

Appendix A
Generic Briefing Sheet

(For travel to Other National or Foreign Research Laboratories)

Name of Traveler and D/S

LOTHAR BAUERDICK, CMS CENTER

Host facility/Location

*CERN Meyrin/Preessin sites and CMS
Experiment/Point 5*

Site ES&H Contact Name/s and Phone Numbers

*Christopher Griggs PH Department Safety Officer:
CERN mobile 16-3948
Christoph Shaefer, CMS GLIMOS:
CERN mobile 16-0202
Pawel de Barbaro US CMS Safety Contact at
CERN: CERN mobile 16-3464*

Important Documents to Review
(Policies and Procedures)

<http://safety-commission.web.cern.ch>
listed under Safety Procedures on the above site

Initial Orientation (if required list courses)

<http://safety-commission.web.cern.ch>

Initial Training courses

CERN Safety Courses 1,2,3 and 4C (CMS)

Contact names/numbers at Fermilab

*PPD Safety: Eric McHugh +1 630 840 3199
CD Safety: Amy L. Pavnica: +1 630 840 8493
U.S. CMS Safety: Lothar Bauerdick +1 630 840 6804
U.S. CMS Operations Program Mgr: Joel Butler +1 630 840 3148*

Host Facility Medical and contact information *CERN Medical Service 73186*

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

<http://safety-commission.web.cern.ch>

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

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

L.A.T. BAUER DICK
[Signature] 9/7/2010

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 Fermi employees to follow to ensure their safety, and the protection of the environment.

POLICY

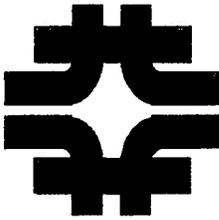
When working at an institution other than Fermilab, each employee has the authority and is required to stop their own work and/or physically separate themselves from a hazard when an unsafe situation exists or is perceived to exist. This policy, as practiced at Fermilab, does not change with location and applies to all aspects of environment, safety, and health.

PROGRAM DESCRIPTION

Appendix A is a generic briefing sheet that the division/sections (d/s) will 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 providing the briefing. D/S shall add specific information as it deems appropriate. Copies should be sent to ESH-Safety and Environmental Protection (ESH-SEP). As briefing sheets are developed, they will be posted on the ES&H Website.

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



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DANIEL GREEN

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Name of Traveler and D/S

LORENZO UPLEGER

Host facility/Location

*CERN Meyrin/Preessin sites and CMS
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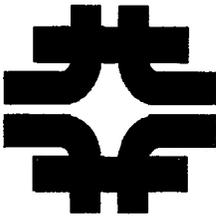
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Lorenzo Upleger



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Name of Traveler and D/S

Juliana Whitmore
Juliana Whitmore

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*Christopher Griggs PH Department Safety Officer:
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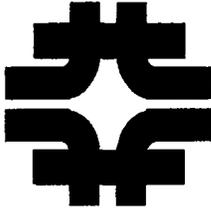
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Name of Traveler and D/S

RICHARD VIDAL *Richard Vidal*
CERN Meyrin/Preessin sites and CMS

Host facility/Location

Experiment/Point 5

Site ES&H Contact Name/s and Phone Numbers

Christopher Griggs PH Department Safety Officer:
CERN mobile 16-3948
Christoph Shaefer, CMS GLIMOS:
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Richard Vidal