



LBNL ENVIRONMENT, SAFETY, AND HEALTH POLICY

It is the policy of Lawrence Berkeley National Laboratory (LBNL) to perform all work safely with full regard to the well-being of workers, guests, the public, and the environment.

Keys to implementing this policy are the following core safety values:

- The institution demonstrates a strong commitment to safety by integrating safety into all facets of our work.
- Managers and supervisors are actively involved and demonstrate leadership in performing work safely.
- Individuals take ownership for safety and continuously strive to improve.
- Individuals demonstrate an awareness and concern for the safety of others.

- Overarching commitment to pioneering science
- Highest integrity/impeccable ethics

- Uncompromising safety
- Diversity in people and thought
- Sense of urgency

**BERKELEY
LAB
VALUES**

WHERE TO GET HELP:

Talk to your Supervisor or Work Lead.

Your Division Safety Coordinator
www.lbl.gov/ehs/html/div_liaisons.shtml

Environment, Health & Safety Division Web page
www.lbl.gov/ehs/

Health & Safety Manual, PUB-3000
www.lbl.gov/ehs/pub3000/

ISMS Management Plan
www.lbl.gov/ehs/ism/ism_06.pdf

EHSD Subject Matter Experts
www.lbl.gov/ehs/html/subject_matter.shtml

For on-site emergencies, call **ext. 7911**

Cell Phones: **Call 911**

Non-Emergency Incident Reporting: **Call ext. 6999**



ENVIRONMENT, HEALTH & SAFETY DIVISION

SAFETY AT LBNL



YOU NEED TO KNOW

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ISM: INTEGRATED SAFETY MANAGEMENT

LBNL, the University of California, and the Department of Energy (DOE) are committed to having all work performed safely and in a manner that strives for the highest degree of protection for employees, participating guests, visitors, subcontractors, the public, and the environment. In addition, LBNL seeks continuous improvement and sustained excellence in the quality of all safety (environment, health, and safety) efforts.

LBNL has adopted an Integrated Safety Management (ISM) system.

YOUR RIGHTS

You have the right to work in an environment free from recognized hazards likely to cause death or serious injury.

- LBNL is obligated to notify you of exposure to harmful substances above legal limits.
- You will be given the opportunity to observe monitoring for hazardous substances.
- You have the right to access to your exposure records.
- You have the right to refuse to work in conditions that could cause death or serious physical harm.

You have the right to file confidential health and safety complaints with the local DOE office. They may be addressed to the Employee Concerns Manager at the DOE Berkeley Site Office (ext. 4373). Concerns may also be submitted by calling the Berkeley Lab Employee Hotline at (800) 403-4744.

THE GUIDING PRINCIPLES OF ISM ARE:

- 1) Line management responsibility for safety
- 2) Clear roles and responsibilities
- 3) Competence commensurate with responsibilities
- 4) Balanced priorities
- 5) Identification of safety standards and requirements
- 6) Hazard and environmental controls tailored to the work being performed
- 7) Operations authorization

THE CORE FUNCTIONS FOR ISM ARE:

- Define the scope of work
- Analyze the hazards
- Develop and implement hazard controls
- Perform work within controls
- Provide feedback, for continuous improvement

Exercise the ISM process whenever you plan or do work!

YOUR RESPONSIBILITIES

It is your responsibility to work safely and to prevent harm to other workers, the general public, and the environment.

- You must perform all work in accordance with the Guiding Principles and the Core Functions.
- You need to know and observe all regulatory and LBNL safety standards applicable to your work. They are found in the **LBNL Health & Safety Manual, PUB-3000**, and will be explained during your various job training sessions.

- You are required to use appropriate personal protective equipment and wear personal clothing appropriate to the safety requirements of your work.
- You must promptly report any potentially harmful safety conditions that may lead to a violation of safety standards to your Supervisor, Work Lead, or to the Environment, Health and Safety (EH&S) Division (ext. 5514).
- You need to read and understand the **LBNL Environment, Health, and Safety Work Agreement**, sign it, and bring it to your starting appointment.
- You have the obligation to stop work if an imminent danger (a possibility of death or serious physical harm) exists for you or other workers.
- Contractors and visitors must provide copies to the Laboratory of reports for all OSHA-recordable injury and illness cases occurring on site. Laboratory employees and contract workers must report all injuries and cases of occupational illness cases to Health Services (ext. 6266).

If your employer is engaged in construction or provides routine services to the Laboratory, your employer will have provided a Safety Plan, a Safety Checklist, or an Injury/Illness Prevention Plan to the Laboratory. Your access to the Laboratory is contingent on your compliance with all provisions of such plans and checklists.

JOB HAZARD ANALYSIS

A Job Hazard Analysis (JHA) will be completed by you with your Supervisor or Work Lead within 30 days of your initial appointment to a new job at LBNL. The JHA will identify the work hazards, controls and training required for your work. Every worker must have a current Individual Baseline JHA, authorizing regular and routine work that he or she performs. This JHA will be reviewed and updated at least annually, and if your job changes significantly.

"How will I know that I'm doing my job safely?"