

U.S. DEPARTMENT OF
ENERGY

Office of
Science

Integrated Support Center Chicago Office

**BUILDING 201
FEDERAL EMPLOYEE
WORKER SAFETY AND HEALTH PLAN**

A handwritten signature in black ink, appearing to read "Roxanne E. Purucker".

Roxanne E. Purucker, Manager Date
Office of Science – Chicago Office

MAR 5 2012

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Revision History

TITLE: Building 201 Federal Employee Worker Safety and Health Plan

POINT OF CONTACT: Karl Moro, Safety and Technical Services

SCMS MANAGEMENT SYSTEM: [Environment, Safety and Health](#)

SCMS SUBJECT AREA: [Federal Employee Occupational Safety and Health](#)

EXPIRATION DATE: February 28, 2013

Revision	Date	Reason/Driver	Description
4	02/12	Annual review and revision	Performed general editing to improve text and updated reference links. Specifically updated details on obtaining PPE, added several references to use of the Service Request System, expanded discussion on surge and grounding capabilities of fused multi-outlet power strips, edited discussion on portable space heaters to match new ANL requirements, expanded discussion on the disposal of sharps, added discussion on vacant cubicles and offices, added discussion on ANL traffic safety requirements, expanded discussion on ANL bicycle safety requirements, and added ANL TMS responsibilities to the duties of the Building 201 FEOSH Coordinator.

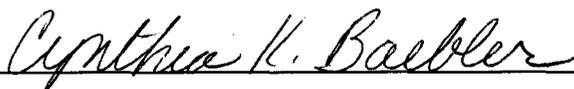
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MANAGEMENT PROGRAM APPROVAL

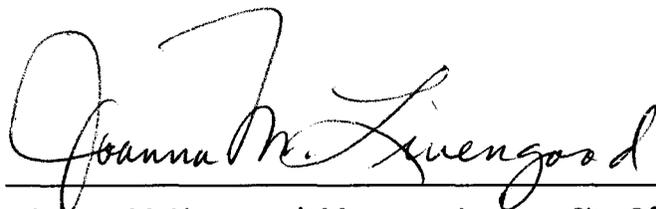
We the undersigned have endorsed the content of this Plan to serve as the mechanism by which we will implement the safety and health requirements established for Federal employees by 29 Code of Federal Regulations (CFR) Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, and DOE O 440.1B, Worker Protection Management for DOE (Including National Nuclear Security Administration) Federal Employees.



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Quentin Tracy Sims, Chairperson, Building 201 Federal Employee Safety and Health Committee

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FOREWORD

It is the policy of the Ames Site Office (AMSO), Argonne Site Office (ASO), and Office of Science-Chicago Office (SC-CH) that the well-being of every Federal worker is assured by achieving and maintaining a healthy and safe workplace. This Plan will serve as the mechanism for implementing a comprehensive safety and health program focused on the work performed by Department of Energy (DOE) Federal employees in Building 201 of the Argonne National Laboratory (ANL). As such, out of a matter of convenience, efficiency, commonality of work and location, and existing services provided through the SC Integrated Support Center, AMSO, ASO, and SC-CH have adopted this Plan.

Employees, supervisors, field office managers, and support service contractors are participants in achieving and maintaining workplace safety and health, and share rights, responsibilities, and accountability for workplace safety and health. Field office managers and supervisors are to ensure employees are provided employment and a place of employment free from recognized hazards that are causing, or are likely to cause, death or physical harm. Though the focus of this Plan is to establish the foundation for the safe performance of work conducted primarily in Building 201, AMSO, ASO, and SC-CH employees are exposed to additional hazards not covered by this Plan when they visit other laboratories and facilities within the DOE complex. Under these circumstances, all employees are required to learn and adhere to the environment, safety and health (ES&H) requirements and practices of those particular facilities.

This Plan describes the basic program components, the hazards known to exist in our workplace, the controls that have been established over time to mitigate those hazards, and roles and responsibilities for maintaining a workplace that is safe and healthful. It is not a comprehensive repetition of the regulations nor is it intended to supersede or revise them. The Plan is organized around the requirements of [29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters](#), and [DOE O 440.1B, Worker Protection Management for DOE \(Including National Nuclear Security Administration\) Federal Employees](#). All Federal Employee Occupational Safety and Health (FEOSH) Program processes contained within this Plan are intended to be consistent with these requirements.

In addition, we have concluded that it would be cost-effective and efficient to allow DOE support service contractors with commonality of work and location (DOE-controlled workplaces within Building 201) the opportunity to utilize the content of this Plan to satisfy their obligation to implement a worker safety and health program meeting the requirements of the [Worker Safety and Health Program Rule](#) (10 CFR 851). Use of this Plan for this purpose requires prior approval by the Contracting Officer. As such, contractors utilizing this Plan have agreed to abide by its content to the extent as directed by the Contracting Officer.

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Concerns and discrepancies pertaining to the content of this Plan are to be brought to the attention of the Building 201 Federal Employee Safety and Health Committee Chairperson for evaluation and resolution.

COMMON TERMS USED IN THIS PLAN

Abatement Plan	An agenda containing identified unsafe or unhealthful working conditions, a proposed timetable for their correction, and a summary of steps being taken in the interim to protect employees.
Accident	A sudden, unexpected, and unwanted event, occurring at a definite time and place. Accidents include occupational injuries and illnesses, fires, vehicle collisions, and all other forms of property damage.
Employee Representative	A member of the Building 201 Safety and Health Committee.
Fitness for Duty	A determination that the physical and mental health of an individual is consistent with the performance of assigned duties in a safe and reliable manner.
Illness	Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion, or direct contact.
Imminent Danger	Any condition or practice in any workplace that creates a danger that could reasonably be expected to cause death or serious physical harm immediately or before the onset of such danger is eliminated through normal procedural mechanisms.
Incident	See Accident.
Injury	A wound or other injurious condition of the body which results from a work accident or from a single instantaneous exposure in the work environment.
Recordable	All occupational deaths; every nonfatal occupational illness; and those nonfatal occupational injuries, which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer

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	to another job, or medical treatment other than first aid.
Serious Condition	An unsafe or unhealthful working condition in which there is substantial probability that death or serious physical harm could result to the body.
Unsafe or Unhealthful Work	Situations in the work environment that cause or could cause injury or illness to employees in the course of their employment.
Workplace	A physical location where work or operations are performed. (Meaning is broader or more general than "Work Site.")
Work Site	A physical location where particular employees work or operations are performed. (Narrower meaning than "Workplace" and usually used with regard to inspections of areas where particular employees work, often defined by a common supervisor.)
Work Station	A specific physical location where an employee performs work.

FEOSH PROGRAM ELEMENTS

Management Leadership

Line management is responsible for safety. No safety and health program can be successful without line management leadership and commitment. This is vital. Line management must take an active role, be accessible to employees, and set a positive example with respect to safety and health. Field office managers and supervisors can demonstrate their involvement to the success of FEOSH through public recognition of safe work, participation in safety and health inspections, in the resolution of safety concerns and inspection findings, and through periodic participation in the Building 201 Federal Employee Safety and Health Committee.

It is understood that though the authority for performance of safety and health functions can be delegated to others, such delegations do not relieve line management of being ultimately responsible for ensuring a safe and healthy workplace.

Employee Involvement

Employees are to follow the safety and health requirements established for their respective workplace. Employees need to become integrated into decisions pertaining to safety and health. Employees have the most to contribute to their own safety by their direct involvement in safety and health protection efforts. Through such involvement, employees can develop a sense of responsibility and pride in the success of the overall program, increasing safety and health awareness, which affects not only them, but also co-workers, support services contractors, and visitors.

