

Creating Materials and Energy Solutions



THE Ames Laboratory
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U.S. DEPARTMENT OF
ENERGY

IOWA STATE
UNIVERSITY

Ames Laboratory (AL) General Employee Training

Today's Agenda

- General Policies & Procedures
- Safeguards & Security
- Environment, Safety & Health



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History

- Early work – Manhattan Project
- Founded in 1947
- Materials research is our legacy.



Frank
Spedding



Harley
Wilhelm



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Ames Laboratory Today

- Government-Owned, Contractor-Operated (GOCO)
- ~\$35M annual budget
- ~400 FTEs
- No classified work



Dr. Alex King



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Administrative Policies



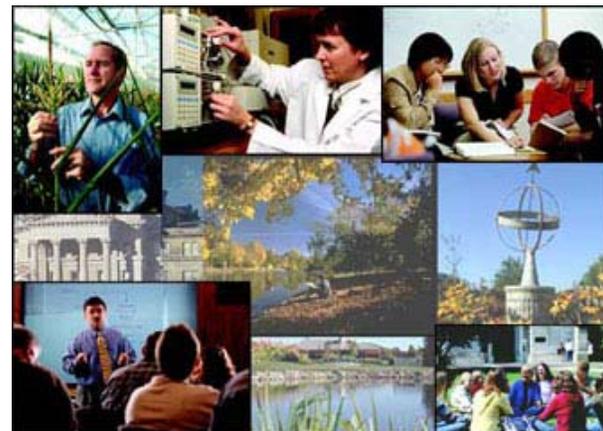
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Administrative Policies

- Discrimination
- Harassment
- Conflict of Interest
- Employee and Family Resources - Workplace Services
- Americans with Disabilities Act (ADA)



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Administrative Policies

- Drug-Free Workplace
- Smoking Policy
- Telecommunications Systems



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Needs Assessment Process

- Completed at the time of hire
- Tools for employee and supervisor to determine training needs, etc.
- Many groups have needs templates
- Training Needs Questionnaire (TNQ)
- Hazard Inventory



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Emergency Awareness Training

- Gives location specific information on all types of emergencies.
- Conducted by Safety Representative, supervisor or designee.



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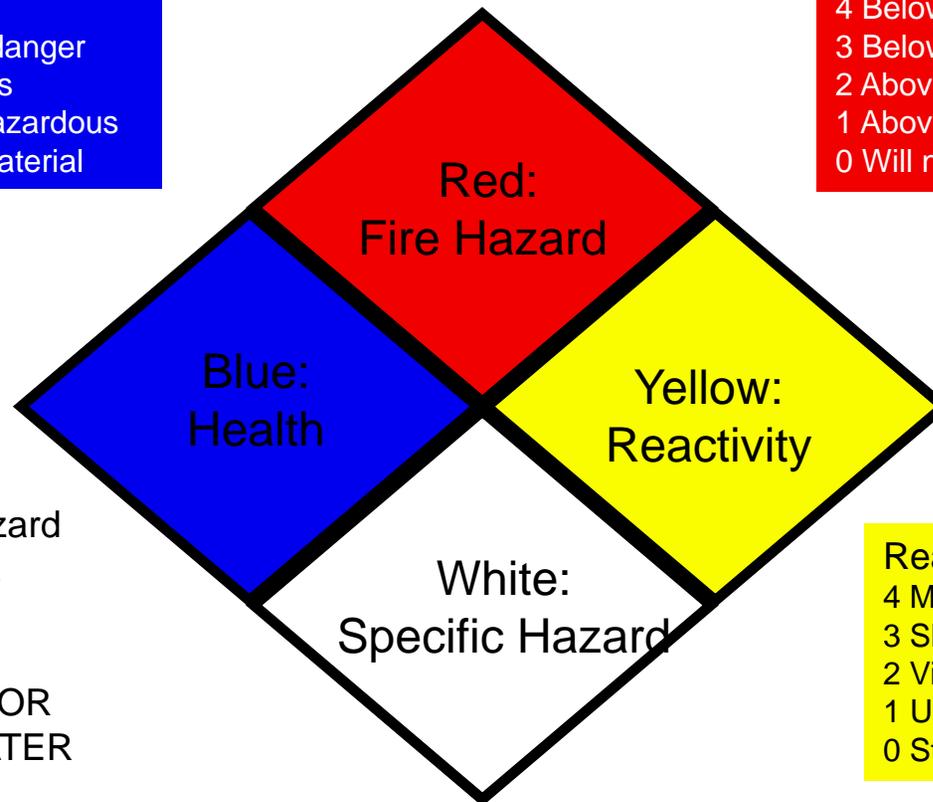
NFPA 704 Diamonds

