

	ES&H Manual	FESHM 1011 October 2016
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## FESHM 1011: ENVIRONMENT, SAFETY AND HEALTH EXPECTATIONS WHEN WORKING AT LABORATORIES OTHER THAN FERMILAB

### Revision History

Author	Description of Change	Revision Date
Amber Kenney	Five year review. Updates include: <ul style="list-style-type: none"> <li>• Minor editorial changes throughout</li> <li>• Section 4.0 was updated to better align with the Finance Section’s Travel policies and safety tips</li> <li>• Added the link to the US State Department’s Traveler’s Checklist</li> </ul>	September 2016
Rafael Coll	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 and provides a framework for Fermilab employees to follow when working at other institutions, domestic or international, to ensure their safety and the protection of the environment.

## 2.0 RESPONSIBILITIES

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

- Visa requirements
- Infectious diseases prevalent in the country and other health hazards
- Availability of emergency health care
- US Department of State travel warnings/security risks
- Medical services card
- Registering with the US Embassy of the country

The Fermilab Travel Policy can be found [here](#). The Travel Office also lists many tips to stay safe while traveling:

<https://fermipoint.fnal.gov/service/TravelSystem/SitePages/Travel%20Safety.aspx>.

## 3.0 PROGRAM DESCRIPTION

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

Employees traveling to other facilities are required to adhere to the ESH policies 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. There will usually 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.
- Become familiar with ES&H documentation. Some institutions publish their ES&H procedures in a manual, as Fermilab does. Other institutions may have a collection of individually numbered procedures that derive their authority from a central document.

Just like at Fermilab, job planning is an important element in working safely and in an environmentally sound manner. If a procedure appears unsafe in your opinion, 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 Division Safety Officer (DSO) or the ESH&Q Section 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 DSO and the ESH&Q Section.

## 4.0 PROCEDURES

### 4.1 IN CASE OF AN INCIDENT

Most incidents happen when we take shortcuts, do not follow procedures to the letter, or our skills and attitudes are not aligned with the work we are performing. Experience has shown that an incident is a set of events that, examined individually, seem insignificant but have a far greater impact when taken together. Pay attention to each event, however minor it may seem, 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.

- Seek first aid or emergency medical care if you sustain an injury.
- 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 and notify your Fermilab DSO or the ESH&Q Section.
- 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 aid investigators in determining causes and 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 and send a copy to your Fermilab ESH&Q contacts.

Employees traveling outside of the United States must have a copy of the [Emergency Travel Card](#) which is available from the Fermilab Travel [website](#). This card will allow you to obtain emergency medical and dental services if needed.

#### 4.2 HEALTH RISKS

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.

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 checked luggage. Pack them in carry-on luggage. Consult with the Fermilab Occupational Medical Office if traveling to tropical, subtropical or developing countries for vaccinations. Schedule vaccinations at least two months before departing.

#### 4.3 SECURITY RISKS

The [U.S. Department of State web site](#) is the primary source for up-to-date, accurate and reliable information regarding security risks. Their [Traveler's Checklist](#) lists important steps you can take to help ensure a safe and healthy trip abroad.

- 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.
- Make two photocopies of all your travel documents in case of emergency. Leave one copy with a trusted friend or relative at home and carry the other separately from your documents in case of loss or theft.

#### 4.4 SAFETY RISKS

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

## 5.0 REFERENCE LINKS

- [CERN Occupational Health, Safety, and Environmental Protection Unit](#)
- [Centers For Disease Control and Prevention](#)
- [International Society of Travel Medicine](#)
- [US Department of State](#)
  - [Traveler's Checklist](#)
  - [Smart Traveler Enrollment Program \(STEP\)](#)

## 6.0 Appendix A - Generic Briefing Sheet

**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)