Employee Safety and Health Rights

Each employee has the right to participate in FEOSH activities on official time. This includes receiving knowledge of hazards in their workplace, and access to safety and health information. In the event of a workplace safety and health related inspection, employees have the right to speak with inspectors, attorneys, or physicians without retaliation, fully participate in all safety and health investigations and inspections, observe monitoring or measuring of hazardous agents and have access to the exposure monitoring results, to receive notification when monitoring results indicate they were overexposed to hazardous materials, and to receive inspection and accident investigation results upon request.

Integrated Safety Management (ISM)

Supervisors need to ensure that the hierarchy of components of [DOE P 450.4A, Safety Management System Policy](#), is incorporated into all work activities. Of particular importance is the continuous use of the five Core Functions: Define the Scope of Work, Analyze the Hazards, Develop and Implement Hazard Controls, Perform Work within Controls, and Provide Feedback and Continuous Improvement. Consult with an ES&H

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subject matter expert (SME) for support with reviewing work performed by employees to ensure that risks and hazards associated with that work are identified and proper controls established.

Stop Work Authority

Each Federal and support services contractor employee in Building 201 has the authority to stop or refuse to perform unsafe or unhealthful work. While performing official duties outside of Building 201, Federal and support services contractor employees need to familiarize themselves with the stop work authority established by their host facility.

Any worker who reasonably believes that his/her or another person's safety is jeopardized, they have the right to raise issues and/or refuse to perform unsafe or unhealthful work without fear of reprisal, harassment, or retaliation. Any Federal employee who believes an act of reprisal has been committed for invoking stop work authority may file a complaint under the grievance procedures.

Reporting Safety and Health Concerns

All Federal and support services contractor employees have the right to, and are encouraged to, report unsafe and unhealthful working conditions directly to their line management for quick resolution. No employee is to be subject to restraint, interference, coercion, discrimination, or reprisal for identifying unsafe or unhealthy working conditions or participating in safety and health activities. Therefore, should an employee feel uncomfortable reporting unsafe and unhealthful working conditions directly to their line management, or fears reprisal has or will be taken against him/her for doing so, that employee can seek assistance through the SC-CH Employee Concerns Office Hotline (1-800-701-9966). Anyone reporting an unsafe working condition can request anonymity. Anonymity will be maintained to the fullest extent allowed. A copy of the resulting outcome of investigation of acts of reprisal will be provided to the Building 201 Federal Employee Safety and Health Committee for review. Dissatisfaction with the resulting resolution of an employee concern can be directed to the DOE-wide Employee Concerns Program for further investigation. For additional information see the [SC-CH Employee Concerns Program](#).

In the case of a situation of imminent danger, employees are asked to exercise their stop work authority immediately! It must be understood that under such circumstances time is critical so employees need to report such events to their line management by the most expeditious means available. Employees can also seek assistance through the SC-CH Employee Concerns Office Hotline (1-800-701-9966).

Unsafe and unhealthy working conditions linked to needed maintenance repairs, such as loose carpet, leaking faucets/toilets, faulty furniture, lights not working, etc., need to be reported through the SC-CH Service Request System via the SC-CH Gateway.. Be sure to indicate any possible urgency in having maintenance repairs made as related to safety

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and health. For all other matters, supervisors need to seek out assistance from an ES&H professional within their respective organization, the Building 201 FEOSH Coordinator, or contact a representative of the Building 201 Federal Employee Safety and Health Committee.

Building 201 Federal Employee Safety and Health Committee

Because of shared safety and health issues, and as a matter of efficiency and effectiveness, the Building 201 Federal Employee Safety and Health Committee members represent all Federal employees working in Building 201. Due to shared interest in the business and decisions of the Building 201 Federal Employee Safety and Health Committee, the New Brunswick Laboratory (NBL) and the ANL Building Manager for Building 201 are represented as ex-officio members. Functional details of the Building 201 Federal Employee Safety and Health Committee are found in the [Building 201 Federal Employee Safety and Health Committee Charter](#).

The Building 201 Federal Employee Safety and Health Committee cannot succeed without the active participation of all organizational elements. Management and employees are encouraged to respond to calls for membership. Furthermore, field office managers, supervisors, and employees are also encouraged to engage the Building 201 Federal Employee Safety and Health Committee on safety and health issues or improvements.

Biological Event Committee

The Biological Event Committee was established to advise the SC-CH Manager on appropriate strategies and actions for mitigating risks in the event of the threat of a biological emergency pertinent to SC-CH employees and SC-CH on-site contractors. Functional details of the Biological Event Committee are found in the [Biological Event Committee Charter](#). Due to shared interest in the business and decisions of the Biological Event Committee, the AMSO and ASO are represented as ex-officio members.

The Biological Event Committee developed a [Biological Event Plan](#) which specifies roles and responsibilities in the event of epidemic or pandemic influenza, contagious disease, and bio-terrorism threats. The purpose of the plan is to protect the health and safety of the employees and to ensure the ability of SC-CH to maintain mission activities to the greatest extent practical. This plan is applicable to all SC-CH (including NBL), AMSO, ASO, and support services contractor employees.

Work Site Inspections and Hazard Abatement

Each field office manager is responsible for ensuring that at least annually their workplace is inspected for hazards. The specific purpose of these inspections is to ensure compliance with [29 CFR Part 1910, Occupational Safety and Health Standards](#),

and [29 CFR Part 1926, Safety and Health Regulations for Construction](#) as applicable. As residents of this site we are also obligated to satisfy requirements established within the [ANL Environment, Safety and Health Policies and Procedures](#). Building 201 support services contractors are also obligated to abide by the requirements included with [Worker Safety and Health Program Rule](#) (10 CFR 851). However, since all work performed by support services employees in Building 201 is conducted in an office environment, through written agreement, the Building 201 support services contractors have agreed to follow the requirements of this document. The written agreements are kept in the possession of the SC-CH Office of Acquisition and Assistance. Supervisors are encouraged to utilize available ES&H expertise from within their organization, or similar support available from SC-CH Safety and Technical Services (STS).

Results of work site inspections are to be recorded on the *Notice of Unsafe and Unhealthful Working Conditions* form. A Word fillable copy of the form is posted in [SC-CH Documents, Plans and Programs](#) under the ES&H category via the SC-CH Gateway. Completed forms shall be conspicuously posted in the work site until all identified hazards have been abated. A copy of the inspection report will be provided to the Building 201 Federal Employee Safety and Health Committee Chairperson. Sufficient follow-up inspections should be conducted to ensure the identification and abatement of hazardous conditions. The Building 201 FEOSH Coordinator will maintain all inspection related documentation.

Hazards are systematically managed and documented through final abatement or control. Once hazards have been identified, prevention and control must be implemented to ensure that all known hazards are managed through final abatement. For hazards identified in the work site, abatement actions need to be prioritized according to worker risk, abatement must be promptly implemented, and interim protective measures be taken pending final abatement.

An abatement plan shall be prepared and promptly posted if elimination of an unsafe or unhealthful working condition will not be possible within 30 calendar days. Such a plan shall contain an explanation of the circumstances of the delay in eliminating the unsafe or unhealthful working condition, a proposed timetable for eliminating the unsafe or unhealthful working condition, and a summary of steps being taken in the interim to protect employees from being injured as a result of the unsafe or unhealthful working condition. A copy of the plan shall be sent to the Building 201 Federal Employee Safety and Health Committee Chairperson. Any changes in an abatement plan will require the preparation of a new plan. The correction of unsafe or unhealthful working conditions shall include a follow-up inspection, to the extent necessary, to determine whether the correction was made. If, upon follow-up, it appears that the correction was not made or was not carried out in accordance with the abatement plan, the field office manager in charge of the workplace and the Building 201 Federal Employee Safety and Health Committee Chairperson shall be notified of the failure to abate.

