

## Transition Toolbox Meeting – Week 2 Day 1, Stop Work

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Ever wonder what to do if you encounter a situation that appears to create an imminent danger to people, the environment, or expensive equipment? The EH&S Manual has the answer in Chapter 3330 [Stop-Work Orders](#).

Situations can occur where a work operation, equipment, or environmental conditions create an unacceptable risk of personal injury or property damage. It is essential that *any* Jefferson Lab employee, subcontractor, student, or facility user who sees an imminent danger act promptly and effectively to stop the work process that creates the hazard. An imminent danger is one that can be assigned a Risk Code (RC) of 4 (Chapter 3210 Hazard Identification and Characterization) and is defined as a hazard which, if allowed to persist, is quite likely to cause an accident that will result in death, serious injury, significant property damage, or environmental impairment.

### Stop-Work Order when:

- You personally observe a hazard
- You view it as an Imminent Danger situation
- You have no other immediate option to get the situation corrected

### Steps to Stop Work:

- Warn any person who is at risk.
- Tell the person performing the operation in question that you are issuing a Stop-Work Order.
- Immediately report the stop-work action to the SOTR / operational line supervisor and to the safety warden for the area. Inform your supervisor/SOTR if they are not the operational line manager. If the safety warden can't be located, notify division EH&S staff.
- The operational supervisor or SOTR shall confirm that the operation in question must cease immediately.
- Safety Wardens complete the [Stop Work Order / Safety Wardens Worksheet](#) and coordinate efforts to follow the process through to the point of work restart.

***Jefferson Lab Policies: Every employee, subcontractor, student, or facility user must respond to a Stop-Work Order by halting the operation in question expediently and safely. There shall be no retributive actions for invoking a legitimate stop-work order, even if it is determined later that the actual hazard severity or potential was insufficient to justify the action.***

## Transition Toolbox Meeting – Week 2 Day 2, *Employee EH&S Concern Reports*

Ever wonder what to do if you encounter a situation that does not represent an imminent danger, yet you have doubts it implements all the safety elements it deserves?

### Jefferson Lab's EH&S Concern Resolution System

#### *Who can initiate a concern?*

Anyone.

#### *Where does the concern go?*

- Responsible manager(s)
- Division EH&S officer
- EH&S reporting manager
- As far as necessary to get action, but it's a sign of a healthy system when problems get corrected at the lowest level possible.

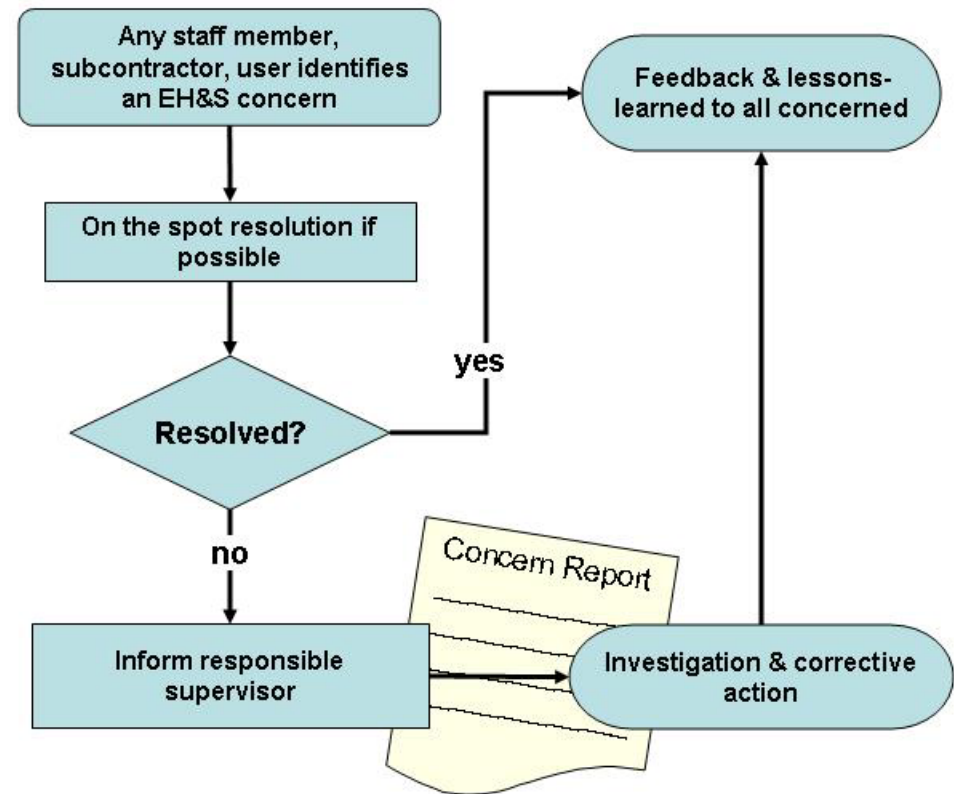
#### *Who decides that the problem is fixed?*

