



FESHM 1011: ENVIRONMENT, SAFETY AND HEALTH EXPECTATIONS WHEN WORKING AT LABORATORIES OTHER THAN FERMILAB

Revision History

| Author | Description of Change | Revision No. & Date |
|---------------|---|--------------------------------|
| Rafael Coll | Revision 1, Added one definition and a sentence under Responsibilities for travelers. Included information on Health Risks, Security Risks and Safety Risks. Added reference links to official websites where information may be obtained for the various risks listed. | January 2012 |



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1.0 INTRODUCTION

This chapter establishes a policy for Fermilab employees to follow when working at other institutions; domestic or international. The policy provides a framework for Fermilab employees to follow to ensure their safety, and the protection of the environment.

2.0 DEFINITIONS

CONUS- Continental United States (Does not include Hawaii, Alaska and Puerto Rico)

There are no other definitions associated with this chapter.

3.0 RESPONSIBILITIES

Employees are to avail themselves of all pertinent information associated with the country they are visiting. Consideration should be given to:

- Visa requirements
- Infectious diseases prevalent in the country and other health hazards (See para. 5.2)
- Availability of emergency health care
- US Department of State travel warnings/security risks (See para. 5.3)
- Medex Card (See para. 5.1.4)
- Registering with the US Embassy of the country (See para. 6.5)

4.0 PROGRAM DESCRIPTION

Appendix A is a generic briefing sheet that the division/sections/center (D/S/C) may use to discuss with the traveler before their departure from Fermilab. The depth and detail of the briefing is left at the discretion of the D/S/C providing the briefing. The D/S/C shall add specific information as it deems appropriate.

Employees traveling to other facilities are under the ES&H umbrella of the host facility, but Fermilab maintains overall responsibility for the safety of our employees. Below are some general instructions to follow upon the start of the visit:

- Become familiar with the ES&H organization and how your project or position relates to the overall organization.
- Become familiar with the host institution ES&H policies and procedures and follow them.
- Become familiar with the initial training requirements to operate at the facility and complete the training. If the information is not readily provided, ask your supervisor or other point of contact. Usually there will be an orientation to the facility in which ES&H expectations and requirements are explained.



- Determine the emergency and incident reporting procedures at the facility, such as telephone number(s) to call, whom to call, response procedures and reporting procedures.
- Some institutions do publish their ES&H procedures in a manual just like Fermilab. Other institutions may have a collection of individually numbered procedures that derive their authority from a central document. Become familiar with these documents.
- Similar to Fermilab, job planning is an important element in working safely and in an environmentally sound manner. If you find a procedure that in your opinion is unsafe, do not use it. Notify your site supervisor and the host institution ES&H organization and explain your concerns. If the concerns are not answered to your satisfaction, communicate with your Fermilab D/S Senior Safety Officer (SSO) and seek their advice.
- If you are involved in a process or activity that you find is unsafe you must stop your own work and separate yourself physically from the activity. When in a safe area, notify your site supervisor and the host institution ES&H organization, inform them of the situation and conditions and clearly explain your concerns. Always remember that you can also seek advice from your Fermilab D/S SSO.

5.0 PROCEDURES

5.1 IN CASE OF AN INCIDENT

Most incidents happen when we take shortcuts or do not follow procedures to the letter or our skills and attitudes are not aligned with the work we are performing. Experience taught us that an incident is a series of events that when examined individually seems insignificant; but, when combined with other similar events the end result is the accident. Pay attention to each event however insignificant it may be to avoid being injured. Do your best to avoid such errors through planning, training and attention to detail. If an incident occurs despite your best efforts follow the instructions below.

5.1.1 If you sustain an injury, seek first aid or emergency medical care or have a co-worker do so for you.

5.1.2 Report the incident to your site supervisor and the host ES&H organization after your medical situation is stabilized, or if the incident did not involve injury. Follow the reporting protocol established for that site. Notify your Fermilab SSO as well.

