

**SAFETY CHARTER**  
**High Energy Physics Division**

**(Revised October 1997)**

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**Summary**

The High Energy Physics Division places great emphasis upon establishing and maintaining a safe working environment for the activities associated with its program of research. The Division holds safety to be a line responsibility from the Division Director to the individual employee, and expects its members to be knowledgeable of safe practices and to employ them on a day-to-day basis. To provide the information and training needed by Division employees and to maintain the needed level of knowledge, the Division maintains a staff of knowledgeable safety officers. The activities of the various safety committees and safety officers, whose functions described below, are an essential part of the HEP Division's safety program.

**Policy**

It is the policy of the High Energy Physics Division (HEPD) that each employee's activities (as well as the activities of others) in facilities for which the HEPD has primary responsibility shall be conducted in a manner such that all necessary measures are taken to protect the health and safety of employees and members of the public and to minimize accidental damage to property. Division personnel shall comply with relevant health, nuclear safety, radiological safety, chemical hygiene, conventional safety, and fire protection regulations, as well as requirements of Argonne National Laboratory as defined in the ANL Policy and Practices Guide and the ANL Health and Safety Manual. Experiments under construction or in operation at other research institutions shall be governed by the safety policies of both that institution and of Argonne National Laboratory, with the strictest interpretation applying.

**Responsibilities**

Safety within the Division is a line responsibility, extending from the Division Director to the project leaders, supervisory personnel, and all employees. Line managers must conduct operations in such a manner as to reduce to as low as reasonably achievable (ALARA) all safety risks or threats. Operations shall not proceed

that are believed to be unsafe. Responsibility for safety is inherent in the delegation of responsibility to an individual for an activity, whether it a long-term project or a short-term operation. This responsibility includes:

1. The safety operation of an experimental program, construction, or fabrication project, and individual tasks related thereto.
2. The safe conduct of personnel working under their direction.
3. The safety of all persons subject to potential hazards from the work being performed.

Any accident resulting in injury to personnel, or an incident in which might have caused injury, must be promptly reported to the Division Safety Coordinator who will determine if the event requires a subsequent report. For all accidents with injury, the established Argonne ESH form is to be completed by the supervisor of the person or persons involved in order to determine the cause of the accident and to develop procedures to prevent its recurrence.

#### **HEPD Environment, Safety, and Health Administrator**

The HEPD Environment, Safety, and Health Administrator appointed by the Division Director to oversee and coordinate divisional programs in these areas.

#### **HEPD Safety Coordinator**

The HEPD Safety Coordinator (DSC) appointed by the Division Director, and has the authority and responsibility for the coordination of the division safety program. The DSC's responsibilities include chair of the HEPD Safety Committee, acting as liaison person to the ANL ESH Division for information on general matters and for coordination with that office on safety matters requiring special attention or corrective action.

#### **HEPD Training Management System Representative**

The HEPD Training Management System Coordinator (TMSR) is responsible for scheduling appropriate safety training of HEPD employees, and for maintaining training records.

#### **HEPD Environmental Compliance Representative**

The HEPD Environmental Compliance Representative (ECR) appointed by the Division Director to monitor environmental compliance within the Division. The ECR has the responsibility to insure that proper training in environmental matters provided to HEPD personnel, and that required environmental controls are in place. The ECR also acts

as liaison person to the ANL EQO Office for matters involving environmental compliance.

#### **HEPD Chemical Hygiene Officer**

The HEPD Chemical Hygiene Officer (CHO) appointed by the Division Director to provide technical guidance in implementation of the HEP Division Chemical Hygiene Plan.

#### **Radioactive Materials**

Before ordering or accepting radioactive material, including sealed sources, you must contact the division ESH Coordinator. Any new radioactive materials must be tracked and documented by the RMA Custodian and the SOF/FGE Designee.

#### **HEPD Nuclear Materials Custodian**

The HEPD Waste Management Representative (NMC) appointed by the Division Director to provide coordination and communication within the Division on radioactive, hazardous, and other controlled wastes. The NMC consults with the ECR on environmental aspects of waste management, and acts as liaison person to the ANL Health Physics Division on management of radiological matters.

#### **HEPD Radioactive Materials Area Custodian**

The Division Director appoints the HEPD Radioactive Materials Area (RMA) Custodian to physically locate and verify all sealed sources in the designated RMA. Maintain the following records: radioactive material inventory, certifications, calibrations, and SOF/FGE spreadsheet and/or manufacturers documentation on the material(s) in the RMA. Maintain documentation of radioactive material movements or transfers. Annually perform and document a physical inventory of exempt sealed sources and other radioactive materials not covered by the Sealed Source Inventory Database (SSID). Obtain written approval from the SOF/FGE designee prior to ordering or agreeing to accept new radioactive materials or sources in the RMA.

