HALL WORKER AWARENESS TRAINING (SAF11x)

Purpose
Familiarize users with safety hazards and protection systems in the Counting House and Hall.

Prerequisites to access the halls without escort
JLab General Safety Training (SAF100)
Rad Worker I Training or equivalent (must have been issued a dosimeter by JLab)
ODH training (SAF103)
General Access Radiological Work Permit (RWP) (SAF801kd)

Remainder
• No one under 18 years may enter the halls
• No sandals or open toe shoes in any hall
• No food or drinking inside the halls
• Check postings at the entrance to the hall for special requirements (e.g. hardhats are mandatory in Hall B and often required in the other halls, long pants may be required during extended shutdowns). If in doubt, please contact the Hall Work Coordinator or his/her designee,
  Hall A - E. Folts [cell (757)876-1788, folts@jlab.org],
  Hall B – D. Tilles [cell (757)810-9576, tilles@jlab.org],
  Hall C – W. Kellner [cell (757)592-1527, kellner@jlab.org],
  Hall D – T. Carstens [cell (757)876-3940, carstens@jlab.org].

The two-person rule (“Buddy Rule”)
Accessing the halls or performing work in the halls may require that personnel work on teams of at least two people. The two-person rule must be followed when entering Hall B or when performing a task in any of the halls that requires two-persons as indicated by the applicable general JLab safety rules or task OSP/TOSP. Examples of tasks that require two-persons would be operation of the hall crane, use of a man-lift, performing cryogenic, electrical or welding work. Check postings at the entrance to the hall for special requirements. If in doubt, please contact the Hall Work Coordinator or his/her designee.

Undergraduate Students in the Experimental Halls
Regardless of hall or task, undergraduate students must follow the two-person rule during their first three-months at JLab. During that period, undergraduate students are allowed to work in the hall if (a) their work in the hall is always under the supervision of a hall-authorized “buddy” (the “buddy” can not be another undergraduate) and, (b) a permanent JLab staff member is cognizant of the work to be done, has supervisory responsibility for their work and approves the “buddy”. 
First time or expired training
If the worker has never had the SAF11x training before or the training has been invalidated (forced to expire, see below), he/she should take a guided walkthrough of the Counting House, the personnel access stairs and tunnel and the hall proper. For this, the user should contact the person responsible for the SAF11x training of the corresponding hall,

- Hall A - J. LeRose (x-7624, lerose@jlab.org),
- Hall B - A. Deur (x-7526, deurpam@jlab.org),
- Hall C – J. Beaufait (x-7131, beaufait@jlab.org),
- Hall D – T. Carstens (x-7777, carstens@jlab.org)

The guided training will, at a minimum, go over the likely hazards as well as the protection & emergency systems and procedures outlined in Appendix A that one finds in the counting houses, personnel access stairs/tunnels and the halls. The JLab Skill Requirements List (SRL) tracking system (i.e. training) will be used to track the training status.
The SAF11x training does not have an expiration date. If however, the conditions of a hall are deemed to have changed sufficiently by the Division Safety Officer, the SAF11x training for that hall will be invalidated (forced to expire). The training tracking system will, like with any other training, notify all those affected so that they can make arrangements to take again the guided SAF11x training.
SAF11x training is required for unescorted access to a hall and to be able to take shifts in the Counting House – “escorting” of shift personnel is not allowed.

Hazard Identification & Emergency Response Document (HIERD)
As part of the Experiment Readiness Review Process and Approval, every experiment is required to submit, in addition to the Conduct-of-Operations (COO), Experiment Safety Assessment Document (ESAD) and, Radiation Safety Assessment Document (RSAD), a document that summarizes the location of major hazards in the hall, the location of the various emergency systems as well as emergency procedures and egress routes during that experiment. Shift personnel and anyone else wishing access to the hall during the duration of the experiment, must read and sign to indicate they have understood the COO, ESAD, RSAD and HIERD of the experiment. Anyone feeling in doubt with the information contained in the HIERD should contact the person responsible for the SAF11x training of the hall and schedule a guided refresher training.
Appendix A

This appendix lists likely hazards, protection & emergency systems used and emergency procedures to be reviewed during the Hall Worker Awareness Training.

Hazards:
- Fire (electrical equipment, breaker panels, paper, trash, cables)
- Tripping and overhead hazards
- Falling hazards
- Elevated work
- High-pressure systems including low-conductivity water distribution
- Radiation hazards (beam-on, contaminated and activated areas)
- Loud noise hazards (thin vacuum windows)
- Flammable gasses
- Cryogenic (ODH and “cold-byte”)
- Magnets and magnetic fields
- Electrical
  - AC & DC (various voltages)
  - Magnet power supplies and their current distribution systems
  - High-Voltage supplies