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Occupational Medicine Program

A memorandum of understanding (MOU) has been established between ANL and all DOE Federal elements located at ANL for the provision of day-to-day occupational medicine and other health-related services under the direction of a licensed physician from the ANL Medical Department. SC-CH support services contractors are not covered under this agreement. In accordance with their respective [Worker Safety and Health Rule](#) (10 CFR 851) agreements, SC-CH support services contractors are required to provide their employees with occupational medicine services.

The scope and nature of the occupational medicine services rendered to a Federal employee working are predicated on the individual physical attributes required to perform an employee's assigned duties and the potential safety and health hazards to which an employee may be exposed. Each Federal employee working in Building 201 will need to complete an electronic Job Hazard Questionnaire (eJHQ) through the [ANL Training Management System](#) (TMS) to document the physical attributes and hazards associated with their assigned duties.

Personal Protective Equipment (PPE)

The use of PPE is not required to be worn by Federal employees during performance of their work duties within Building 201. However, when working in a contractor controlled area, Federal employees may be required to wear PPE as determined necessary by the hazard assessment completed by the host site. Safety shoes and/or safety glasses will be provided to Federal employees without charge. Separate fillable electronic ANL-9 Form, *Request for Safety Equipment Issue/Repair*, already coded for either [prescription safety glasses](#) or [safety shoes](#), must be signed by the employee's supervisor in order to obtain new safety shoes and/or safety glasses. Prescription safety glasses are obtained through the ANL Medical Department. Safety shoes are available from the ANL safety shoe vendor. The vendor is available every Monday (except during weeks when a holiday is observed on a Monday; then the shoemobile will be onsite on Tuesday). The shoemobile is at the Building 200-203 parking lot from 8:00 a.m. - 12:00 p.m., and in the Building 360 parking lot from 1:00 to 4:30 p.m. Non-prescription safety glasses and hard hats are available from STS for temporary use upon request.

Reporting and Recording Accidents

Injuries and Illnesses -

While at the ANL site, employees shall report any work-related injuries or illnesses to their immediate supervisor. This should occur as soon as possible following the event. If the injury/illness is serious in nature, report immediately to the Argonne Medical Department, or dial 911 (or 1-630-252-1911 on a cell phone) for emergency

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medical assistance. Upon returning to work, employees need to be sure to notify their supervisor of their return and any resulting work restrictions or prohibitions prescribed by the attending medical care giver.

Supervisors must report all work-related injuries and illnesses to the SC-CH Workers' Compensation Coordinator and Building 201 FEOSH Coordinator. Completion of specific Office of Workers' Compensation Program Forms is required to initiate a claim for reimbursement of leave and/or personal medical expenses. The forms include: [CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation](#), or [CA-2, Notice of Occupational Disease and Claim for Compensation](#).

If an employee is injured or becomes ill while on official travel, they are covered 24 hours/day for all activities incidental to their work assignment. If an employee seeks medical care, they must report to the medical care provider that their ailment is work related, identify him or herself as a Federal employee, and contact their supervisor as soon as possible to report what happened, where they are being treated, and to provide the needed contact information for staying in contact with their supervisor. In turn, supervisors need to notify the SC-CH Workers' Compensation Coordinator who resides in SC-CH Office of Human Resources Services (HRS), and the Building 201 FEOSH Coordinator of the employee's situation, and ensure when the employee returns they complete the appropriate Office of Workers' Compensation Program forms.

Supervisors are responsible for immediately initiating investigations to ensure identification of root cause(s) and contributing factors, and establishing measures to prevent recurrence. All occupational injuries or illnesses regardless of perceived severity should be investigated to determine those factors that allowed the event to occur. A graded approach should be adopted for conducting these investigations.

Those injuries and illnesses meeting the definition of "recordable" by [29 CFR Part 1904, Recording and Reporting Occupational Injuries and Illness](#) must be documented in the DOE Computerized Accident/Incident Report System (CAIRS). AMSO, ASO, and SC-CH are each responsible for satisfying the CAIRS reporting requirements, for their respective organization, as established by [DOE O 231.1B, Environment, Safety, and Health Reporting](#). Questions on reporting work-related injuries and illnesses should be directed to the Building 201 FEOSH Coordinator.

Motor Vehicle Accidents -

If you are involved in a motor vehicle accident while on official travel, you are generally covered by the Government if you are operating that vehicle within the scope of your approved travel orders. Motor vehicle accidents that occur outside a DOE facility are to be reported as soon as possible to the law enforcement agency with jurisdiction over the accident scene. If the accident occurs within the

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boundaries of a host DOE site, immediately report the accident to the local protective force. Seeking an official police report is left to the discretion of the employee, but it is particularly important in the event of substantial damage, injury, or fatality. Employees need to notify their supervisor and report the occurrence of the accident as soon as possible. Supervisors need to immediately notify the SC-CH Office of Chief Counsel (OCC) of the accident and provide them with all pertinent facts.

Employees should gather as much information as possible about the accident, e.g., the name and driver's license number of the other driver, the names and phone numbers of any passengers and witnesses, the make, model, and license plate of the other vehicle, etc. If an accident occurs while driving a rental car, obtain a vehicle accident report which is normally a multi-page document created by rental car companies that describes what happened, if anyone was injured, etc. If driving a rental vehicle, the employee is advised to keep in their possession a copy of the vehicle rental agreement. After returning, the employee will provide SC-CH OCC with copies of the vehicle rental agreement, if applicable, and whatever other information they collected at the accident scene.

Visitors

The arrival of visitors to Building 201 introduces persons to our workplace who do not possess specific knowledge of the hazards and controls associated with the work we perform. Furthermore, these visitors may be entering ANL controlled areas which could include exposure to hazards far greater than those typically encountered in our "office" environment. Visitors include all non-AMSO, -ASO, and -SC-CH Federal employees, contractor employees, and dignitaries here for an official purpose. Individuals brought on site for unofficial purposes must be supervised at all times for their safety and well being.

Visitors working cumulatively 10 or more work days per year at ANL are required by ANL to obtain training as determined by the ANL TMS. Visitors working cumulatively less than 10 work days per year are to be appropriately escorted during their stay. Individuals bringing a visitor on-site need to make arrangements with the Building 201 FEOSH Coordinator as necessary to ensure those visitors entering Laboratory areas are not violating established security, safety and health, and other such requirements. Visitors who will be working in Building 201 during their stay need to be provided with a copy of the SC-CH visitor safety brochure, [DOE Office of Science Chicago Office Welcome to Building 201](#).

Working Outside Normal Business Hours (in Building 201)

There are currently no ANL restrictions for performing office type work in Building 201 outside normal business hours. When such work is performed (even when done voluntarily), the safety and health of subordinates still remains the responsibility of the supervisor. The recognized hazards and associated hazard controls described in this Plan remain the same and are to be followed.

Employees need to be aware that their safety and security might be lessened if working alone outside normal business hours. Because other co-workers may not be present to assist an employee by summoning emergency assistance, supervisors should question employees to be working alone if they have any medical conditions which might need to be considered. Supervisors must ensure workers understand how to, and are capable of summoning emergency assistance by dialing 911 from an ANL telephone or calling (630-252-1911) from a cellular telephone.

If management directs employees to work outside normal business hours, supervisors need to take necessary measures for ensuring their employee's safety and health at that time. Supervisors are highly encouraged to be present in the workplace at those times, or consider establishing a check in/out protocol. At the very least, supervisors should follow-up afterwards with their employees to be knowledgeable of any health, safety, and/or security issues encountered. Any such issues must be resolved accordingly by the supervisor in a timely manner to prevent the occurrence of serious injury or death.

