

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

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

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.
- 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.
- As at 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, apprise 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.

IN CASE OF AN INCIDENT

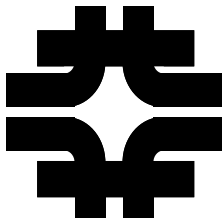
Most incidents happen when we take shortcuts or do not follow procedures to the letter or our skills and attitudes are not aligned with the work we are performing. Experience taught us that an incident is a series of events that when examined individually seems insignificant; but, when combined with other similar events the end result is the incident. 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.

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

- 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 causes 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.

REFERENCE LINKS

CERN-CMS: http://www.uscms.org/Public/news/Safety_at_CERN.pdf



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)