



Procedure: C-A-TRN-OSH-OFF
Revision: 01
Revision Date: 05/13/04

COLLIDER-ACCELERATOR DEPARTMENT

Title: OSH Training Plan for Offices

Author: E. Lessard
Group: ESH&Q

Approvals:

Signature on File Date: _____
ESH&Q Division Head

Signature on File Date: _____
Collider-Accelerator Department Chairman

(Indicate additional signatures)

Y N

x FS Representative: _____ Date: _____

x Radiological Control Coordinator: _____ Date: _____

x Chief ME: _____ Date: _____

x Chief EE: _____ Date: _____

x ESH Coordinator: Signature on File Date: _____

x QA Manager: _____ Date: _____

x Other: _____ Date: _____

Occupational Health and Safety Training Package for C-AD Offices

This package has been designed to aid in the delivery of required job-specific training for the work activities identified in the [Workplace Hazard and Risk Assessment for Offices](#).

Your position has been determined to have a potential to significantly impact the safety and health of yourself and others. Thus, C-A Department Management has prepared the questions and answers on the following pages for your specific work or operation.

This safety and health material is incorporated into your current job and procedure training. If you have specific questions about this information after you have read the material, contact the C-A Department ESH&Q Division Head, Ray Karol (<mailto:rck@bnl.gov>).

You may keep this material as a handout and use it as a reference aid.

This specific training course is linked to your job-training assessment (JTA). You must read and acknowledge this material as part of the qualification to perform work in the accelerators. Please fill out the Read and Acknowledgment form on the last page, print it, and return it promptly.

Occupational Health and Safety Training Package for Offices

Office Hazards:

- Housekeeping Hazards
- Working Environment Hazards
- Flammable or Combustible Materials
- Electrical Energy
- Hazardous or Toxic Materials

Contacts for Further ESHQ Information:

Associate Chair for ESHQ, E. Lessard
Head of ESHQ Division, R. Karol
Environmental Coordinator, J. Scott
Environmental Compliance Representative, M. VanEssendelft
ESH Coordinator A. Etkin
Radiological Control Division Representative, P. Bergh
Procedures Coordinator, L. DiFilippo
Quality and Assessment Manager, D. Passarello
Self Evaluation Program, A. Piper
Source Custodian, P. Cirnigliaro
Tier 1 Coordinator, A. Piper
Training Coordinator, J. Maraviglia
Training Records, A. Luhrs

Course Objective: Because your work activities have been identified as having significant potential to impact yours and others safety and health, this course has been designed to provide you with the job-specific information that you must know to protect yourself and others from hazards encountered in the accelerators.

1) What hazards are associated with your activities?

- Within each office area indoor air quality is a key component to the health of occupants. Engineering and administrative controls (e.g. windows, air conditioning, heating systems) are designed to address the indoor air quality issues.
- Occupational ergonomic-related injuries are typically caused by the improper fit of the work area, equipment, and practices of the individual. Proper lighting, furniture and computer placement, and location of shelving and files are all important elements within the office area.
- In addition to internal office areas, there are hazards associated with parking lots, walkways leading to the offices.
- Combustible loading in offices consists of paper, computers and office furniture. Keep the work area free of unwarranted combustible materials such as cardboard boxes or trash. See the [C-AD Housekeeping Policy](#). The personnel risks associated with the fire hazard are considered low. The fire protection of some buildings is improved by the installation of sprinkler systems. Emergency power

and lighting are available in all parts of the accelerator complex and the maximum travel distance from any point to an exit is less than 300 feet.

- Most office equipment is powered by standard 120 or 240 VAC power lines. These voltages are potentially lethal and appropriate care should be exercised around the equipment. Electronic equipment should be powered down and unplugged before opening or removing any covers. Liquids should be kept away from computers and electronics cabinets. Frayed or damaged cords should be replaced immediately.
- Kinetic energy hazards are associated with file draws that can pull file cabinets over if the load is unbalanced, or slide out too quickly if the file cabinet is tilted away from the wall.
- Potential energy hazards are those associated with high shelves/ Books or other items can fall if not properly secured or if the shelf is overloaded.

2) What consequences may result if your operations were to impact safety and health?

- Not following the OSH rules could injure myself and others, and incur regulatory penalties
- Injuries and illnesses can create loss of DOE, regulator and public trust

3) What benefits or positive effects would you notice with improved OSH performance?

- Prevention of injury/illness
- Safer, cleaner workplace
- Clear roles and responsibilities
- Improved relationship with DOE, regulators and the public

4) What role and responsibility do you have for these potential impacts and OSH performance?

My responsibilities are:

- To prevent work-related injuries, ill health and incidents
- To comply with C-AD occupational safety and health requirements
- Where appropriate, to provide input on safety and health to the Worker Occupational Safety and Health Committee, my supervisor and C-A management
- To take action when controls fail
- To contact supervision if you are unsure of how to perform the work or if the procedures are unclear or incorrect
- To ensure that my required training is current

5) What C-AD specific controls, procedures or programs are implemented to reduce the potential for work related injury/illness?

- [Housekeeping Policy](#)
- [Management Review](#)
- [OSH Management System](#)
- [Tier 1 Schedule](#)

- [Work Controls for C-A Staff](#)
- [WOSH Committee](#)

6) How would you respond in an emergency to reduce the potential for injury/illness and what actions could be taken to mitigate the event?

- See [C-A OPM 3.0](#), Local Emergency Plan for the C-A Department
- See [C-A OPM Chapter 10](#), Occurrence Reporting
- Dial 2222 or 911 (if calling from a cell phone, dial (631) 344-2222)
- Assemble at [Emergency Assembly Points](#)

7) What occupational safety and health techniques have been or could be considered to reduce or eliminate the potential risks associated with working in offices?

- Eliminate the hazard/risk (e.g., do not use equipment with frayed power cords)

8) Are there any key OSH-specific competency requirements for this position?

A job training assessment (JTA) is performed for every job category. Specific OSH training is listed in your [training record](#). Specific OSH courses available to address hazards in offices are listed in Section 4 of [Workplace Hazard and Risk Assessment for Offices](#).

9) What is the function of the C-AD Worker Occupational Safety and Health (WOSH) Committee?

The WOSH Committee was formed to ensure full worker participation in work-related OSH issues. This Committee meets at least once per quarter and consists of worker representatives from all of the C-AD Sections and Groups. Each meeting reviews the latest injury data, performance indicators, critiques and occurrences, and worker feedback. The Committee also assists in the review of programs, work practices, hazard identification, risk assessments and procedures as requested by the Associate chair for ESHQ. The WOSH Committee procedure, [C-A-OPM 9.8.1](#), describes the WOSH Committee policy and requirements in detail.



managed by Brookhaven Science Associates
for the U.S. Department of Energy

Building 911A
P.O. Box 5000
Upton, NY 11973-5000
Phone 631-344-7343
Fax 631-344-5676
maraviglia@bnl.gov

Memo

date: May 13, 2004
to: Course Participant
from: J. Maraviglia
subject: OSH Training for C-AD

Read & Acknowledgement

reference: Procedure: C-A-TRN-OSH-ACC
Revision: 01
Revision Date: 5/13/04

Please complete the information below indicating that you have read the reference document. Please return this completed form to ESH&Q Division, Ann Marie Luhrs, Bldg 911A.

Thank you,
John Maraviglia

Name: _____ Life #: _____
Print

Name: _____ Date: _____
Signature

Please return this completed form to ESH&Q Division, Ann Marie Luhrs, Bldg. 911A.