5.1.3 Comply with the investigation procedures that have been established. As a minimum, write a narrative of the conditions at the time of the incident and any actions you took before, during and after the incident. This will help investigators in determining cause to avoid similar situations in the future. It may mean a review of procedures or a review of common practices that may save a life or serious injury. Provide a copy to your site supervisor. Send a copy to your Fermilab SSO.



5.1.4 When traveling outside CONUS employees must have a copy of the [MEDEX Identification Card](#). With this card you can obtain medical and dental services as well as travel related services when needed.

5.2 HEALTH RISKS

5.2.1 Travel to a less-developed area of the world may pose an increased risk of infectious disease. Risks can be researched at the [Centers for Disease Control web site](#). This site provides information on topics such as vaccinations, safe foods and water and preparing for medical emergencies.

5.2.2 Travelers with chronic medical conditions should carry a sufficient supply of their prescription medicines with them during the trip. DO NOT pack your medications in the checked-in luggage. Pack them in carry-on luggage. Consult with the Fermilab Medical Office if traveling to tropical, subtropical or developing countries for vaccinations. Schedule vaccinations at least two months before departing CONUS.

5.3 SECURITY RISKS

5.3.1 The [U.S. Department of State web site](#) is the primary source for up-to-date, accurate and reliable information regarding security risks.

- Travel warnings are issued when the State Department recommends that Americans avoid travel to a certain country.
- Public announcements provide information about terrorist threats, disease outbreaks and other relatively short-lived conditions posing significant risks to travelers.
- Consular information sheets are available for every country in the world. They include the location of the country's embassy/consulate, crime and security information, drug penalties and health conditions. Employees should obtain a sheet for each country in their itinerary.
- Carry a copy of the identifying page of your passport showing the passport number and your photo. It is also recommended that you carry a copy of your birth certificate in case your passport is lost or stolen. A new passport can be issued faster with these documents at hand. Leave your copy of the passport and birth certificate in your hotel room.

5.4 SAFETY RISKS

5.4.1 In most instances, personal safety while traveling can be assured by taking some simple precautions.

- Stay in well-traveled areas.
- Avoid behaviors that might attract criminals, such as displaying large sums of cash or valuables, wearing clothing that will make you stand out



from the norm, or taking any actions that would immediately identify you as a foreign traveler.

- Follow reliable guidance regarding the safety of food and drink.

5.4.2 Hotels abroad are not as fire-resistant as those in the U.S. Escape routes may not be posted in hallways, exits may be few or sealed, and firefighting equipment and water supplies may be limited. Sprinkler systems and smoke detectors may be non-existent. There are ways of dealing with these hazards, however, such as checking exits before retiring and bringing your own smoke detector or combination smoke/carbon monoxide detector in winter time.

6.0 REFERENCE LINKS

6.1 CERN-CMS: http://www.uscms.org/pdfs/Safety_at_CERN.pdf

6.2 Centers For Disease Control: www.cdc.gov/travel

6.3 International Society of Travel Medicine: www.istm.org

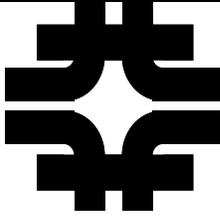
6.4 US Department of State: www.travel.state.gov

6.5 Smart Traveler Enrollment Program (STEP):

http://www.travel.state.gov/travel/tips/registration/registration_4789.html

6.6 The Overseas Security Advisory Council: www.osac.gov

6.7 The World Health Organization: www.who.int/ith/en/index.html



Appendix A
Generic Briefing Sheet
(For travel to Other National or Foreign Research Laboratories)

Name of Traveler and D/S _____

Host facility/Location _____

Site ES&H Contact Name/s and Phone Numbers

**Important Documents to Review
(Policies and Procedures)** _____

Initial Orientation (if required list courses)

Initial Training courses

Contact names/numbers at Fermilab _____

Host Facility Medical and contact information _____

Host Facility Org Chart Description (Additional sheets may be added)

Incident Response (Narrative) (Additional sheets may be added)