

I received a copy of
Building/Facilities 366 Safety Orientation
I understand the information provided.

If you read and understand the following, "High Energy Physics Division Safety Orientation for Building 366", you have satisfied the requirements for Bldg. 366 General Safety Orientation, Training Course #108-366.

Print name and ANL/Visitor Badge No. _____

Signature _____

Date _____

Return to Ken Wood, HEP, Bldg. 366

This Document will temporally establish credit for ESH-108366 training until the course becomes available online via the following web link: [EQO Training](#).

Safety Orientation for Building 366

This document will provide information you need to know as a building occupant. You are responsible for following the ANL, HEP Division, Building 366 work rules, including the reporting of hazardous conditions, incidents and injuries.

No work should commence without considering safety. Although you may retain this document for reference, an important resource regarding Building 366 is **Ken Wood at 2-3971**.

Building Description

Building 366, maintained by High Energy Physics Division Mechanical Support is a metal-clad high bay (120' x 180') with a 35-ton crane. The building activities include laboratory, heavy mechanical assembly, and accelerator work. Hazardous chemicals, especially flammable liquids may be in use. Rigging and hoisting activities and other mechanical hazards may be present anywhere on the floor or shop area. Designated radiological controlled areas contain sealed

radioactive sources, and the Argonne Wakefield Accelerator (AWA) an experimental accelerator. In addition, many project activities include the use of high-pressure gas, high voltage, lasers, and a variety of shop machinery.

Reporting Environmental, Safety and Health Concerns or Incidents and Injury

If you observe an incident, injury or have concerns relating to environment safety and health issues contact Ken Wood, the Building Manager immediately. If you are not satisfied with the corrective action taken, report the problem to your supervisor, ES&H Coordinator or any other person listed in the “contacts for information and assistance” section of this document in written form.

Contacts for Information and Assistance

Position	Name	Room	Phone
Division Director	Harry Weerts	362/E101	2-8831
ALD ESH Representative	Gary Dyrkacz	221/C130B	2-7478
Division ESH Coordinator	Leon Reed	362/E112	2-4478
Building Manager, 366	Ken Wood	366	2-3971
	Frank Skrzecz (Alt)	366	2-3971
Sealed Source Custodian	Patrick De Lurgio	362/E245	2-9511
Chemical Hygiene Officer	Leon Reed	362/E112	2-4478
Building Maintenance	Gerry Mallizzio	360/L029	2-7022
Health Physics	Steve Butala	431/Z005	2-4675
	Mark Delrose	360/A148	2-8185
Environmental Compliance Representative	Leon Reed	362/E112	2-4478
Quality Assurance Representative	Bill Haberichter	362/E124	2-7525
	Leon Reed (Alt)	362/E112	2-4478
Area Emergency Supervisor	Frank Skrzecz	366	2-3971
	Ken Wood (Alt)	366	2-3971
Training Management System Representative	Sandra Klepec	362/E101	2-6270
	Leon Reed	362/E112	2-4478
Industrial Hygiene	Jim Woodring	200/L172	2-5641
	John Davis	200/L161	2-2865

In addition to following the above instructions for reporting incidents, injury and safety concerns, you may report the problem to your local DOE office, or the Office of Health, Safety and Security if you remain dissatisfied with HEP Division correction actions.

Anyone that finds him or herself engaged in unsafe activities are empowered to stop work and obligated to bring such conditions to the attention of the Building Manager.

Poor performance concerning adherence for reporting ES&H concerns or incident and injury carries strong negative consequences, which may include disciplinary actions.

Building Access

SANDLES AND OPEN TOE SHOES ARE NOT TO BE WORN INSIDE THE BUILDING 366.

Building 366 has two doors that can allow entry into the building using your ANL bar -coded ID card. If your card does not activate the door(s) (NE and SE), notify the Building Manager (See the "Contacts for Information and Assistance" section of this document).