Protection & Emergency systems and procedures:
- Signs and postings,
  - Radiation areas
  - Hearing protection requirements
  - Exist signs
  - Exit routes (evacuation plans)
  - Oxygen Deficiency Hazards
- Personnel Protection Requirements (e.g. hardhat, safety glasses, ...)
- First Aid kit and Emergency Defibrillator
- Telephone locations with emergency numbers
- Fire
  - Detection systems (e.g. the Very Early Smoke Detection Apparatus [VESDA])
  - Alarm pull boxes
  - Fire alarm bells
  - Extinguishers and escape equipment (Hall B only)
  - Evacuation routes and muster points
• Electrical
  o Power shutoff switches
  o Circuit breaker panels
• Weather related hazards
  o Tornado emergency response
• Emergency lights
• Beam status, interlock and abort
  o Machine State Status Indicators,
  o Magenta/purple beacons,
  o Access doors to hall
  o Key interlocks
  o Run/Safe boxes
• Oxygen Deficiency Hazard condition detection
  o Sensors locations
  o Blue beacons & alarms locations
• Radiation Monitors (Controlled Area Radiation Monitors – CARMs)
• RadCon staging areas for equipment to be removed from hall
• Red beacons for hazards (e.g. energized magnets and cranes)
• Yellow beacons for warning or caution (e.g. energized lasers, forklifts)
• Cabinets for storing flammable materials
• Lockout/Tagout Stations
• Eye wash stations
## Important Information

**DIAL**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>ACTION 1</th>
<th>ACTION 2</th>
<th>ACTION 3</th>
</tr>
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</table>
| 9-911 or 911| Both numbers will connect you to: City of Newport News’ Emergency Dispatch Center | If dialed from a land-line phone the following are automatically alerted:  
- JLab Security  
- Occupational Medicine  
- Other key JLab Responders. | If dialed from a cell phone you will also need to call: JLab Security @ 269-5822 |
| Injury or acute illness | Call 9-911 or 911 | Stay with the victim while awaiting emergency responders  
- Do not move the victim unless they are endangered at location  
- Administer first aid/CPR if willing and trained  
- Avoid contact with other’s blood | If possible send someone to flag down the ambulance |

### Direct minor injuries to Occupational Medicine

Support Service Center, Bldg 28, Room 22 during regular business hours. There are pamphlets at these locations to assist you.

### Event Actions

- **Smoke**
  - Sound Alarm (use the nearest pull box)
  - Evacuate to Muster Point (refer to the evacuation map for your location)
  - Await “All-Clear Notification” From Fire Protection Engineer or Building Drill Coordinator before re-entry.

- **Fire Alarm**
  - Evacuate to Muster Point (refer to the evacuation map for your location)
  - Await “All-Clear Notification” From Fire Protection Engineer or Building Drill Coordinator before re-entry.

- **Unexplained Odor of Natural Gas**
  - Sound Alarm (use the nearest pull box)
  - Evacuate to Muster Point (refer to the evacuation map for your location)
  - Call JLab Security @ 269-5822

- **Severe Weather Warning**
  - Immediately:
    - Pass the Word
    - Taking Cover
  - (refer to the evacuation map for your location)

- **Earthquake**
  - Do Not Evacuate Building
  - Write Down:
    - Any demands/instructions
    - Caller’s number if available
    - Vocal characteristics
    - Any other relevant details to identify the caller
  - Call JLab Security @ 269-5822
  - Protect Yourself from Falling Objects (get under a desk or table)
  - Evacuate to Muster Point (refer to the evacuation map for your location)
  - If there are injuries or damage Call JLab Security @ 269-5822

- **Bomb Threat**
  - Call JLab Security @ 269-5822
  - Any demands/instructions
  - Caller’s number if available
  - Vocal characteristics
  - Any other relevant details to identify the caller
  - Sound Alarm (use the nearest pull box)
  - Evacuate to Muster Point (refer to the evacuation map for your location)
  - Call Crew Chief @ 269-7045
  - Wait for trained and equipped staff to control and contain the spill

- **ODH Alarm**
  - Call JLab Security @ 269-5822
  - Evacuate to Muster Point (refer to Supervisor’s instructions for your location)
  - Call Crew Chief @ 269-7045

- **Radiation Alarm**
  - Call JLab Security @ 269-5822
  - Evacuate to Muster Point (refer to the evacuation map for your location)
  - Call Crew Chief @ 269-7045

- **Automobile Accident**
  - If anyone is injured. Call 9-911 or 911
  - Call JLab Security @ 269-5822
  - Call Facilities Management @ 269-7400

- **Intruders, Threatening or Abusive Behavior**
  - Call JLab Security @ 269-5822
  - Ensure Your Personal Safety!
  - Activate the reception area duress (silent alarm) push button

- **Requests to Serve Summons or other legal documents**
  - Call JLab Security @ 269-5822

- **Requests for Personal Information about JLab staff or visitors**
  - You are not authorized to provide any information about JLab staff members
  - Refer Requestor to Human Resource Representative @ 269-7068

- **Requests for passwords or other Computer-Access information**
  - You are not authorized to provide any information about computer accounts, passwords, user names, and so forth
  - Refer Requestor to Computer Center Help Desk @ 269-7155

- **Requests for JLab News, Status, or other information**
  - You are not authorized to provide any information regarding JLab status or conditions
  - Refer Requestor to JLab Public Information Office @ 269-7689

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Again, please remember that most buildings have one or more first-aid cabinets and AEDs for your convenience. There are pamphlets at these locations to assist you.