#### **HEPD Sum of Fractions and Fissile Gram Equivalent Designee**

The HEPD Sum of Fractions (SOF) and Fissile Gram Equivalent (FGE) Designee appointed by the Division Director compiles the SOF and FGE data for RMA in the division. Reviews request for new radioactive materials or sources and approve only if the increased SOF/FGE will not exceed the control levels in LMS-PROC-45. Upon receipt of new radioactive material, add

to the SOF/FGE report. Report to the Division Director and Argonne Radiation Safety Officer (RSO) any time the control levels are exceeded. Submit quarterly SOF/FGE report to the RSO as required by LMS-PROC-45.

#### **HEPD Sealed Source Custodian**

The HEPD Sealed Source Custodian appointed by the Division Director, to ensure current sealed sources data, enter significant changes into SSID promptly and assist health physics personnel, preferably using form ESH-39 SSID (as printed out from the SSID program) perform integrity (leak) testing of each sealed source at intervals not to exceed six months or whenever damage may have occurred.

**The delegate custodian** (if one is appointed) must perform some or all duties of a custodian as assigned, including data entry and records management.

#### **HEPD Laser Safety**

Divisions owning or using lasers may form local laser safety committees. Membership should include authorized laser users, division safety representatives, the ANL site LSO, and deputy LSO. The **HEPD Laser Safety Officer** inspects:

1. new or modified class 3a, 3b, and class 4 laser installations prior to laser operation;
2. Provide guidance upon request on the preparation of SOPs
3. Conduct periodic safety reviews of all existing class 3a, 3b, and class 4 laser installations;
4. Provide, upon request, eyewear and hazard zone computations and specifications;
5. Participate in all incident/accident investigations related to laser use.

#### **HEPD Safety Committee**

The HEPD Safety Committee is a standing committee with members appointed by the Division Director and chaired by the Division Safety Coordinator. The HEP Division Environmental Compliance Representative, Chemical Hygiene Officer, Waste Management Representative, and ES&H Administrator are official members, together with invited representatives of the EQO Division.

**A. Safety Committee Responsibilities**

The HEPD Safety Committee formulates divisional safety policies and recommends their adoption by division management. The committee conducts regular reviews and inspections of ongoing HEPD activities. Semi-annual meetings are held to consider safety matters of general concern, assign inspection tasks, discuss findings of previous inspections, and assign responsibility for corrective actions. Special meetings may be called as necessary. The chairperson establishes meeting and inspection schedules and locations.

**B. Safety Committee Authority**

The HEPD Safety Committee is authorized to conduct any inspections and reviews it deems necessary to insure safe working environments in HEP offices, laboratories, and experiments, and to bring safety hazards and potential hazards to the attention of the appropriate responsible individuals in order to directly resolve such matters. Any member of the HEPD Safety Committee has the authority to stop, on discovery, any activity deemed to present a clear and present safety hazard that could result in personnel injury. Safety issues of large magnitude and those not promptly resolved shall be directly referred to the division management for action.

**C. Safety Committee Reporting**

The HEP Safety Committee will make written reports to division management on its meetings and inspections, and on the resolution of action items identified in its inspections. It will function in an advisory capacity to project leaders to help maximize the safety of their projects.

**D. Safety Committee Documentation**

Written memos, minutes, and correspondence are required to document all significant safety-related actions. Files of all safety-related correspondence will be maintained by the safety committee chair and by the division office.

**HEPD New Facilities Review Committee**

The HEPD New Facilities Review Committee is an ad hoc committee appointed by the Division Director to review the safety analyses of new HEPD projects above a certain size and scale of activity. The members, the majority of who are not involved with the project management, will be chosen for their special knowledge and expertise. Prior to the start of project operations, the New Facilities Review Committee will give to division management a

written evaluation of the adequacy of the preventative or mitigate design features and the administrative controls provided to limit the risk. Copies of the report provided to the Division Safety Committee. Following this review, the oversight of the normal operation of the new activity will revert to the Division Safety Committee.

### **ANL Environment, Safety, and Quality Oversight**

The ANL office of ESQ conducts safety reviews and coordinates DOE reviews. It also provides information and assistance on matters such as industrial hygiene, health physics, fire protection, safety training, safety engineering and design, environmental protection, and operation reviews. An individual may contact the office of EQO either directly or through the Division Safety Coordinator.