Safety and Health Training

Safety and health training for DOE and support services contractor employees as well as visitors working in Building 201 will be accomplished in accordance with the ANL TMS. SC-CH HRS will coordinate participation in the ANL TMS. Safety and health training needs are detailed in Attachment 3.

RECOGNIZED HAZARDS AND CONTROLS

Building 201 is assumed to be a relatively safe place because it is viewed simply as an office environment. However, ASO, AMSO, and SC-CH employees are actually exposed to several hazards capable of causing death or serious injury. Through analysis of the types of work performed by AMSO, ASO, and SC-CH employees in Building 201, the following hazards and mitigating controls are listed below.

Electrical Energy

Electrical energy represents the most prevalent hazard within Building 201. Fortunately, the proper application of building construction and equipment design requirements have safely enclosed or encased energized circuits and components to prevent these

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types of hazardous exposures. Provided these safeguards are maintained in excellent operational condition, and we utilize electrical powered equipment within the parameters by which it was intended, the danger of shock, fire, and electrocution can be greatly minimized.

An additional consideration on the use of electrically powered equipment involves the limitations of the Building 201 electrical service. When Building 201 was designed and built, the existence of multiple pieces of electrically powered equipment in every cubicle and office was not a consideration. This is further evidenced by the limited number of duplex outlets available. As such, demands placed upon the existing electrical service are near maximum. Experience has shown that excessive loading on the electrical service will cause protective circuit breakers to trip leading to loss of productivity and electronic data. Each of us needs to be prudent in regards to the electrical demands we place on this system, and please limit the use of electrically powered equipment to that provided by the Government. No home-made electrical equipment is allowed. Only equipment provided with an approval label from a nationally recognized testing laboratory (NRTL) is to be used, e.g., Underwriters Laboratories – “UL”.

Damaged or malfunctioning electrical equipment needs to be repaired or disposed of immediately. Examples of damage could include, but is not limited to, missing grounding pins from plugs, cracked/frayed cord insulation, and exposed wiring and circuits. Equipment should be visually inspected regularly to ensure it has not been damaged. Do not attempt to repair or maintain electrical equipment. Repair and maintenance is only to be made by a qualified electrician or technician using approved parts and practices. Equipment repairs and maintenance are to be requested through the Service Request System via the SC-CH Gateway.

When in use, all electrical equipment needs to be plugged directly into duplex outlets. The permanent use of extension cords is prohibited except for temporary audio-visual presentations, and emergency conditions. The use of fused multi-outlet power strips provided with ground and surge protecting features are permitted when used as intended for protecting electrically-sensitive equipment such as computers, printers, facsimile machines, etc. When indicator lights intended to identify the ground and surge protective features of a fused multi-outlet power strip are no longer illuminated, the fused multi-outlet power strip must be replaced immediately. Do not "daisy-chain" fused multi-outlet power strips, i.e., the practice of connecting these devices together in series.

Centralize electrical appliances for the preparation and storage of food into commonly shared areas. This equipment needs to be plugged directly into the wall outlet. Individual use of food preparation devices such as coffeemakers, toasters, and refrigerators is prohibited. An overabundance of individual use of this equipment can easily overload the electrical service circuits. Locations for all appliances and printers must be pre-approved by the SC-CH Program Support Services (PSS).

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Position power cords where they will not be damaged from foot traffic, rolled over by wheeled equipment, rubbing up against sharp corners, pinched between furniture, compressed under mats and furniture, and stretched and physically strained.

Cubicle walls are not to be moved or lifted under any circumstances except by ANL maintenance workers. These cubicle panels contain electrical wiring, and though hinged which allows them to be slightly repositioned, electrical connections made between the cubicle panels for the distribution of electrical power may get twisted out-of-position, strained, or worn if moved improperly. This could cause overheating and increase electrical resistance, and eventually lead to a fire.

Fire

The risk of fire in Building 201 is small due to several established controls intended to detect and alarm of the existence of the fire, and then to control and suppress the fire. However, the occurrence of even a small fire could still cause significant injury and damage, and greatly disrupt the flow of business.

Should an employee suspect the existence of fire, or actually detect a fire:

- Notify others and summon help immediately. Fire alarm boxes are located at each stairwell entrance door and each building exit door. Employees are asked to utilize these fire alarm boxes to make immediate notification to the ANL Fire Department and make others in the building aware of the event. Simply follow the posted directions. The ANL Fire Department will respond in minutes to investigate the alarm. Employees must recognize that time is critical. If in doubt, activate the building fire alarm. Do not ponder on whether or not to make the notification or to get a second or third opinion. **No employee will be disciplined for legitimately notifying and summoning the ANL Fire Department.**
- After activating the Building 201 fire alarm, employees should call 911 (or 1-630-252-1911 on a cell phone) and verbally report the circumstances of the fire alarm. This call needs to be made at a location away from any dangerous conditions created by a fire. When making this call, several ANL safety, operations, and emergency personnel will also be on the call listening to your information. The caller should provide their name, their phone number, the location of the fire (or suspected fire). The caller needs to remain on the phone if it is safe to do so to provide any other needed facts surrounding the fire. The caller should only hang up when instructed to do so.

Whenever the fire alarm in Building 201 sounds, all employees are to evacuate the building without pause and meet at Building 203 in accordance with the [Building 201 Emergency Plan](#). Under no circumstances are employees to remain in Building 201. Evacuation is to occur by means of any of the three building stairwells. Arrangements

should be made with the local Emergency Coordinator to gain assistance to help evacuate those employees with special needs that limit or prohibit them from traversing the building stairwells. Employees should only evacuate the building by means of the elevators when under the direction of the ANL Fire Department.

Automatic smoke detectors are located in the elevator waiting areas on each floor. Activation of these smoke detectors will automatically summon the ANL Fire Department. Building 201 is provided throughout with an automatic fire sprinkler system. In the event of a fire, should enough heat be generated by that fire, fire sprinkler heads in the immediate area of the fire would open and release water. Depending on the location and type of fire the discharging water may completely extinguish the fire, or limit the fire to its point of origin and prevent it from spreading. Activation of the automatic fire sprinkler system will immediately summon the ANL Fire Department. Employees are never to hang any objects from fire sprinkler heads or the associated piping. Employees are not to position or place objects in locations where they are capable of obstructing the water discharged from a fire sprinkler head.

ANL has established a smoking policy aligned with the Smoke-Free Illinois Act. Building 201 is a smoke-free building. No smoking is allowed within 15 feet of all building entrances including walkways, exits, windows that open, and ventilation intakes. Employees are allowed to smoke in their privately-owned vehicles. The designated smoking area for Building 201 is located at the outdoor shelter located near the loading dock area on the north side of the building. Smoking is prohibited at other outdoor areas in front of air intake ducts, and within 15 feet of any building entrance door. Employees are asked to act responsibly when smoking outdoors by using receptacles designated for the disposal of burning smoking materials. Do not dispose of used burning smoking materials in dumpsters, ordinary waste receptacles or combustible containers. The irresponsible disposal of burning smoking materials can lead to a trash or wild land fires.

There are to be no open flames in Building 201 without possession of an approved burn permit. The process for acquiring an approved burn permit is detailed in the [ANL Environment, Safety and Health Policies and Procedures](#). Examples of open flames include all uses of lighters, lit candles, flammable gas/liquid lamps, and fuel cans used for food warming.

ANL has requested that portable space heaters not be used in Building 201 because of concerns of electrical power overloads. Alternatives to the use of a portable space heater are the wearing of warmer clothes and footwear, be less sedentary and more physically active, and/or relocation to a warmer worksite. The need for additional building heat can be requested through the Service Request System via the SC-CH Gateway.

Should there be a need to use a portable space heater, it must first be authorized by SC-CH PSS. Employees requesting use of a portable space heater must provide a doctor's prescription stating a medical justification for additional warmth. Only portable space heaters provided by SC-CH PSS are allowed. To obtain a portable space heater, enter a request through the Service Request System via the SC-CH Gateway.