Health Hazard

- 4 Deadly
- 3 Extreme danger
- 2 Hazardous
- 1 Slightly hazardous
- 0 Normal material

Flash Points

- 4 Below 73 degrees F
- 3 Below 100
- 2 Above 100
- 1 Above 200
- 0 Will not burn



- Specific Hazard
- Oxidizer OX
- Acid ACID
- Alkali ALK
- Corrosive COR
- Use NO WATER
- Radioactive

Reactivity

- 4 May detonate
- 3 Shock & heat may detonate
- 2 Violent chemical change
- 1 Unstable if heated
- 0 Stable

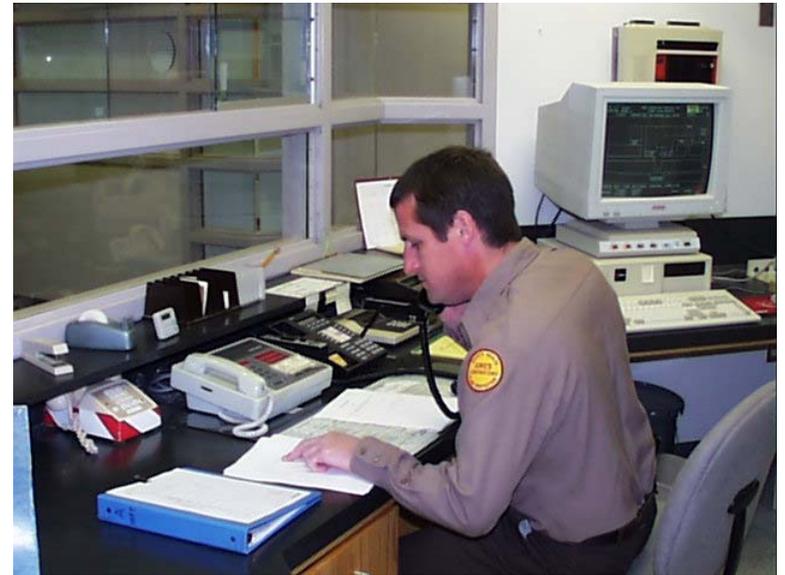


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Safeguards & Security



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Personal Security

- Know when it is your responsibility to lock up office/lab.
- Lock up valuables – e.g. laptops.
- Report thefts
- Assist unauthorized personnel.



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Site Security

- Ames Laboratory buildings under surveillance 24/7.
- Badge access required during non-business hours.



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Purchasing and Property Facts



- Property purchased on AL funds is federal government property.
- Have authorization before removing any equipment from office/lab.
- Excess inventory – green tag system.

Ames Laboratory No 9310
Property Transfer

Requestor: 1. Complete this side of tag only, EXCEPT for shaded areas.
2. Attach tag to property.
3. Send top GREEN copy to ES&HG, G40 TASF for Radiological Survey.