The HEP Division has an "Off-Hour Work Alone Policy and Procedure" which follows DOE and federal regulations. You must have an approved ["Off-Hour Work Alone Procedure"](#) to work in a non-office environment during off hours.

Normal working hours for Building 366 are defined as 7:00 AM to 3:30 PM, Monday-Friday.

Contractor working hours are generally from 7:00 AM - 3:30 PM. If a contractor needs to remain in the building longer than their regular work hours, arrangements must be confirmed with the Building Manager.

Children (under the age of 18 years) are not permitted to enter Building 366. Laboratory and Division sponsored guided tours are however exempted.

Project Specific Hazards

Quantities of radioactive materials, x-ray generators, mechanical and electrical hazards may be present in posted areas. If you need to enter, refer to the respective ES&H safety plans for specific hazards information and details.

Several areas of activity are posted with warnings of special hazards; you must obey these warnings and follow all the posted requirements. Enter posted areas only if you have completed the required safety training and have authorization, and need to enter.

Personal Protective Equipment

Employees must wear items of personal protective equipment whenever required by procedure, regulation, or performance-based requirement.

Safety glasses are required at all times inside the staff shops, and steel-toe safety shoes are required when handling heavy material.

Wearing sandals or open toe shoes is NOT PERMITTED inside Building 366. In the high bay, steel-toe safety shoes and safety glasses are a requirement in designated areas of activity.

HEP will provide safety shoes for employees who regularly work where there is a risk of foot injuries from the handling of heavy materials.

Additional PPE will depend on the nature of the job and the physical, chemical, or biological hazards present. ([Personal Protective Equipment](#)) After an engineered and administrative method to control a given hazard is implemented, employees who may be exposed to such hazards must obtain and use personal protective equipment. "Employees must wear safety shoes when handling heavy materials."

Laboratory clothing, lab coats, pants or shirts are obtained by ordering through the Argonne Material Ordering System (AMOS) system.

Information about Chemicals and Hazardous Waste

Contact the Building Manager for instructions on disposing empty chemical containers or chemicals that are no longer needed. As a reminder, chips, dirty rags, and other waste must be placed in properly labeled containers. Hazardous Waste Disposal must conform to the [ANL-E Hazardous Waste Disposal Procedure](#), using the Chemical Waste Disposal Requisition form WMO-197, obtained from Waste Management.

More information on chemicals used in other ANL locations obtained at <https://www.cms.anl.gov/>. A material safety data sheet (MSDS) for each chemical used at ANL is available.

All chemical ordering in the HEP Division should facilitate through the ANL Chemical Management System (CMS). Any chemical brought into the Division with the intent to use must be forwarded to Division ES&H office, and the CMS with information on the use pattern and quantities. EQO Industrial Hygiene will review the information and work with the Division ES&H office to include the item(s) for tracking purposes.

The above information is to ensure all waste is properly managed and disposed according to applicable ANL and DOE regulations.

Designated Eating Areas

Employees must wash their hands after any work with chemicals, and especially before eating, drinking, smoking, or applying cosmetics.

Eating, drinking, and smoking are not allowed any where inside Building 366 except in office space(s) and the designated dining facility. Food must be kept in refrigerators designated for food only. Do not store food with chemicals and hazardous materials.

All refrigerators must be posted according to their use. Contact EQO Industrial Hygiene for information regarding these signs.

Training

The Building Manager is required to let you know what hazards are in the area and how to avoid them. This information must include operations and locations where hazardous materials are present.

Your immediate supervisor must help you determine what safety courses will be required to perform work. The proper use of the Job Hazard Questionnaire (JHQ) will ensure that the correct ES&H Training courses are identified for employees in conformance with the OSHA standards. All training provided through the EQO Training Group is documented in the ANL Training Management System (TMS).

Every scope of contract work performed at Argonne National Laboratory requires the submittal of a job safety analysis. A job safety analysis (JSA), ANL-209, is the most basic and widely used tool to identify hazards associated with jobs at the activity level. Contractors use the JSA files included in the bid packet to assist in hazard identification, and must complete the ANL Contractor Safety Orientation prior to commencing work within Building 366.

