

Safety of Physics Division Personnel Working Off-site

Group Leaders have line management responsibility for the safety of their group members while working at LBL or working off-site.

When a Group has members stationed at an off-site location, one of the off-site members will be the designated safety person for the off-site part of the group, and will ensure that safety rules are followed and appropriate training is taken.

Physics Division personnel should follow all the EH&S rules of the site they are working at, and take all safety training required by the off-site location. In case a particular EH&S rule differs between LBNL and the off-site location, the employee should be in compliance with both rules.

The employee should be knowledgeable about the emergency response procedures at the off-site location. In case of illness or injury while working off-site, the employee should obtain any urgently needed first aid or medical treatment and then notify their supervisor and LBNL Health Services, 510-486-6266. LBNL "stop work" policy still applies to Physics Division personnel working off-site (see <http://www.lbl.gov/ehs/refs/stopwork.shtml>).

For personnel stationed off-site:

- Personnel should update their **Job Hazard Questionnaire** and take all required training courses before they start their off-site assignment. Instructions describing how to do this can be found in the Physics Division EH&S web site, under Documents, or at: http://www-physics.lbl.gov/~fnrosado/Instructions_EHS_Training_Individuals.pdf.
- If it is not possible to take the required training courses while still at LBNL, personnel will need to fulfill their LBNL EH&S training requirements off-site:
 - If EHS0060 (Ergonomics for Computer Users) is required, obtain a **CD** with the course from the Division Safety Coordinator.
 - If available, take an on-line **Web Course** to satisfy the training course requirement. A list of available Web Courses can be found at: http://www.lbl.gov/ehs/training/web_courses.shtml.
 - If available, take a **Challenge Exam** to satisfy the training course requirement. A list of available Challenge Exams can be found at: <http://ehswprod.lbl.gov/EHSTraining/ChallengeExams/Test/chooseExam.asp>
 - If available, take a **similar course** at the off-site location to satisfy the LBNL training course requirement. Upon completion give all the details to the Safety Coordinator, and credit will be given for the course.
 - If none of the above options are available, then receive **On the Job Training** from a qualified person for the hazards covered by the required LBNL course. Upon completion give all the details to the Safety Coordinator, and credit will be given for the course.