

 Fermilab	ES&H Manual	FESHM 1011 July 2022
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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"> • Minor editorial changes throughout • Additional information added based on updated Fermilab event procedures • Additional information added on Security Counterintelligence Briefings 	July 2022
Amber Kenney	Five-year review. Updates include: <ul style="list-style-type: none"> • Minor editorial changes throughout • Section 4.0 was updated to better align with the Finance Section’s Travel policies and safety tips • Added the link to the US State Department’s Traveler’s Checklist 	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 Fermi Research Alliance (FRA) employees to follow when working at other institutions, domestic or international, to ensure their safety and the protection of the environment.

2.0 RESPONSIBILITIES

2.1 Employees

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>.

2.2 Supervisors

Supervisors shall ensure that employees understand the requirements and expectations when performing work at other institutions as outlined in this chapter and the importance of working safely and in an environmentally sound manner whether at the Fermilab site or elsewhere.

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 ES&H policies of the host facility, but FRA 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 ES&H 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 ES&H Section.

4.0 PROCEDURES

4.1 IN CASE OF AN EVENT

An event can include an injury or illness, environmental impact, or any other ES&H related unwanted outcome or near miss (a near miss means something occurred that was unplanned, and no one was injured, there was no damage to property or the environment, but there was the potential to do so. Only a break in the chain of events prevented an injury, fatality, or damage). Most events occur when shortcuts are taken, procedures are not followed to the letter, or skills and attitudes are not aligned with the work being performed. Implementing the philosophies of good work planning and control whether working at the Fermilab site or elsewhere, are important to help minimize the risk of an event occurring. If, despite all best efforts, an event does occur follow the instructions below.

- Seek first aid or emergency medical care if you or someone else sustains an injury or illness.
- Report the event to your site supervisor and the host ES&H organization immediately. In the case of an injury, ensure your medical situation is stabilized prior to reporting. Follow the reporting protocol established for that site and notify your Fermilab DSO and the Fermilab Occupational Medical Office (x3232).
- Comply with the investigation procedures that have been established for the site you are working at, as well as the Fermilab event response process (notifying your Fermilab supervisor). At a minimum, write a narrative describing the conditions at the time of the incident and any actions you (and others) took before, during and after the incident. This will aide personnel in determining causes and identifying measures 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 prevent a serious injury. Provide a copy to your site supervisor and send a copy to your Fermilab DSO and supervisor.

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.
- More travel information for foreign or domestic travel can be found on the Fermilab Travel Office [website](#).

4.3.1. Security Counterintelligence Briefings

- Employees traveling to foreign destinations, both sensitive and non-sensitive countries, may receive emails from the Office of Intelligence and Counterintelligence requesting a debriefing questionnaire to be completed. Appropriate pre-briefings and debriefings will be conducted at the discretion of the counterintelligence officer. For inquiries or comments about DOE counterintelligence, please contact Wyn Fox (afox@anl.gov).
- Counterintelligence offices can also provide Fermilab travelers security briefing for France for stay of more than 10 business days. Traveler can receive this [security briefing](#) for France at Fermilab. Please contact the Travel Office at ext. 6374 to schedule briefing. A group briefing can be provided for France.

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)