

Safety and Health Policy

Fermilab ES&H Policy 2

1. Purpose

This document establishes Fermilab's Safety and Health policy that is in compliance with all contract requirements as well as Federal, State, and Local laws applicable to the Laboratory. It reiterates our commitment to protect people and property from injury or loss by recognizing hazards, taking appropriate steps to evaluate and mitigate those hazards, and actively seeking to enhance the program using the principles of Human Performance Improvement.

2. Scope

This policy applies to all Fermilab activities and operations at the main site in Batavia, Illinois or at remote locations that are carried out under the approved management systems.

3. Applicability

Certain activities and operations at remote locations may be subject to site specific requirements that differ from the Batavia location such as training, emergency response, safety instrumentation, and waste management.

4. Effective date

This policy goes into effect on January 1, 2017 and replaces the previous version dated September 2013.

5. Policy

Fermilab will provide a safe and healthful workplace for employees, users, visitors, contractors and their subcontractors. The Safety and Health (SH) Program is in compliance with applicable standards and Local, State and Federal legal requirements through Fermilab's Work Smart Set of Standards (WSS) and the contract between Fermilab Research Alliance and the Department of Energy.

The program strives for the prevention of injury or illness and continual improvement in safety and health management and performance. To the maximum extent practicable, all hazards shall be eliminated or minimized through engineering or administrative controls. Where engineering or administrative controls are not feasible, personal protective equipment (PPE) shall be provided by the organization free of charge. Where hazard abatement resources are limited, the hazards will be assessed, prioritized, and remediated as resources are available.

Training requirements are defined for workers and users and must be completed per [FESHM 2070](#), *ES&H Training Program*. Supervisors or designated Points of Contact are responsible for developing an Individual Training Needs Assessment (ITNA) for all of the personnel they supervise. All required training must be completed before workers are exposed to the hazards associated with the work they will be performing. All personnel are responsible for participating in defining the necessary training with their supervisor, successfully completing all required training, and applying training on the job.

Procedures are in place to review, in advance of construction/procurement, the design of facilities, systems and subsystems to ensure safety and health hazards are eliminated or controlled through the life cycle. Safety and health requirements, in addition to standard OSHA requirements, are transmitted to contractors and their subcontractors prior to their arrival on site. Construction site inspections are conducted and tracked to monitor adherence to all regulations.

A comprehensive occupational health surveillance program is in place to identify and monitor potential hazards in the workplace. This includes medical surveillance programs for employees that may potentially be exposed to hazards, industrial hygiene monitoring efforts to document actual exposure levels, and radiation monitoring programs to keep exposures as low as reasonable achievable. These programs are explained in more detail in the Fermilab Environment, Safety, and Health Manual ([FESHM](#)) which also includes the Fermilab Radiation Control Manual ([FRCM](#)).

Thorough incident investigations are conducted following the guidelines of the Human Performance Improvement principles. Results of investigations are fed into an issues management tracking system. This gives the laboratory the ability to understand the drivers behind incidents or events and to make improvements to the program reduce the probability of recurrence.

6. Definitions

Individual Training Needs Assessment (ITNA):
Questionnaire completed by management that determines Individual Training Plans (ITP) based on the job tasks associated with the employees' position.

7. Responsibilities

Chief Safety Officer:

- Maintains liaison with the Fermi Site Office (FSO) on Fermilab ES&H activities and forward any identified deficiencies in DOE requirements for resolution
- Provides oversight for documenting, implementing, and maintaining this policy.
- Develops ES&H programs together with line organizations that comply with Fermilab's Work Smart Standards and to otherwise promote responsible ES&H practices.

- Provides the appropriate resources to implement and maintain the Safety & Health Program.
- Supports an open reporting culture and principles of Human Performance Improvement.

Division, Section, and Project Heads/Management System Owners:

- Supports an open reporting culture and principles of Human Performance Improvement.
- Ensures that sufficient resources are provided to their areas of responsibility in order to adequately support both process and personal safety.
- Assigns personnel to activities that possess the experience, knowledge, abilities, and training to perform effectively.

Employees, Users, Visitors, Contractors, and Subcontractors:

- All persons who enter shall fully comply with all procedures, instructions and directives contained within the Fermilab Environment Safety & Health Manual ([FESHM](#)) in order to assure a safe workplace.
- Responsible for hazard reduction.
- Accountable for performing all activities in a safe manner.
- Every person has the right and responsibility to stop work or decline to perform an assigned task because of a reasonable belief that the task poses an imminent risk of death, or serious physical harm or other hazards to the worker. No one will be subjected to reprisal for taking such an action, or for raising a concern.

8. Review cycle

This policy is to be reviewed at least every three years.