



Fermilab
ES&H Section

January 5, 2004

TO: Jed Brown
FROM: Bill Griffing *Bill Griffing*
SUBJECT: Revised FESHM Chapter 11010 – ES&H POLICY FOR ACCESS CONTROL AT FERMILAB

Enclosed you will find revised FESHM Chapter FESHM Chapter 11010 – ES&H POLICY FOR ACCESS CONTROL AT FERMILAB. This chapter has been reviewed and revised to incorporate some minor editorial comments.

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

Encl.

Approved:

Jed Brown

Jed Brown

8/05/2004

Date

Encl.

Database login _____
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Date posted _____
E-mail sent _____

ES&H POLICY FOR ACCESS CONTROL AT FERMILAB

INTRODUCTION

It is Fermilab policy to ensure access to all facilities where hazards not normally found in public areas be controlled so that untrained or unescorted personnel do not inadvertently subject themselves to undue risk. Inadvertent exposure to hazards such as exposed high voltage, explosive/flammable gases, toxic chemicals, heavy rigging, ODH areas, complex machinery, and radiation/radioactive materials must be prevented. Additionally, access to areas where the possibility of displacement or damage to delicate, accurately aligned apparatus necessary to the operation of the experimental program must also be controlled. Generally, the Laboratory is divided into three areas - areas where the public is invited and encouraged, areas that are restricted due to unfamiliar hazards, and areas where access is strictly controlled.

SPECIAL RESPONSIBILITIES

Each division/section at Fermilab shall evaluate the facilities under its jurisdiction and post them in conformance with requirements in the ES&H Manual. Division/sections shall take measures to enforce laboratory access requirements, limiting access to personnel meeting these requirements. For areas requiring controlled access; barriers, locks, control points, or other appropriate methods shall be established and maintained. For restricted areas, signs prohibiting unauthorized entry and/or locks may be necessary.

It is the responsibility of every user and Fermilab employee who brings a guest to be familiar with, and in compliance with, Fermilab safety practices and procedures and to see that they are followed. More stringent requirements may be required by divisions/sections. All persons, including members of the public, guests, employees, vendors and users, are expected to observe and comply with all signs and barriers which restrict access. Employees are expected to be alert to the presence of persons in their workplace who appear to be insufficiently trained to be in the area safely. If such persons are found, employees are expected to take appropriate steps to prevent injury, such as asking the person to leave, or notifying their supervisor.

PROCEDURES

Fermilab has established specific access requirements for the public, guests and children. Division/section heads may apply to the Director for exception to these access requirements on a case-by-case basis.

Public Access

The parts of the Laboratory generally open to the public include the Lederman Science Center, the auditorium, and parts of Wilson Hall (15th floor, second floor cross-over, and atrium). In addition the public has access to certain outdoor areas for the purposes of recreation, e.g. the bicycle path, and dog exercise areas, as national security concerns dictate.

Guest Access

It is the policy of Fermilab that, due to health and safety hazards that exist in technical and experimental areas, admission of guests to these areas of the Laboratory be restricted. You should contact your supervisor before bringing a guest into a restricted area of the Laboratory.

Children at Fermilab

Everyone under 18 years old, including children of employees, visiting scientists and DOE employees, must be continuously supervised by an adult while visiting areas other than those open to the public. Children may be permitted in office areas if the offices and the path from public areas to the offices are not restricted. On a case-by-case basis, the division/section head responsible for an area may give permission for a properly escorted child to visit a restricted area. In this case the department head/facility manager will be responsible for assuring that the work area is safe for properly supervised children. Children shall not be allowed to work in or have access to areas with radioactive materials and radiation except as specified in the Fermilab Radiological Control Manual Article 931.