The [ANLHEP 644](#) form is recommended for proposing experimental and non-experimental work.

Only individuals completing the ANL "Crane Training Certification" may operate the overhead crane inside Building 366.

To comply with ANL safety standards, the Argonne ES&H Manual 7.12, "[Safe Use of Tools](#)" requires each employee be trained in the proper use of all tools

that they intend to use; Staff Shop Custodians may administer the training and orientation session, and authorize use of all or specific machines upon satisfactory completion of the training and orientation session.

Training documentation checklists must be in a file maintained by the Staff Shop Custodian.

Radiation Dosimeter

If a visitor you are escorting requires a radiation exposure dosimeter, obtain one through Ken Wood, the Building Manager. If you cannot obtain assistance in a timely manner, contact Leon T Reed (HEP-ES&H) at ext. 4478 or Mark Delrose (EQO-HP) at ext. 8185.

Alarms and Warning Systems

Become familiar with all local evacuation signals. To hear a recording of on-site emergency warning signals, dial 2-3342 from any ANL phone. Always respond to alarms, even prearranged drills!

For further information and direction look for an Area Emergency Supervisor who will be wearing an orange hat with the letters AES or a Building Monitor that will be wearing an orange armband.

When in doubt dial 911

Dial 911 immediately if you:

- See evidence of a fire or other accident.
- Become injured or become aware of injury to another person.
- Sense other possible emergency that cause you to have doubt, call 911.

Fire and Emergency Building Evacuation

The fire alarm or building evacuation alarm is an audible bell notification.

Familiarize yourself with the building layout and memorize two escape routes from your work area to the outside. When the bell sounds follow any special instructions given over the loud speaker and evacuate the building through the nearest exit. Once outside, head towards the parking lots of building 366 and look for the Area Emergency Supervisor who will be wearing an orange hat with the letters AES. The AES will direct building occupants to the outside of Building 366, where all building occupants will be accounted for. In inclement weather, occupants will assemble in the dining facility.

Individuals with disabilities should make arrangements through the Division ESH Coordinator to have at least two people assigned the responsibility of providing needed assistance in the event of an emergency, i.e., fire or tornado warning.

Note the locations of fire extinguishers but never fight a fire alone unless your own safety is threatened. Dial 911 from a safe location and stay on the line until adequately helped.

If you observe or are involved in one of the following emergencies: radiation incident, tornado sighting, hazardous material release, security incident/accident, vehicle accident or a utility failure, dial 911 for assistance. If there is a threat to your safety, leave the area immediately and place your call from a safe location.

Location of Tornado Shelter for Building 366 Occupants

Tornado shelter for Bldg. 366 is located in the AWA tunnel. The appropriate yellow and black signage will guide you into the tunnel.

All Building occupants should move into tornado shelter when a warning is issued, and remain there until the all-clear signal is given. It is important that you stay clear of any exits while in the shelter and not hinder emergency response actions.

Tornado watches and warnings are given over the site wide public address system. You will hear a steady tone on the PA system and outdoor sirens. When this happens, move to the closest loud speaker to listen for instructions concerning the emergency.

Tornado watch - You should continue working until you hear a tornado warning.

Tornado warning - You are to proceed to a tornado shelter immediately and stay there until you hear an all-clear notice and that the warning has expired. If you sight a tornado and have not heard a tornado warning, dial 911 and report it immediately.

Parking

Parking for Building 366 is available on the south side of the building.

Exits

All paths and exits in Building 366 are for the benefit of all occupants.

Exits Signs throughout the building will direct you to exits for normal and emergency exiting, and must be unobstructed by personal effects or work-related items.

Always maintain at least a 3-foot wide exit path from your work area.

Staff Shops

ONLY AUTHORIZED INDIVIDUALS ARE ALLOWED TO USE TOOLS AND THE MACHINES INSIDE ~ Refer to the rules for using [Staff Shops](#).

Appendix A-Building Drawings