Fire extinguishers distributed throughout Building 201 are only for use by the ANL Fire Department. AMSO, ASO, and SC-CH employees are asked not to use these fire extinguishers. Instead, in the event of a fire, all employees are asked to evacuate from the immediate area of the fire.

Housekeeping

Maintaining a workplace that is neatly organized, clean, and uncluttered reduces the likelihood of experiencing a work-related injury and illness. Few such incidents have been reported in Building 201, but failure to maintain a high level of housekeeping can expose employees to serious injury and illness caused by physical contact, or by exposure to blood-borne or food-borne diseases.

Unstable file cabinets, unstable storage cabinets, and unstable bookcases must be secured in a manner that will prevent tip over. Until such time as a cabinet can be so secured, a label stating "Caution - cabinet not secured" should be affixed. Labels must not serve as a permanent alternative to securing cabinets.

When using a lateral and vertical file cabinet avoid opening more than one drawer at a time. This will minimize the possibility of the file cabinet tipping over. Maintain a low center of gravity by filling file cabinet drawers starting with the lowest and moving up, or keeping most of the weight in the lower half of the file cabinet. A top-heavy (one without an equal or greater amount of weight in the lower half of the cabinet) is prone to tip over. Lateral and vertical file cabinets are to be labeled to caution users about tip over. Do not force fit files in drawers of lateral and vertical file cabinets. The downward motion may provide sufficient leverage to cause a file cabinet to tip over. Do not leave file drawers open unless you are working in them. Always keep your hands and fingers away from the drawer edges to avoid having them pinched between the drawer and the file cabinet's face frame.

Ensure that all desktop equipment is securely situated on the desk surface in a manner that will prevent it from falling off the desk. Avoid overhanging equipment. Minimize the accumulation of combustible materials such as paper and cardboard on desktops. Avoid the open storage of paper by using storage or filing cabinets. Consider the use of electronic storage to minimize the floor loading and fire-related issues with a large accumulation of combustible materials. Combustibles stored in the open should be minimal. Those combustibles stored in the open need to be kept in a manner that is stable, neat, and organized.

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Do not dispose of sharp objects such as broken glass or ceramics, jagged metal, razor blades, etc., directly into trash receptacles. Totally secure such objects in a hard surfaced method of containment, such as a thick cardboard box, labeled "SHARPS". Do not dispose of sharp medical items such as syringes, lancets, etc., in trash receptacles. Immediately after use, sharp medical items should be put into a rigid container and brought to the ANL Medical Department for proper disposal as medical waste. Ideally these rigid containers should be of heavy-duty plastic; be able to close with a tight-fitting, puncture-proof lid, without sharps being able to come out; upright and stable during use; leak-resistant; and properly labeled.

Through the SC-CH Service Request System via the SC-CH Gateway, arrange for the cleanup of bodily fluids such as vomit, pooled blood, etc. ANL custodial staff are trained in proper cleanup techniques and provided with appropriate PPE to protect themselves from contact with blood-borne pathogens. Bandages minimally soiled with blood can be thrown directly into trash receptacles.

Only store food in closed containers to prevent attracting pests. Spilled food needs to be cleaned up and not allowed to linger. Each organization is responsible for ensuring that occasionally their refrigerator is cleared of aged and discarded food and wiped clean. All refrigerators intended for food storage are not to be used for storage of any chemicals. The exception would be for personal medicines provided those medicines are stored in a manner that prevents cross contamination with food. All food storage refrigerators need to be labeled as "Food Storage Only." Users of refrigerators need to ensure that they remain clean and sanitary.

Vacant cubicles and offices need to be kept clean and organized. It is recommended that loose stacks of paper (even in folders) be stored away in file cabinets or disposed of. Trash receptacles need to be emptied. All unnecessary electrically powered equipment should be unplugged to minimize the risk of fire.

Slips, Trips, and Falls

Slips, trips and falls are infrequent inside Building 201, but the possibility of an occurrence of this nature remains high in an office type environment. This is largely because of the significant wear and tear placed upon walking surfaces (tile and carpeted floors, and stair treads), the high traffic flow of DOE and ANL personnel, and the unavoidable existence of objects obstructing that high traffic flow. Persistent efforts at maintaining clean and dry walking surfaces, maintaining walking surfaces in good repair, and by removing those things that might be placed in or positioned near walking surfaces is ongoing, but each building occupant is needed to minimize these types of events.

Be mindful of and adhere to all signage warning of wet flooring. Avoid passing through such areas if at all possible. Report wet floors caused by condensation, melting snow and ice dragged into the building by notifying the ANL Building 201 Building Manager. Accumulations of ice and snow on the sidewalks immediately surrounding Building 201 also need to be brought to the attention of the ANL Building 201 Building Manager.

To minimize tripping hazards, avoid routing cords across walking areas. If this is not possible, use of a plastic electrical cord cover is required. Power cords, communication cables, and mouse and telephone cords need to be neatly stowed in offices and cubicles to avoid tangling around an employee's feet. Extra communication cable situated in cubicles needs to be neatly bundled and secured out of the way to prevent it from "bird nesting". Notify the SC-CH Information Management Services (IMS) Director of communications cable in need of rebundling. Power cords need to be neatly placed out of the way to prevent them from damage. Never bundle power cord with other types of cords or cable. Finally, secure mouse cords when they are located near your feet using Velcro strips or cable clips. Requests for Velcro strips or cable ties can be made through the SC-CH Service Request System via the SC-CH Gateway.

Use hand rails when traversing stairs. Observe the right-of-way rule if at all possible, and be on the lookout for others as they approach you. Use the elevators instead of stairs when carrying bulky objects or items that obstruct your vision.

Do not position furniture, boxes, or carts in a location where others may contact them and trip. Place these items away from door openings and cubicle entrances. Do not store items in aisles.

All locations where the carpeted or tiled floor surface or stair tread is damaged, worn away, or not secured in place need to be reported through the SC-CH Service Request System via the SC-CH Gateway.

Do not stand on chairs to access areas above your reach. Likewise do not stand on boxes or similar objects. Only use approved devices such as foot stools and ladders.

Only use rolling chairs that have a five spoke/foot base. Do not lean excessively back or to the side in chairs to prevent falling back or falling out.

It is not uncommon to experience several slips and falls during the winter months due to the inevitable presence of snow and ice. To counter the possibility of a slip and fall injury ANL has a snow and ice control plan that dictates the extent of plowing and/or salting depending on the weather conditions experienced. They will do their best to address the hazards created by the accumulation of snow and the buildup of ice. However, overcoming the elements is not an easy task - there are times when they could miss plowing and salting areas of parking lots, lengths of sidewalks, and entrances

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to buildings, or snow might drift back after it was initially cleared away. Should you encounter such a hazardous condition, please report that location immediately to the ANL Building 201 Building Manager. This will permit the dispatching of a work team to take necessary actions to eliminate the reported hazardous condition, or to prevent others from being exposed to the same situation until such time that it can be adequately addressed.

To avoid slips and falls when crossing snow and ice covered areas, wear flat-soled shoes or boots that provide traction on snow and ice: rubber and neoprene composite. Avoid plastic and leather soles.

Be extremely careful getting out of your vehicle. Swing your legs around and place both feet on the pavement before you attempt to stand. Steady yourself on the door frame until you have gained your balance. Avoid reaching beyond your center of balance to take hold of the door, because this may cause a fall. Give yourself plenty of time. Bend your knees a little and take slower and shorter steps with your feet pointed slightly outward to reduce your chances of falling. This will help keep your center of balance and provide a stable base of support. Avoid carrying heavy packages because this can affect your balance. Dress warmly. Being cold may cause you to hurry or tense your muscles, both of which can affect your balance. Pay attention to the walking surface. It may become wetter or slicker ahead of you. Look down, however, only with your eyes. If you bow your head, it could propel you forward. When walking after sunset or in shadowed areas, be alert for black ice -- particularly in the days following a storm. Once parking lots, sidewalks and steps have been cleared, a thin layer of water remains and refreezes when the temperature drops.