Circle One:
 To Pool To Hold 12/15/99
Date:

(PRINT legibly)
Requestor: Dan Kayser
Phone: 294-7923
Description: Furnace
Pick-up Location: G40 TASF
Prop. No. 999999

Is in working condition Needs repair
Repair required: _____
 To be shipped offsite:
Hazards: None

Radiological Survey Results: None
Date: 12/16/99
Surveyor's signature: *[Signature]*
SEND top GREEN copy to ES&HG, G40 TASF



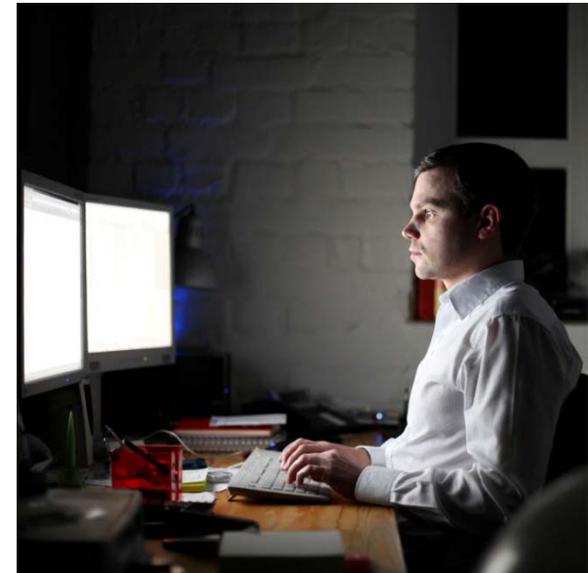
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Cyber Security

- Authorized usage only.
- Passwords, firewalls, physical security.
- Report security events to supervisor or Computer Protection Program Manager.
- Implement all security alerts.
- More information at end of session.



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Foreign Travel, Visits & Assignments

- Travel to sensitive countries
- 30 day requirement: trip planning and reporting
- Hosting foreign national requires security training
- All foreign nationals must be affiliated with an AL research program – Human Resources



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Export Control

- Protecting sensitive information and technology
- Limiting access to information, technology materials by non-US entities
- ~5% of AL work is covered by export control



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Environment, Safety & Health



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Our Safety Management Philosophy: Integrated Safety Management (ISM)

“It describes the philosophy that worker safety and protection of the environment should be incorporated into all work activities from planning to completion.”

U.S. Department of Energy



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ISM: A visual representation

