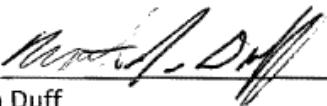



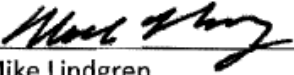
PARTICLE PHYSICS DIVISION ES&H MANUAL

REVIEW AND APPROVAL RECORD

OFF-SITE FIELDWORK

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REVISION HISTORY

Version	Date	Section No.	Specifics
1.0			Initial release of electronic document
1.1	7.31.09	All Sections	Add document control disclaimer and revision history page
2.0	5.08.11	All Sections	Renamed procedure from "Travel Safety Guidelines" to "Off-Site Fieldwork". Revised entire document to pertain to off-site fieldwork as opposed to travel guidance

1.0 INTRODUCTION

Particle Physics Division (PPD) personnel are sometimes required to travel away from Fermi National Accelerator Laboratory (FNAL) to perform tasks at other institutions. It is important to utilize a Point of Contact for these personnel to serve any correspondence requirements in the event of an accident, injury, illness or emergency.

2.0 SCOPE

This procedure provides guidance to PPD personnel, PPD supervisors and host institutions for working safely while away from the laboratory on Fermilab business. This document coincides with the ES&H Division procedure regarding work away from the laboratory: [FESHM Chapter 1011: Environment, Safety and Health Expectations when Working at Laboratories other than Fermilab](#)

This procedure does not include information pertaining to travel requirements or travel safety guidelines. Information on these topics can be found in the following policies:

- [Fermilab WDRS Policy ER-014: Business Travel](#)
- Fermilab BSS Travel Services Policy: <http://bss.fnal.gov/travel/index.html>
- [PPD ADMIN 007: Travel Authorization Policy](#)

3.0 DEFINITIONS

Fieldwork - any work or lab business carried out at a location not managed by FNAL. This includes, but is not limited to, activities such as construction or commissioning of equipment or standing operating shifts. Travel to and attendance at events such as meetings, vendor visits, conferences and training courses is also regarded as fieldwork, but are exempt from certain requirements as noted within the sections below.

Near Miss – an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a break in the chain of events prevented an injury, illness or damage.

Point of Contact (POC) – one person, who may or may not be a FNAL employee, who has been established as the individual to whom a fieldworker will report in the case of an accident, incident or near miss. This person must be established prior to fieldworker travel and must be capable of communicating with members of the host facility as well as FNAL fieldworkers and other FNAL employees.

Reportable Accident/Incident/Injury – any unplanned event which resulted in an injury, illness or damage.

4.0 POLICY

It is the policy of the Particle Physics Division that PPD personnel are to perform fieldwork under the administrative controls as they exist for work performed at FNAL. While working away from FNAL, all personnel must have a POC assigned to function as a correspondent in the case of any accidents, incidents, injuries or near misses.

NOTE: Attendance at meetings, vendor visits, conferences and training courses does not require the assignment of a POC.

5.0 RESPONSIBILITIES

- 5.1 The **Division Office/Department Head/Project Lead** is responsible for:
- Establishing an appropriate level of supervision and/or training for all fieldworkers prior to travel.
 - Designating a POC to the fieldworker.
NOTE: Attendance at meetings, vendor visits, conferences and training courses do not require the assignment of a POC.
 - Providing the POC with the PPD Senior Safety Officer contact information.
 - Conducting a meeting with fieldwork personnel and Supervisor to discuss point(s) of contact (POC), emergency numbers and procedures.
- 5.2 The **Supervisor** of Fieldworker is responsible for:
- Approval and control of the Work Plan/Hazard Analysis, including assurance that Personal Protective Equipment (PPE) is available and properly maintained.
 - Providing the POC with the FNAL Investigation and Reporting procedures as detailed in section 6.3 of this procedure.
- 5.3 The **POC** of Fieldworker is responsible for:
- Maintaining availability to the fieldworker for the duration of the fieldwork.
 - Acting as point of contact to the fieldworker in the event of any accidents, incidents, injuries and near misses.
 - Retaining fieldworker contact information. This includes the Supervisor of the fieldworker and the Division Office/Department Head/Project Lead.
 - Conducting preliminary investigation of accidents, incidents, injuries and near misses immediately and reporting findings to the PPD Senior Safety Officer.
- 5.4 The **Fieldworker** is responsible for:
- Consulting the Fermilab Medical Office if there is a medical condition that could give rise to problems in the field.
 - Providing a travel itinerary, including any extra time spent away from the lab (such as vacation coinciding with the trip), to the Supervisor prior to travel.
 - Providing the Supervisor with contact information of persons to be alerted in the case of an emergency.
 - Conducting fieldwork in accordance with the Work Plan/Hazard Analysis.
 - Immediately reporting all fieldwork accidents, incidents, injuries and near misses to the POC.
 - Reporting to the FNAL Medical Office upon return if injury occurs.

6.0 Procedure

6.1 Project Meeting

A meeting between the fieldwork personnel, the supervisor(s) of the personnel, and the Division Office/Department Head/Project Lead is required prior to travel. This meeting should cover all topics pertaining to the travel and fieldwork. This includes naming and detailing the POC, emergency contact numbers both at the location of the fieldwork and at FNAL, Fieldwork Contact Card (see section 6.2 of this procedure) and the procedures governing the fieldwork to be completed. If the Work Plan/Hazard

Analysis has been completed (see below), a review of this plan should also be included in the Project Meeting.

NOTE: Attendance at meetings, vendor visits, conferences and training courses do not require the assignment of a POC or a Project Meeting.

6.2 Fieldwork Contact Card

Prior to travel, the Fieldwork Contact Card provided in Appendix A to this procedure should be completed and provided to the fieldworker unless travel is for meetings, vendor visits, conferences or training courses. This card provides the fieldworker with a readily accessible reference regarding worker safety and contact information of the POC and resources at FNAL.

6.3 Work Plan/Hazard Analysis

As is required for all work performed at Fermilab, a Work Plan/Hazard Analysis in must be completed prior to the onset of fieldwork. Depending on the complexity and associated hazards, the Work Plan/Hazard analysis may need to be in written form. Requirements for written Work Plan/Hazard Analysis are found in [PPD Implementation of Integrated Safety Management \(ISM\) and Fermilab ES&H Manual \(FESHM\) Chapter 2060](#). This written hazard analysis may be completed in advance of travel if the work is well understood or it may be completed upon arrival when the details of the job become clear.

6.4 Accident/Incidents/Near Misses

Any and all accidents, incidents, injuries and near misses must be investigated and reported in accordance with FESHM Chapters [3010](#), [3020](#) and [3030](#). Fieldworkers shall report directly to the POC at the fieldwork location and to the supervisor, if possible. The POC shall direct injured employees to the Medical Department of the institution and report to the supervisor of the fieldworker. Upon notification, the supervisor of the fieldworker shall report to the line manager and the PPD SSO.

APPENDIX A**FIELDWORK CONTACT CARD**

Prior to work:

- Perform an HA (written or unwritten)
- Review training and procedures
- Scan for error precursors and mitigate

In the case of an incident:

- Report immediately to your POC
- Contact FNAL as soon as possible
 - FNAL Medical office: 630-840-3232

POC Name: _____

POC Local Number: _____

Local Medical Office: _____

Supervisor Number: _____

PPD SSO Number: _____