

## FESHM 1080: ENVIRONMENT, SAFETY AND HEALTH (ES&H) REQUIREMENTS FOR EXPERIMENTERS

### Revision History

<b>Author</b>	<b>Description of Change</b>	<b>Revision Date</b>
Eric D. McHugh	Added that chapter applies to leased spaces as well Removed references to Procedure for Experimenters, incorporated the language for spokespersons from the PFX into this chapter. Removed the WDRS procedure for onboarding. WDRS maintains this procedure. Add line about under the age of 18 and restrictions, referred to FESHM 1010 Updated User and POC definitions to be consistent with the Policy on Access to Fermilab Added language to reference TSW and ORC process for resource request and process review prior to operations	February 2020
Eric D. McHugh	Updated SSO to DSO. Editorial changes. Update to procedure for obtaining Fermilab identification according to the current process	December 2016
Martha E. Michels	Editorial changes, new format, clarification of the role of each D/S/P with regard to completing a User's ITNA. Removed the flow chart at the end as it did not add anything to the context of the chapter.	August 2011

## TABLE OF CONTENTS

<b>1.0</b>	INTRODUCTION.....	3
<b>2.0</b>	DEFINITIONS.....	3
<b>3.0</b>	RESPONSIBILITIES.....	3
<b>3.1</b>	Experiment Spokesperson.....	3
<b>3.2</b>	Point of Contact (POC).....	4
<b>3.3</b>	User.....	4
<b>3.4</b>	Division/Section Heads and Project Managers (D/S/P).....	5
<b>3.5</b>	Division Safety Officer (DSO).....	5
<b>4.0</b>	NON-ENGLISH SPEAKING INDIVIDUALS.....	5

## 1.0 INTRODUCTION

This chapter is the Fermilab policy on environment, safety and health requirements for visiting scientists, graduate students, and other “users” at Fermilab or leased spaces. The Laboratory Director is ultimately responsible for safety, but each person at Fermilab is responsible for establishing knowledgeable control of the hazards encountered at the Laboratory. Each person should be aware of work restrictions and access restrictions placed on anyone under the age of 18, refer to FESHM 1010 and FESHM 1110.

It is Fermilab policy that each experimenter is accountable to a de facto supervisor who is a member of the experiment line management. Each member of the experiment's line management is accountable to the next higher level of management in their respective experiment. Ultimately, the Spokesperson is accountable to the Director.

## 2.0 DEFINITIONS

**Experiment Spokesperson** – Highest ranking manager for an approved experiment.

**Operational Readiness Clearance (ORC)** – The ORC occurs prior to energizing new or modified equipment according to FESHM 2005 – Operational Readiness Clearance.

**Point of Contact (POC)** – An FRA-approved individual who has sufficient knowledge of the User’s job duties and Fermilab ES&H requirements to be able to perform the responsibilities listed in the next section.

**Technical Scope of Work (TSW)** – The TSW is an online tool to document the negotiation of resources between outside institutions and internally to Fermilab across division for activities requiring real estate or resources.

**User** – Individuals who access Fermilab facilities and resources for the purposes of advancing the scientific mission of the laboratory and whose work generally requires unescorted and/or after-hours access to non-public areas. Users do not include visitors or tour groups.

## 3.0 RESPONSIBILITIES

### 3.1 Experiment Spokesperson

The spokesperson for each approved experiment is accountable to the host Division or Section Head for safe operation of the experiment. Spokespersons are to:

- Ensure compliance with this chapter, and other requirements of FESHM and FRCM safety manuals.
- Ensure individuals associated with each experiment receive ES&H training specified by Fermilab.
- Monitor their experimental activities for performance in accordance with ES&H requirements.

- Ensure changes to experiments, or new experiments are communicated and reviewed as required by FESHM and FRCM safety manuals.
- Request reasonable resources from the host Division or Section Head to maintain a safe work environment which is in compliance with Fermilab ES&H standards.
- When requesting resources or real estate or prior to operating equipment, discuss with the host division management if a Technical Scope of Work is required and if an Operational Readiness Clearance review is required.

### 3.2 Point of Contact (POC)

- Maintain familiarity with assigned users, their tasks and potential hazards.
- Be present on site with sufficient frequency to maintain that familiarity.
- Ensure new processes/equipment are review through the ORC process.
- Work with the Division Safety Officer (DSO) and the Users Office to create/update experiment specific ITNA. Add training to the ITNA when job or site-specific hazards warrant.
- Assure that assigned Users take required training, including New User Orientation.
- Serve as Point of Contact for emergency situations and investigations.
- Interact with assigned Users to assure that users possess all tools, including Personal Protective Equipment, to perform assigned tasks.
- Require reporting of ES&H concerns by those under their supervision. Immediately take action to address those concerns.
- Ensure that assigned Users report occupationally incurred injuries and illnesses to the Fermilab Occupational Medical Office at the first opportunity.
- If an incident or near miss occurs, preserve the scene of the event. Contact the DSO for assistance. Assure all reasonable actions are taken to prevent their recurrence.

### 3.3 User

- Conduct activities safely and in an environmentally sound manner in accordance with the Worker Safety and Health Plan.
- Complete New Employee/User ESH&Q Orientation before arriving on site or within 7 calendar days of arrival at Fermilab.
- Contact the POC with questions regarding the ITNA and required training.
- Complete all required training.
- Comply with the requirements of FESHM and FRCM safety manuals.
- Notify the POC if he/she feels insufficiently trained or does not have the proper equipment to do task at hand.
- Dial X-3131 for emergency assistance.
- Immediately stop any of his/her activities that pose an imminent danger to personnel or the environment. Notify POC and DSO.
- Report injuries to the Fermilab Occupational Medicine Office immediately.
- Preserve the scene of any injury or near miss and notify POC of injuries or incidents that occur while at Fermilab.
- Comply with any work restrictions identified by the Occupational Medicine Office for any occupational injury/illness.

- Participate in incident investigations.
- Be aware that persistent unsafe behaviors will be reported to the experiment Spokesperson and responsible Division/Section Head or Project Manager. Users will be held accountable for willful disregard of ES&H procedures. Site privileges at Fermilab can be revoked.

### **3.4 Division/Section Heads and Project Managers (D/S/P)**

- Maintain assurance that scientific users are working in accordance with the Worker Safety and Health Plan, including those that are identified in [FESHM 1010](#).

### **3.5 Division Safety Officer (DSO)**

- Provide assistance to users and spokespersons as requested.
- Conduct incident investigations. Enter required information into the Computerized Accident Incident Reporting System (CAIRS).
- Assist with TSWs and ORCs as necessary.

## **4.0 NON-ENGLISH SPEAKING INDIVIDUALS**

Experiment spokespersons, where appropriate, are accountable to assure that all of the people for whom they are responsible comprehend the ES&H hazards to which they are exposed and the associated protective measures. Familiarization with ES&H hazards may assume a wide variety of forms. These include but are not limited to, standardized training or informal explanations through a translator, oral or written instructions, or demonstrations of proper procedures.