

Supervisor Safety

* Laboratory Policy

Employees, Users, Visitors, Contractors and their Subcontractors shall fully comply with all procedures, instructions and directives contained in the Fermilab ES&H Manual in order to assure a safe workplace. Every person on site at the laboratory is responsible for safety and is accountable for performing all activities in a safe manner.

Discuss lab policy, environment, safety, and health objectives, planned safety programs, responsibilities of all employees, safety coordinators, and training.

* Student's Safety Responsibility

Supervisor's instructions are to be followed exactly; avoid "minor or slight" procedural changes without supervisor's knowledge; understand instructions - if unclear, ask questions.

* Review and Discussion of Past Accidents (lessons to be learned)

Discuss importance of reporting to the supervisor all accidents and near misses; define and discuss near-miss occurrences; discuss precautions or suggestions to avoid future incidents. Encourage students to provide input; their new perspective may improve procedures and decrease accidents.

* Emergency Procedures/Equipment

(For medical, fire, hazardous materials, major utility problems.)

1. 3131 Procedures (Stress "When in doubt, call 3131. ")
2. Warning sirens and signals (Wilson Hall and Laboratory Warning Signals are posted on bulletin boards throughout the Laboratory)
3. Signs and labels.
4. Emergency procedures for fire, spills, toxic vapors, building evacuation and severe weather. Physically guide the student to tornado shelters and outside assembly areas.
5. The student should be familiar with any emergency equipment in the area (exits, safety showers, eyewash fountains, and fire extinguishers). He/she should also become familiar with the proper operation of all emergency items listed above, including any training necessary for safe and proper use of equipment.

* Security

1. Facility Access
2. Key Access Procedures
3. Safeguarding government property

Supervisor Safety (Cont'd)

* Site-Specific "On-the-Job" Training

Safety training can be complex, but it's easier if broken down into specific steps. Be sure students know:

- Safety procedures established to safeguard against exposure to vapors/fumes, radiation, high voltage, or mechanical processes.
- How to use personal protective equipment assigned (e.g., safety glasses, hearing protection, masks, goggles, safety shoes, or protective gloves). Discuss the need for medical approval and fit testing if respiratory protection is or will be needed. Make sure they understand why such equipment is necessary.
- How to use and care for their personal protective equipment; what to do if it needs repair or replacement.
- How to notice and immediately report any conditions considered potentially dangerous; and show what to do in the event of an accident.
- Where the first-aid and medical facilities are located.
- If smoking is prohibited or restricted to specific areas.
- How to use specific machinery or tools; be sure they have received safety training on this equipment.
- How to report all accidents and "near-misses" immediately, even if no injury has been sustained or no property was damaged.
- Identify the location of ESH&Q representative, and health physics office.

Remember, supervising students is a responsibility. Sound safety training is a vital part of that job. Taking extra time with this training is an excellent investment of energy and effort. Encourage open communication and discussions of safety rules and procedures. Our students have the right and need to know about procedures in place to ensure their safety.