Do not take shortcuts. Always use sidewalks and the cleared paths in parking lots. Avoid walking between parked cars where snow removal and salting may not have been done. Be especially careful when stepping to different levels -- down or up steps or from curbs. Avoid stepping on curbs because their surfaces tend to be extremely slick. And remember, grassy slopes can be as dangerous as snowy steps. If the sidewalks are impassable and you must walk in the street, walk against traffic so that you can see oncoming traffic. Stay as close to the curb/shoulder as you can. Watch for oncoming traffic. Regardless if you have the right of way, before stepping onto a street or parking lot, give yourself plenty of space to avoid being struck by approaching vehicles. Because of slick pavement, you may not be able to move fast enough without falling and motorists may not be able to stop or slow down.

Motorized Vehicle Operation

Anyone who operates a motor vehicle while on official travel is at risk of being involved in a roadway crash. Roadway crashes are a leading cause of death for workers in clerical and professional specialty jobs. Employees functioning as drivers and passengers must adhere to the various laws, rules and regulations, when operating Government-owned or -leased vehicles, rented vehicles, or privately-owned vehicles for official business.

Employees operating motor vehicles need to be confident in their ability to do so, and possess the needed skills and experience in the type of driving to be performed. Likewise, supervisors should be assured they are not putting an employee in an unsafe situation. Personnel operating a motor vehicle will:

- Have in their possession a valid State driver's license appropriate to the type of vehicle they will be operating, and observe any license restrictions applicable to operating that motor vehicle.
- Practice defensive driving techniques.
- Keep cool! Be patient and courteous with other drivers.
- Maintain an awareness of pavement and weather conditions and how they may influence operating the motor vehicle.
- Turn off your cell phone and make it inaccessible during your drive. This includes hands-free devices since their use can be just as distracting as a hand-held cell phone.
- Stay focused on driving. If something requires you take your hands off the wheel or your eyes off the road, it's a distraction. If a situation needs your attention, pull off the road to a safe location to deal with it.
- Be well rested. For long drives employees need to set realistic goals for the number of miles or duration of time they can safely drive. Employees should consider taking breaks to refresh themselves every two hours by getting out of the vehicle to relax and stretch.
- Never operate a motor vehicle if impaired by alcohol or any drug. Employees need to advise their supervisor of any medical treatment, use of medication, or other condition that could affect their ability to safely operate a motor vehicle.
- Comply with established traffic and pedestrian control devices, road signs, speed limits, and other applicable Federal and State traffic laws.

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[Executive Order 13043, Increasing Seatbelt Use in the United States](#), requires each Federal employee occupying any seating position of a motor vehicle on official business, whose seat is equipped with a seat belt, shall have the seat belt properly fastened at all times when the vehicle is in motion.

[Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving](#), prohibits Federal employees from text messaging (a) when driving a Government-owned vehicle, or when driving a privately-owned vehicle while on official business, or (b) when using electronic equipment supplied by the Government while driving at any time. When driving, be knowledgeable of local traffic laws requiring use of hand-free devices for the use of cell phones, and for texting. Laws prohibiting cell phone use and texting while operating a motor vehicle by State can be reviewed at <http://www.distraction.gov/content/get-the-facts/state-laws.html>.

Before taking control of a Government-owned vehicle, inspect it to look for any obvious problems, e.g., body damage, cracked windshield glass, broken or worn wipers, low tire pressure, burned out head lights, brake lights, and directional signal lights. Any problems should be immediately reported to SC-CH IMS. Problems encountered with a Government-owned vehicle out on the road need to be reported on the *DOE Trip/Mileage Report* form provided to each driver when they pick up the vehicle's keys from SC-CH IMS. The filled in form is to be returned with the vehicles keys to SC-CH IMS. Needed repairs are to be reported when returning the motor vehicle to avoid the next user from being unnecessarily exposed to unsafe conditions.

When operating a motor vehicle within the ANL site you are subject to all applicable Illinois traffic laws. In addition, ANL has instituted various controls in excess of those laws by requiring the wearing a U.S. Department of Transportation certified helmet whenever operating a motorcycle, and a total prohibition on the use of mobile communications devices while driving, for any purpose.

The day-to-day management of traffic on-site is conducted by the ANL Protective Force. Should the ANL Protective Force issue a notice of a traffic violation to an AMSO, ASO, or SC-CH Federal employee, the ANL Security and Counterintelligence Division will issue a copy of the notice to the violator's Manager. AMSO, ASO, and SC-CH employee are subject to the disciplinary process described in the [Office of Science Chicago Office, Ames Site Office, Argonne Site Office, Traffic Safety Policy](#). Should the ANL Protective Force issue a notice of a traffic violation to a DOE support services contractor employee or to a visitor, those individuals are subject to the ANL *Traffic Safety Discipline Policy*, included as Exhibit A of ANL Laboratory-wide Policy LMS-POL-6, [Traffic Safety](#).

Likewise, Deputies of the DuPage County Sheriff have jurisdictional authority on-site and can issue tickets for traffic violations. These traffic violations are adjudicated through 18th Judicial Circuit Court.

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Use of aircraft, other than scheduled commercial carriers, is to be accomplished in accordance with the [SC Aviation Management and Safety Program Description](#).

Workplace Violence

Workplace violence is described as a violent act or threatening behavior typically involving one individual acting against another, but can also include harm taken against oneself. Violent acts include, but are not limited to, beatings, stabbings, suicide, shootings, kidnappings, and forcible sex offenses. Threatening behaviors include, but are not limited to, threats of violent acts conveyed in person through words or behavior, in writing, or by electronic communication (e-mail or voicemail), an intimidating presence, damage to the personal property of others, and harassment of any nature such as being followed, sworn at or shouted at. Management is committed to preventing acts of violence or threatening behaviors in the workplace. The commission of a prescribed criminal act, a psychological trauma, or coercive behavior by anyone is not to be tolerated. All perceived threats of workplace violence are to be expeditiously reported to your immediate supervisor, or the servicing Employee Relations HR Specialist for the employee's organization. Supervisors are to seek the advice from their servicing Employee Relations HR Specialist regarding investigating the incident and initiating appropriate action. It is imperative that supervisors take all perceived threats seriously and consider each to be real until proven otherwise. **Observed acts of violence while at ANL are to be reported directly to the ANL Protective Force by dialing 911 (or 1-630-252-1911 on a cell phone).**

The SC-CH [Workplace Violence Prevention Program](#) details the established processes and employee responsibilities for preventing acts of workplace violence.

Safety While on Official Travel

Employees traveling within the United States or United States territories on official duties must observe safety requirements of the host facility where they will be working. For overseas travel, employees should have medical evaluations appropriate for the hazards to which they will be exposed. Employees and their supervisors should consult with ES&H SMEs on a case-by-case basis regarding guidance for protection of worker health and safety while overseas. Employees traveling outside the United States should

also consult with Safeguards and Security Services and the Office of Counterintelligence regarding personal safety and security considerations applicable to any United States citizen on foreign travel, and special considerations for Federal employees or cleared employees.

