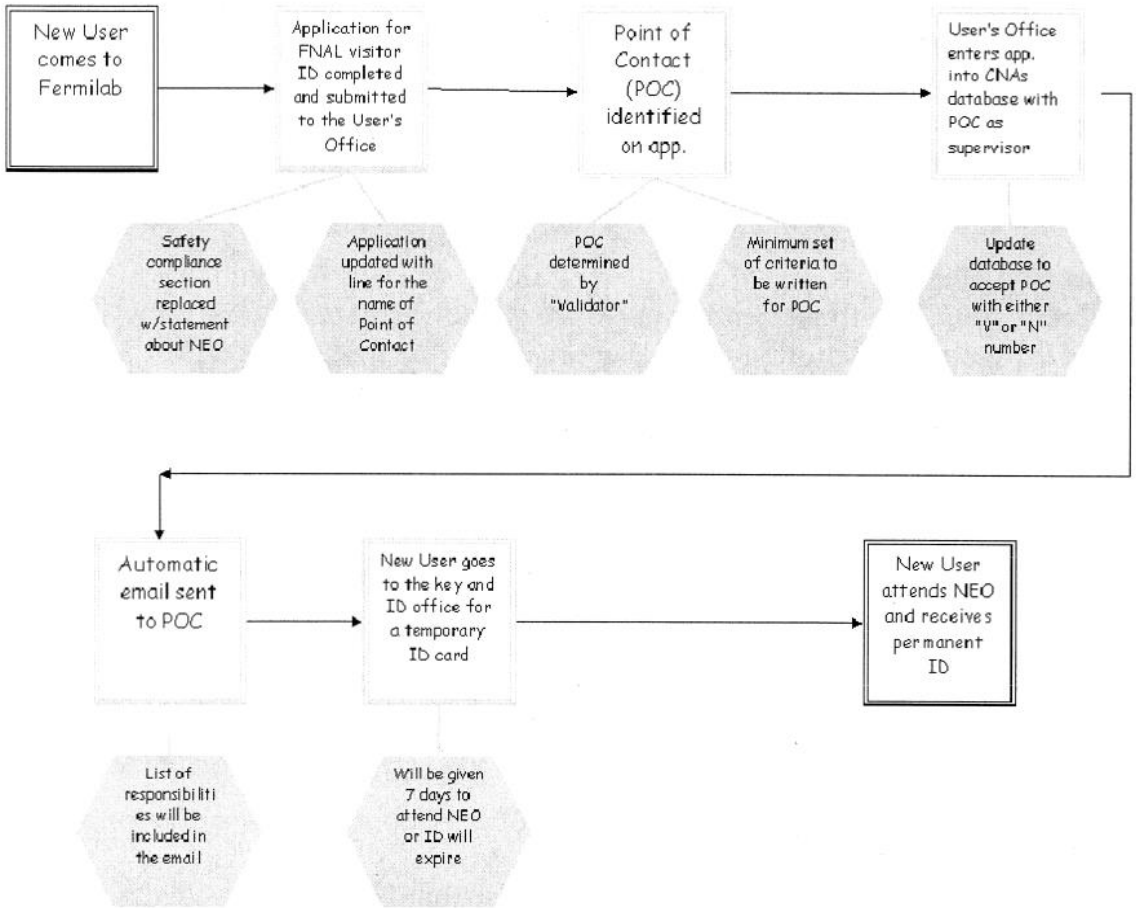

Figure 1. New Experimenter Process Flow Chart