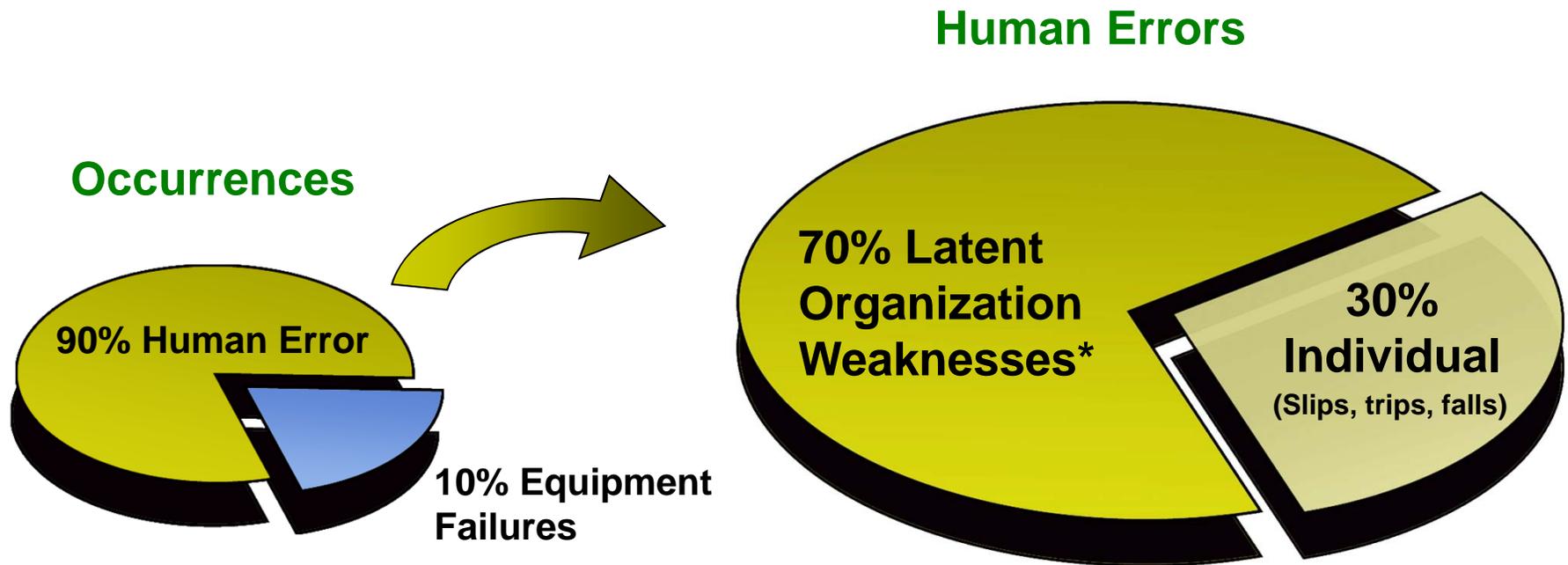


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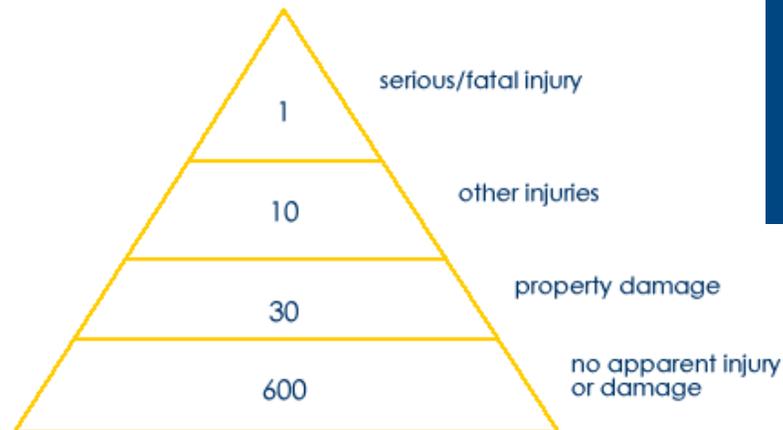
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Safety Program Challenges



Feedback and surveillance are critical

- OSHA says management must provide safe workplace; employees must be participants
- Independent Walk Throughs;
- Program Walk Throughs
- Worker Observation Guide



Heinrich HW (1959). *Industrial accident prevention: a scientific approach*, 4th ed., McGraw-Hill.

Job Safety and Health
It's the law!

OSHA
Occupational Safety and Health Administration
U.S. Department of Labor

EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSH Act that apply to your own actions and conduct on the job.

EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the OSH Act.

This free poster available from OSHA –
The Best Resource for Safety and Health

Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

1-800-321-OSHA
www.osha.gov



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Individual differences and values must be taken into account

- We all make mistakes
- Simply saying “Pay attention” doesn’t work
- Video: “What’s your excuse?”



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Readiness Review

- Safety Review Committee
- All laboratory research is reviewed if funded by AL or in AL space
- 5 year cycle unless new/different hazards or location change