Ergonomics

The now common use of desktop computers has brought about an increase in the occurrence of injuries in the office type environment. These injuries are attributable to how we individually position this equipment, and then how we align our bodies to utilize it. This type of injury is known as musculoskeletal disorder. Musculoskeletal disorders are injuries to the muscles, joints, tendons, or nerves. The experience among Building 201 Federal workers with respect to musculoskeletal disorders is that these injuries typically involve the hands, wrists, elbows, shoulders, neck and lower back. Early symptoms of a musculoskeletal disorder can include pain and swelling, numbness and tingling, minimized strength, and reduced range of motion. It is when these early symptoms are first experienced that action should be taken. By allowing this pain to continue, a more serious occupational illness such as carpal tunnel syndrome and tendonitis could result. These types of occupational illnesses can then result in a significant loss of strength in the affected areas, chronic pain, or permanent disability.

The key to reducing the likelihood of a musculoskeletal disorder is simple. Position the parts of the body so that no part is bent or twisted so as to create stress or strain. This is often referred to as maintaining the body in the “neutral” position. The neutral position is demonstrated by Figure A. The individual shown in Figure A is facing directly toward the computer in the “neutral” position; the head, shoulders, upper arms, and spine are vertically aligned, and the hands, wrist, and forearms are horizontally aligned. The demonstrated position of the body shown in Figure A should be used as a guide for establishing one’s “neutral” position. However, the key here is to do what feels most comfortable. If any pain or discomfort is detected, stop what you are doing immediately. Instead examine the body’s current alignment and make any needed adjustments in positioning to bring about the needed relief. Assistance can be obtained from SC-CH STS Director for ergonomic analysis of individual work stations.

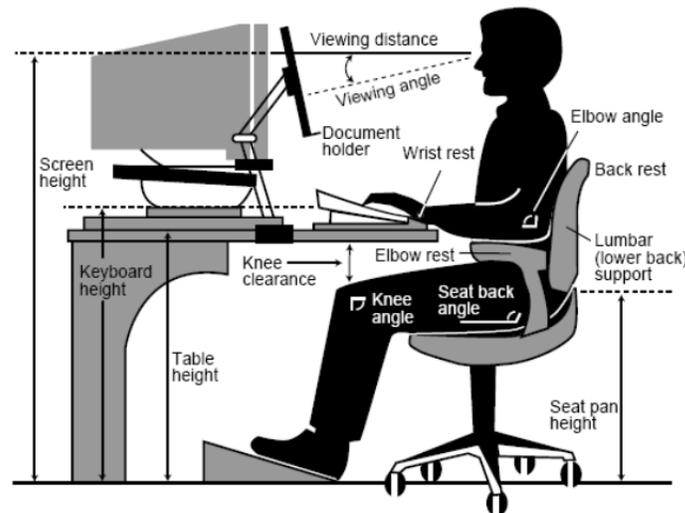


Figure A.

Lifting and Materials Handling

A number of reported injuries experienced by Federal employees in Building 201 involved the lifting and handling of heavy objects. Trying to manipulate or move such objects even short distances can result in severe injury. Each of us has limited physical capabilities. When these are exceeded, the resulting stress and strain on the body from even a onetime overexertion can be quite incapacitating. Repeated overexertion could lead to chronic debilitating pain. Do not over do it! Only lift what you feel you are physically capable of lifting. There is nothing here needing to be lifted or handled that cannot wait until others are available to assist you in doing it safely. Keep physically fit - maintain strong abdominal, arm and leg muscles.

When lifting, bend at the knees and use your leg muscles. Do not bend over at the waist and get as close as possible to object you intend to lift. Grasp the object firmly with both hands and make sure it is balanced. As you rise to the standing position pull the object toward your body. Reverse these steps to set the object down. Avoid carrying heavy or awkwardly shaped objects over long horizontal distances. Place such objects on a flat bed cart, or use a two wheel hand truck. Move the cart or hand truck as close to object as possible to minimize the distance you will be moving the object by hand. If you have to carry an object for any horizontal distance, hold it close to your body, and make sure you can see ahead and that your path of travel is clear. Be sure not to position hands and fingers against, between, or under heavy objects where they might get pinched or crushed. If lifting or handling objects may cause blisters or abrasions, wear protective gloves.

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Use extreme caution when using razors or knives to open boxes and containers, or for cutting away strapping or coverings. Use of a box cutter with a retractable blade is preferred since it can be adjusted to limit the amount of exposed blade. Avoid pulling a knife or razor directly toward any part of your body.

Chemicals

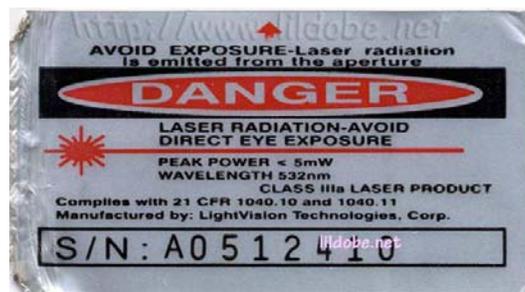
Because of the office type environment within Building 201, the use of chemicals is very limited. Potential chemical exposures are primarily limited to incidental contact with toner products for printers, lubricants for shredders, and a general purpose non-aerosol cleaning agent. SC-CH STS has collected a Material Safety Data Sheet (MSDS) for all chemical containing products found in use in Building 201 in Federal work areas.

The MSDS provides employees with comprehensive technical information and serves as a reference document for the exposed worker as to the hazards associated with exposure to the associated chemical product. Any employee interested in obtaining an MSDS for any of the products used in Building 201, which is supplied by the Federal Government, can request it through SC-CH STS.

Only chemical containing products purchased by the Federal Government should be allowed in Building 201. Do not bring chemical products from home. If chemical products are transferred to a secondary container, that secondary container needs to be labeled as to its content.

Laser Pointers

Only laser pointers labeled as “Class 2” are approved for presentation purposes on the ANL site. Laser pointers not possessing a manufacturer’s warning label must not to be used. Normal “eye blinking” provides protection from Class 2 lasers. Though for a “Class 3A” laser, below is an example of what such a label will resemble.



Any laser with output above Class 2 (i.e., Classes 3 and 4) are not to be used as permanent eye damage might occur. If bringing a laser pointer to other DOE facilities, verify if similar prohibitions exist before using it.

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Pedestrian Traffic

For those pedestrians who are walking or bicycling on ANL roads, it is essential that you maintain an awareness of your surroundings and the existence of other pedestrians and motor vehicles. Always be wary of approaching vehicles because they may not see you.

Though drivers are required to yield the right-of-way to walking pedestrians crossing streets in marked or unmarked crosswalks in most situations, pedestrians need to be especially careful at intersections where the failure to yield right-of-way often occurs when drivers are turning onto another street and a pedestrian is in their path. If possible cross the street at a designated crosswalk. Always stop and look left, right, and left again before crossing. If a parked vehicle is blocking the view of the street, stop at the edge line of the vehicle and look around it before entering the street. When walking or jogging it is much safer to walk on a sidewalk, but if you must be in the street, face traffic. If walking on unpaved surfaces be on the watch for ruts, holes, roots, large rocks, downed branches, etc. Watch for irregularities in paved surfaces that may cause you to trip or fall.

When bicycling at ANL observe the Illinois [Bicycle Rules of the Road](#). Anyone riding a bicycle on site must wear a helmet certified by the Consumer Products Safety Commission. Anyone riding a bicycle in the Argonne Bike Share Program must complete the required ANL TMS training ([ESH561 - Bicycle Safety](#)).

Bicycles must traverse roadways in the same direction as motorized vehicles. Individuals riding bicycles must ride single file and as close as possible to the right edge of the road when motorized vehicles are in the area. Riders must not carry packages or other articles that could interfere with the safe operation of the bicycle. If an individual rides a bicycle at night, proper reflectors and lights are required. Use of mobile communication devices is not allowed while riding a bicycle.

