

## **Environment, Safety & Health (ES&H) Expectations of Faculty Overseeing Students at Jefferson Lab**

### **July 2014**

Congratulations, you will be working with a student here at Jefferson Lab. We want to take the opportunity to share with you information on our safety culture and our expectations for you, since you will be providing routine supervision and oversight of the student's activities.

#### ***Jefferson Lab Policy:***

Jefferson Lab considers no activity to be so urgent or important that we will compromise our standards for environmental protection, or the safety and health of our workers, users, students, contractors, or members of the public.

#### ***People to Know***

##### **Mentor:**

Your student will be assigned a Jefferson Lab employee to serve as his/her Mentor. The Mentor is cognizant of the work your student will be performing and any potential hazards, will complete the [Job Task Analysis](https://mis.jlab.org/mis/apps/training/ejta/) (JTA) (<https://mis.jlab.org/mis/apps/training/ejta/>) for the student, and will develop a [Skills Requirements List](https://mis.jlab.org/mis/apps/training/Show_My_CIS_Training_history.cfm) (SRL) ([https://mis.jlab.org/mis/apps/training/Show\\_My\\_CIS\\_Training\\_history.cfm](https://mis.jlab.org/mis/apps/training/Show_My_CIS_Training_history.cfm)) to identify any training needs.

##### **Divisional Safety Officer (DSO):**

The DSO is responsible for ensuring division activities are consistent with Jefferson Laboratory ES&H policy, programs, and procedures and resolves ES&H issues. Consult with your DSO if you feel your student needs additional safety precautions over and above those required by Jefferson Lab. The list of DSOs is available at [https://mis.jlab.org/mis/portal/dso\\_list.cfm?noheader=1](https://mis.jlab.org/mis/portal/dso_list.cfm?noheader=1).

##### **ESH&Q Liaison:**

Your ES&H Division Liaison is a member of the ESH&Q Division, who has been assigned to your division. They provide support in implementing Jefferson Lab's ES&H programs. The list of ES&H Division Liaisons, and their assigned divisions, is available at <https://www.jlab.org/ehs/ehsmanual/2210R1.htm#DivisionLiaisons>.

#### ***Your Responsibilities***

##### **Supervision:**

- You are expected to maintain day-to-day oversight of the student.
- Ensure that any student you oversee complies with all ES&H requirements.
- Ensure your student has completed any training identified by the Mentor and listed in the student's SRL prior to beginning work.
- Make sure the work is not beyond the student's capabilities. Ensure the student understands the scope of work and any limitation on their activities.
- Give prompt feedback to the student. Make sure questions and concerns are quickly addressed.

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- Stop the work if there is imminent danger of injury.
- If you are unable to provide oversight, please discuss with Mentor to make alternate arrangements.

### **Work Planning:**

Work Planning is conducted in accordance with [ES&H Manual Chapter 3210](#). Much of the work performed at Jefferson Lab is defined through the use of various [Task Lists](#). Each Task List entry has a Hazard Identification Worksheet (HIW).

- Review the HIW with your student before conducting work. Make an entry on the Task List indicating that you have read the Task List. Ask the students to do the same.
- High Risk activities will require formal work plans. The Mentor or your ESH&Q Liaison can help you and your student with this.
- Confirm that the student understands and follows the work plan. If the student encounters something unexpected, have them stop and notify you or the Mentor to re-evaluate.

### **Reporting Events:**

Jefferson Lab is a learning environment and we strive to prevent unwanted events and to improve our systems.

- Ensure your student understands that they must report all injuries, no matter how minor, to the Occupational Medical Department (SSC-28, X7539), you and the Mentor.
- Other events (property or equipment damage, environmental release, near miss) are to be reported to you and the Mentor. The Mentor will make the appropriate notifications.
- If there is an investigation, ensure both you and your student participate in that activity.
- Ensure your student reports emergencies by calling 911, with a follow up call to Jefferson Lab security at 757-269-5822