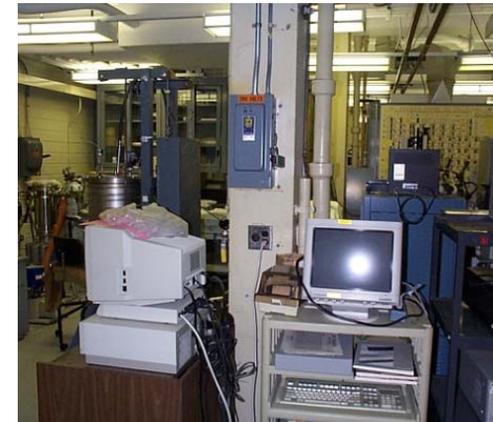
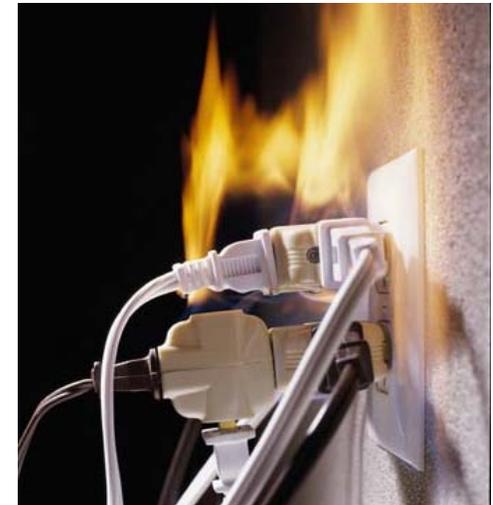
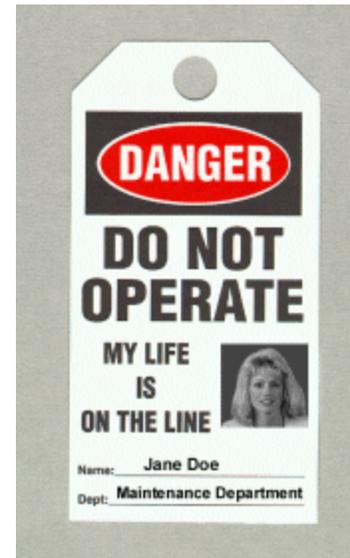
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Industrial Safety Topics

- Researcher Electrical Safety
- Basic Electrical Safety
- High Voltage Electrical Safety
- Lock-Out Tag-Out (LOTO)



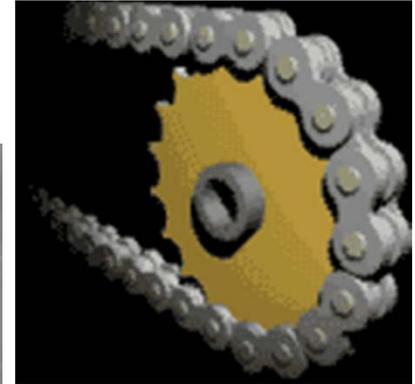
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Industrial Safety Topics

- Machine Guarding
- Hoisting and Rigging
- Personal Protective Equipment (PPE)



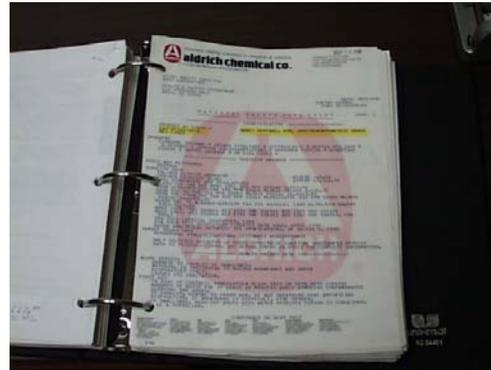
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Industrial Hygiene Topics

- Laboratory Safety
- Hazard Communication (Right-To Know)
- Compressed Gases



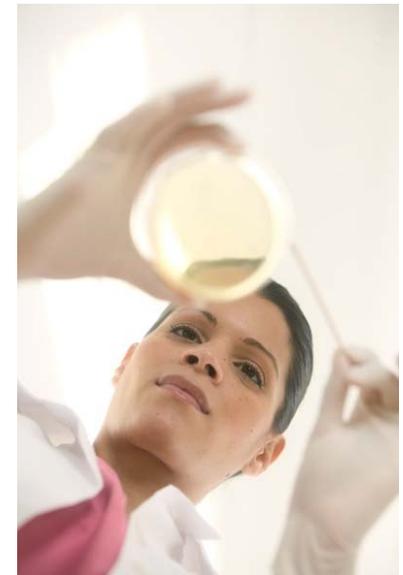
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Industrial Hygiene Topics

