

Date: June 17, 1999
To: Hall Leaders
From: L. S. Cardman

Subject: Undergraduate Students in the Experimental Halls

This memo outlines Physics Division guidelines on undergraduate students working in the experimental halls at Jefferson Lab. Basically, after a 3-month “trial period” we treat undergraduates involved in long-term, ongoing research or work in a manner analogous to graduate students (and therefore users in general). During the trial period we are somewhat more restrictive, as outlined below. As each of you has direct responsibility for safe operations in your halls, you are welcome to institute more restrictive guidelines if you so choose; what is outlined below is the minimum. Also, please note that working in the halls is not a “right,” and that anyone (undergraduate or otherwise) who demonstrates willful disregard for safety or a lack of an appropriate level of safety consciousness should have their authorization to work in the halls revoked.

Please convey these guidelines to your respective staffs and users at or before your next hall meeting, and incorporate them into the hall operating rules.

- 1) No one under 18 (student or otherwise) may work in the halls
- 2) During their first three months working in conjunction with JLab or user staff, undergraduate students 18 and over may be allowed to work in the halls (following all standard rules as outlined in the Hall COO, the Hall RWP, and, more generally, the JLab EH&S manual) with the provisions that:
 - a) they have completed the FULL complement of standard training courses (EH&S awareness, ODH, Rad Worker I, and Hall specific hazard awareness and “COO” training) and any additional training that may be deemed necessary for the job they will be doing;
 - b) their work in the hall is always under the supervision of a hall-authorized “buddy” (with the only non-standard condition that the buddy is NOT another undergraduate); and
 - c) one of the following is true:
 - i) a permanent JLab staff member has supervisory responsibility for their work, is cognizant of the work to be done, and approves the “buddy,” or
 - ii) a fully trained user is their supervisor for the purposes of their work at JLab, is cognizant of the work to be done, and approves the “buddy.”

At the end of the 3-month “trial period,” undergraduate students 18 and older who have demonstrated to the satisfaction of a JLab staff member by their actions during the trial period that they are responsible and safety conscious shall be permitted to work in the halls under the same guidelines that apply to other users.

xc: B. Manzlak
C. Hightower
Hall Safety Wardens