RESPONSIBILITIES

Field Office Managers

- Furnish employees with employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm to the extent of their authority;
- Ensure no employee is subject to restraint, interference, coercion, discrimination or reprisal for exercising any right afforded by [Section 19 of the OSHA Act](#), [Executive Order 12196](#), or [29 CFR 1960](#);
- Establish procedures for responding to employee reports of unsafe or unhealthful working conditions;
- Promote employee awareness of occupational safety and health matters through ordinary information channels, such as newsletters, bulletins and handbooks;

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- Make available to each supervisor, Building 201 Federal Employee Safety and Health Committee Member, and employee representative the needed resources in support of FEOSH requirements;
- Acquire, maintain, and require the use of approved PPE and safety equipment;
- Ensure supervisor performance is measured at meeting established safety and health requirements, is consistent with the employee's assigned responsibilities and authority, and takes into consideration any applicable regulations of the Office of Personnel Management or other appropriate authority;
- Ensure supervisors are trained as to their responsibility for providing and maintaining safe and healthful working conditions for employees as applicable to this document;
- Ensure employees are provided appropriate safety and health training including specialized job safety and health training appropriate to their assigned work, and this document, with emphasis on their rights and responsibilities;
- Ensure safety and health inspections of all work areas are conducted at least annually, and allow employee representatives to participate;
- Develop a management information system to retain records of occupational accidents, injuries, illnesses, and their causes;
- Maintain an OSHA 300 Form (*Log of Work-Related Injuries and Illnesses*) of recordable injuries and illnesses experienced during the calendar year;
- Ensure posting of the OSHA 300A Form (*Summary of Work-Related Injuries and Illnesses*) for the previous calendar year from February 1st through April 30th so employees can be aware of the injury and illness experience of SC-CH; and
- Ensure the DOE FEOSH poster is conspicuously visible and kept posted, to inform employees of the provisions of [Section 19 of the OSHA Act](#), [Executive Order 12196](#), and the Building 201 Federal Employee Worker Safety and Health Plan.

Supervisors

- Furnish employees with employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm to the extent of their authority;
- Ensure no employee is subject to restraint, interference, coercion, discrimination or reprisal for exercising any right afforded by [Section 19 of the OSHA Act](#), [Executive Order 12196](#), or [29 CFR 1960](#);
- Comply with the occupational safety and health standards applicable to SC-CH and with all rules, regulations, and DOE Directives (DOE alternate standards) with respect to the Building 201 Federal Employee Worker Safety and Health Plan;

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Post notices of unsafe or unhealthful working conditions found during inspections;

- Assure prompt abatement of unsafe or unhealthful working conditions (within 30 working days);
- Establish abatement plans for unsafe or unhealthful working conditions that cannot be abated within 30 days;
- Inform employees exposed to unsafe or unhealthful working conditions of established abatement plans; and
- Immediately correct conditions or practices which pose an imminent danger.

Employees

- Comply with the standards, rules, regulations and orders which are applicable to his/her own actions and conduct; and
- Use safety equipment, PPE, and other devices and procedures provided or directed by SC-CH and as necessary for their protection.

Building 201 FEOSH Coordinator

- Serves as an advisor to the Building 201 Federal Employee Safety and Health Committee.
- Monitors the *Building 201 Federal Employee Worker Safety and Health Plan* to ensure compliance with DOE FEOSH requirements and ANL safety and health requirements.
- Recommends needed improvements for the *Building 201 Federal Employee Worker Safety and Health Plan* to the Building 201 Federal Employee Safety and Health Committee.
- Coordinates with the Building 201 Federal Employee Safety and Health Committee on the resolution of safety and health matters effecting DOE Federal employees in and around Building 201.
- Monitors DOE Federal work areas in Building 201 for recognized and potential hazards.
- Verifies that events and incidents experienced by DOE Federal employees in and around Building 201 are investigated to identify causal factors and such events get reported in a manner as required by DOE. Works with the Building 201 Federal Employee Safety and Health Committee to ensure effective corrective actions are developed to prevent recurrence and lessons learned are prepared as necessary to promote continuous improvement.
- Ensures the DOE FEOSH poster is prominently displayed throughout areas occupied by DOE Federal employees in Building 201.

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- Verifies the timely posting within AMSO, ASO, and SC-CH, of their respective *Annual Summary of Work-Related Injuries and Illnesses* (OSHA Form 300A).
- Conducts annual unannounced safety and health inspections of DOE Federal work areas in Building 201.
- Coordinates Building 201 FEOSH training with ANL TMS as necessary.

Contracting Officers and Contracting Officer Representatives

- Ensure support services contractor compliance with [Worker Safety and Health Rule](#) (10 CFR 851) requirements.

Support Services Contractors

- Adhere to ES&H contractual requirements established for their respective work locations in accordance with [Worker Safety and Health Rule](#) (10 CFR 851).

REFERENCED LINKS

[Section 19 of the Occupational Safety and Health Act](#)

[Executive Order 12196, Occupational Safety and Health Programs for Federal Employees](#)

[Executive Order 13043, Increasing Seatbelt Use in the United States](#)

[Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving](#)

[10 CFR 851, Worker Safety and Health Rule](#)

[29 CFR Part 1904, Recording and Reporting Occupational Injuries and Illness](#)

[29 CFR Part 1910, Occupational Safety and Health Standards](#)

[29 CFR Part 1926, Safety and Health Regulations for Construction](#)

[29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters](#)

[ANL Environment, Safety and Health Policies and Procedures](#)

[ANL Training Management System](#)

[Biological Event Committee Charter](#)

[Biological Event Plan](#)

[Building 201 Emergency Plan](#)

[Building 201 Federal Employee Safety and Health Committee Charter](#)

[DOE Office of Science Chicago Office Welcome to Building 201](#)

[DOE O 231.1B, Environment, Safety, and Health Reporting](#)

[DOE O 440.1B, Worker Protection Management for DOE \(Including National Nuclear Security Administration\) Federal Employees](#)

[DOE P 450.4A, Safety Management System Policy](#)

[Illinois Bicycle Rules of the Road](#)

[ISC-CH Workplace Violence Prevention Program](#)

[Office of Science Chicago Office, Ames Site Office, Argonne Site Office, Traffic Safety Policy](#)

Before using this document, verify it is the most current version by going to SC-CH Documents, Plans and Programs

[SC Environment, Safety and Health Management System, SC Aviation Management and Safety Program Description](#)

[SC-CH Employee Concerns Program](#)

Before using this document, verify it is the most current version by going to SC-CH Documents, Plans and Programs

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REFERENCED FORMS

[Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation](#)

[Form CA-2, Notice of Occupational Disease and Claim for Compensation](#)

SAFETY AND HEALTH TRAINING MATRIX

Position	Required Training	Contact for Assistance
Visitors working cumulatively 10 working days or more per calendar year at ANL	<ul style="list-style-type: none"> • ANL TMS eJHQ is required to determine individual training needs 	Human Resources Services
All New AMSO, ASO, and SC-CH Employees (includes Support Services Contractor Employees)	<ul style="list-style-type: none"> • ANL New Employee Orientation • SC-CH New Employee Orientation Supplement • HSS New Employee Training (as prescribed) • Building 201 FEOSH Program Overview 	Human Resources Services
All other AMSO, ASO, and SC-CH Employees (includes Support Services Contractor Employees)	<ul style="list-style-type: none"> • ANL TMS eJHQ is required to determine individual training needs • Annual Federal Employee FEOSH Rights and Responsibilities Refresher • Bi-Annual Building 201 Safety and Health Requirement Supplement • HSS FEOSH Training (as prescribed) 	Human Resources Services
Building 201 Federal Employee Safety and Health Committee Members	<ul style="list-style-type: none"> • New Committee Member FEOSH Responsibilities Overview 	Building 201 FEOSH Coordinator