- Ergonomics
- Respiratory Protection
- Biohazardous Materials



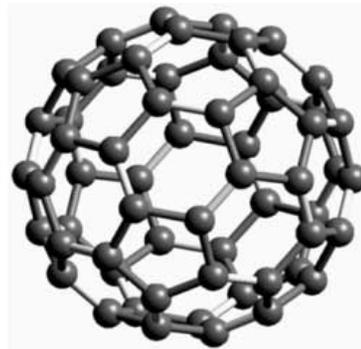
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Industrial Hygiene Topics

- Lasers – Class 3b & 4
- Nanoscale Materials



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Radiation Safety Topics

- Radioactive Materials
- Analytical X-Ray Systems



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Environmental Management System

- Unwanted Materials Management (Waste Management)
- Energy Conservation – hoods, lights, etc.
- Recycling Efforts – fluorescent bulbs, white paper, toner cartridges
- Recycled Content



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Safety Help - Resources

- Supervisor
- Senior group members
- Safety Coordinator/Representative
- Safety Office (AL & ISU)



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Reporting - Accidents

- Call 911
- Provide detailed information
- Consider becoming first aid and CPR qualified



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Reporting – Personal Injury

- Life-threatening – call 911 in emergency cases that need immediate attention. Mary Greeley Medical Center (MGMC) Emergency Room (ER)
- Non-life threatening – Occupational Medicine at G11 TASF. This includes student employees.
- Off hours injuries: MGMC ER
- All injuries must be reported to Occupational Medicine.
- Complete follow up paperwork in a timely fashion.



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Employee Safety & Security Concerns Program

- Not just for concerns, improvements too.
- Notify Supervisor or ESH&A Office (G40 TASF, 294-2153)
- E-mail: safety@ameslab.gov or security@ameslab.gov
- Confidentiality can be maintained; “whistleblower” protection



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DOE Reporting

There are 3 different methods for reporting issues:

- Office of Inspector General –HOTLINE
- It's The Law (OSHA)
- Employee Safety and Security Concerns Program
- ISU Ethics Point
- Differing Professional Opinions (DPOs)

The Ames Laboratory is committed to ensuring that Differing Professional Opinions (DPOs) can be raised without fear of retaliation. First seek resolution of the issue through available processes (e.g., discussions with first-line supervisors or through the Ames Laboratory *Employee Safety & Security Concerns Program*). Employees have the right to report concerns that have not been resolved through the DOE DPO process (DOE O 442.2). The point of contact is: kelli.markham@science.doe.gov, Kelli Markham, Director, Environment, Safety and Health Division, Office of Science, U. S. Department of Energy, 19901 Germantown Road, Germantown, MD 20874, Phone: 301-903-6800.



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OFFICE OF INSPECTOR GENERAL

HOTLINE

Contact the HOTLINE if you suspect **Fraud, Waste, or Abuse** by a DOE employee, contractor, or grant recipient involving DOE programs. **Necessary Act required or if you have a Recovery Act Related lower complaint**

Call
1-800-541-1625 or 202-586-4073

Email
ighotline@hq.doe.gov

Or write
U.S. Department of Energy
Attn: Office of Inspector General Hotline
1000 Independence Avenue, S.W.
Washington, DC 20585

You Have a Right to a Safe and Healthful Workplace

IT'S THE LAW!

- ✓ You have the right to notify your employer or the local Department of Energy (DOE) office about workplace hazards, without reprisal. You may ask for an OSHA 303 form.
- ✓ You have the right to participate in the activities referenced in 10 CFR 861 "Worker Safety and Health Program" on off-duty time.
- ✓ You have the right to access copies of DOE worker protection publications, the worker safety and health program for your workplace, and the standards, conditions, and procedures that apply to your workplace.
- ✓ You have the right to have access to your accident and illness records and copies of your medical records.
- ✓ You have the right to observe monitoring or measuring of hazardous agents, to receive the results of your own monitoring, and to obtain copies of monitoring results in an accessible format.
- ✓ You have the right to have a representative accompany the DOE Director for enforcement or the Director's authorized personnel during the inspection of your workplace.
- ✓ You have the right to request and receive results of inspections and accident investigations. The request for an inspection can be submitted anonymously in writing to HSD.
- ✓ You have the right to refuse to perform an assigned task because of your reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious physical harm to you, except with your reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures.
- ✓ Your employer must post this notice in your workplace.



