

High Energy Physics

Staff Shop

Administrative Controls

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High Energy Physics Division Staff Shop Administrative Controls

1.0 Introduction

- 1.1 *Purpose* - This procedure establishes the policy for administrative control of the HEP Division Staff Shops and laboratories with limited power driven staff shop tools.
- 1.2 *Policy* - Staff shops and laboratories with power-driven machinery will be administratively controlled to provide safety for machine operators. The elements of the administrative control are:
 - a. defining who may use the staff shop or laboratory is determined.
 - b. controlling the use and access to the shop/laboratory.
 - c. assign a custodian for each staff shop/laboratory.
 - d. providing for machine tool and staff shop/laboratory inspection on an annual basis.

2.0 Requirements

Refer to summary and explanation of each control below:

HEP Specific Staff Shop/Laboratory Shop Safety Requirement

Table I

	<i>Usership</i>	<i>Control</i>	<i>Custodian</i>	<i>Machine Guarding</i>	<i>Electric Tools & GFCI</i>
362 Staff Shop C-116	HEP Personnel	Dayshift Open Offshift Locked	I. Ambats X 6189	Yes	Yes
F-216 Laboratory	HEP Personnel	Dayshift Open Offshift Locked	D. Jankowski X 6335	Yes	Yes
F-232 Laboratory	HEP Personnel	Dayshift Open Offshift Locked	T. Kasprzyk X 6315	Yes	Yes
366 Staff Shop	HEP Personnel	Dayshift Open Offshift-Locked	K. Wood Manager, 366 X 3971	Yes	Yes

2.1 *Use*

- Use of the staff shop or laboratory power tools is determined by the custodian. The custodian uses judgment to determine if an individual can use the shop based on past experience. Most technical personnel in the HEP Division have experience using shop machinery. Scientific staff or others are evaluated on an individual basis by the custodian.
- A list of authorized persons will be posted in the Shop area, along with a sign that clearly states in bold letters "**Authorization Needed Before Using This Shop.**"
- Personnel receive informal and on-the-job machine safety training throughout the year from their supervisors. Videotapes and classroom presentations may be used to supplement the on-going training by experienced individuals.
- Visitors, temporary employees, and students are required to check with their supervisors for shop usage before obtaining authorization from the custodian or designate.

- 2.2 *Control* - Access to the shops is controlled to insure safety of personnel using the machinery. During working hours when the room is unlocked and the area is occupied, personnel should use the machine only when at least one other person is near the shop area. A telephone should be located within 30 feet of the shops.

Use of the shops after working hours or at other times when no one else is in the area is potentially hazardous and is not recommended by HEP management. If it is absolutely necessary to work alone during off-shift hours or weekends, Division personnel may use the telephone answering service administered by the Electronics and Computing Technologies (ECT) Division that will provide a telephone call to the worker at a regular interval (e.g., every one-half hour) determined by the requesting Division. If the answering service does not reach the worker, it will notify the ANL-East protective force. This system will not provide immediate response to an emergency condition, and should not be used as a substitute for a careful evaluation of the hazards of working alone.

- 2.3 *Custodian* - The custodian for each shop/laboratory is listed in Table I under 2.0.
- 2.4 *Inventory* - ANL ESH-Safety Engineering maintains an inventory of all machines and provides machine inventory identification numbers. As a machine is purchased, excessed, disposed of, or moved to another building, it must be reflected in the ANL inventory. The inventory of the machinery in High Energy Physics is maintained by the building managers of 362 and 366.
- 2.5 *Machine Guarding* - ES&H Manual Chapter 7-15 requires that machine guarding be reviewed routinely. Machining guarding is inspected annually by ESH-Safety Engineering and a committee appropriately selected by the building manager. Machine operators are responsible for reporting any machine guarding deficiencies to their supervisor, who notifies the shop custodian. The shop custodian is responsible for taking the machine out of service until the deficiency is corrected.

- 2.6 *Portable electric tools and GFCI's* - Portable electric tools are inspected annually as a part of preventive maintenance and tagged with colored tape (ESH Manual, Chapters 7-12). Also, GFCI's are tested and labeled with the current year's sticker annually (ESH Manual, Chapter 9-2). The HEP Division Safety Committee coordinates and reviews these tasks. Portable GFCI's used on portable tools are tested by the tool user before each use (ESH Manual, Chapters 7-12 and 9-2).