

# Safety and Health Policy

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## Fermilab ES&H Policy 2

### **1. Purpose**

The purpose of this policy is to ensure the protection of 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/Applicability**

This policy applies to all Fermilab activities and operations carried out under the approved management systems at the Fermilab site and all leased spaces. Fermilab employees assigned to work at locations other than the Fermilab site or leased spaces are expected to follow the local worker safety and health programs established for those locations.

### **3. Effective date**

This policy goes into effect on June 1, 2019 and replaces the previous versions.

### **4. Policy**

Fermilab must provide a safe and healthful workplace for employees, users, visitors, contractors and their subcontractors. The Safety and Health (SH) Program describes how Fermilab maintains 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.

Fermilab strives for the prevention of injury or ill health 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, priorities shall be assigned to take care of the most serious problem(s) first.

Employees, visitors, users, contractors and subcontractors must be trained in order to perform work at Fermilab. The requirements are defined for workers and users in [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 must be 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, shall be transmitted to contractors and their subcontractors prior to their arrival on site. Construction site inspections must be conducted and tracked to monitor adherence to all regulations.

A comprehensive occupational health surveillance program shall be in place to identify and monitor potential hazards in the workplace. This must include 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 shall be conducted following the guidelines of the Human Performance Improvement principles. Results of investigations must be input 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.

## **5. 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.

## **6. 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:

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

Employees, Users, Visitors, Contractors, and Subcontractors:

- Comply with all procedures, instructions and directives contained within the Fermilab Environment Safety & Health Manual ([FESHM](#)) in order to assure a safe and healthful workplace.
- Identify and mitigate hazards
- Perform all activities in a safe manner.
- 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.

## **7. Owner**

The Chief Safety Officer is the S&H Management System Owner and the owner of this policy. Responsibility for reviewing, updating and communicating changes to this policy rests with the CSO.

## **8. Review Cycle**

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

## **9. Approval**

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Chief Safety Officer

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Date

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Laboratory Director

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Date