The 10 CFR 861 requires DOE contractors to provide their workers with a safe and healthful workplace. To learn more information about OSHA 303 forms and your rights, contact your local DOE office or the DOE Office of Health, Safety and Security (HSS) at hss@sc.doe.gov. Additional details on OSHA 303 may be accessed at the Business Concerns Manager at the local DOE Office at OITC-2000.
OSHA 303 form for the workplace. 3033 O. OSHA Bureau, Washington, DC 20549

DO YOU HAVE A CONCERN REGARDING WORKPLACE ENVIRONMENT, SAFETY & HEALTH PROTECTION OR SITE SECURITY?

Do you have suggestions that could improve the Laboratory's Environment Safety and Health program?

Are you concerned about a site security practice or condition?

WE'D LIKE TO HEAR FROM YOU!!

Ames Laboratory requires employee participation in environment, safety, health and security programs. Responsible reporting of unsafe work conditions and other concerns by employees is a vital part of Ames Laboratory management providing a safe place to work. Report your concerns by doing any of the following:

- Contact your supervisor.
- Contact the ES/HA office (G40 TAST, 204-2153) and speak to an ES/HA Specialist. Confidentiality will be maintained upon request.
- Contact ESH/HA by email at safety@ameslab.gov or security@ameslab.gov.



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EMPLOYEE SAFETY & SECURITY CONCERNS PROGRAM

Ames Laboratory employees have an additional mechanism for reporting concerns through the ISU Confidential Hotline hosted by Ethics Point. The ISU Confidential Hotline provides a simple, risk-free way of anonymously and confidentially reporting activities or behaviors that may involve criminal, unethical, or otherwise inappropriate behavior or policy violations by telephone through Ethics Point at 866-384-4277, or through a webpage at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10745

Posters are located throughout buildings.

ISU Ethics Point

IOWA STATE UNIVERSITY

ISU CONFIDENTIAL HOTLINE

Hosted by EthicsPoint

ATTENTION! This web page is hosted on EthicsPoint's secure servers and is not part of the Iowa State University web site or intranet.

TO MAKE A HOTLINE REPORT

(Click on the appropriate category below)

Financial

Research

Risk or Safety

Data and Information

Other

Affiliated Organization

Submit



Iowa State University has selected EthicsPoint to provide you with simple, risk-free ways to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of the policies of Iowa State University and the Board of Regents, State of Iowa.

You may file a report to Iowa State University on this web site or by telephone through EthicsPoint by dialing toll-free 866-384-4277.

Another option: The [Ombuds Office](#) provides confidential assistance to ISU faculty and staff who have work-related concerns.

EthicsPoint will not divulge the identity of a hotline reporter without the reporter's consent. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of policies or for seeking guidance on how to handle suspected breaches.

Reports submitted via EthicsPoint will be handled promptly and discreetly. Reports are reviewed by ISU Confidential Hotline administrators, who then investigate the claims or refer them to the appropriate university official for investigation. The ISU Confidential Hotline administrators monitor all phases of the investigation and resolution of the report. ISU makes no promise to share information about the findings and resolution with the hotline reporter. See [Code of Business and Fiduciary Conduct](#).

- Additional method for reporting concerns through ISU Hotline.
- 866-384-4277
- https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10745



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Stop Work Authority Policy

- Definitions: imminently dangerous, immediate area
- Policy protects employee against negative consequences from reporting a potentially serious event.



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Wrap up

- Administrative Policies
- Safeguards & Security
- Environment, Safety & Health
- Questions?
- Review Cyber Security pamphlet and sign off on form.
- Are you a chemical user?
- Complete Course Evaluation
- Thanks!



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