Everyone who has been involved, but **especially the person who initiated the concern.**

#### **The people closest to an EH&S concern should resolve it.**

Ideally, a concern should be fixed on the spot by the person discovering it. Even if this initiator of the concern needs help from the responsible supervisor to resolve it, the process is still simple: identify the hazard, evaluate it, and inform your supervisor and safety warden.

Concern Report forms are found on EH&S bulletin boards across the site. Area Safety Wardens will assist you.



# Transition Toolbox Meeting - Week 2 Day 3, Accidents & Injuries

## Quick! What do you do?

(EH&S Manual Chapter 5200)

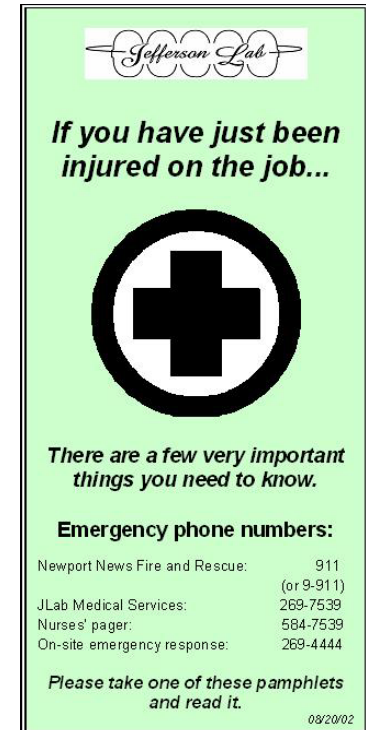
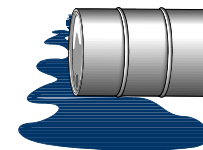
### First:

- Get help for injured persons: **911 & 4444**, then 7539 (Medical Services)
- Help make the area safe, but don't endanger yourself.
- Provide first aid and CPR if you are qualified and willing.

### Then:

Depending on the situation, there may be other actions that are called for such as:

- Evacuate the building or area. How? Sound the fire alarm – for **any** situation where evacuation is the safest option.
- Notify co-workers.
- De-energize the power source if you can do so safely.
- Contain oil or chemical spills if you have the know-how and equipment. Call the Chemical Assistance Team (4444).
- Help secure the area and preserve evidence.
- Assist supervisors and EH&S staff in the investigation if requested.




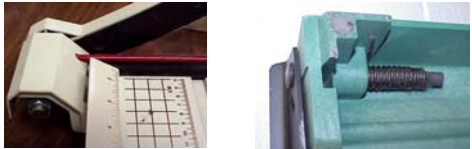
This pamphlet is found at every 1<sup>st</sup> aid cabinet. Grab one and follow the instructions.

## If you are the one injured...

- Get to Medical Services if you are able. After normal business hours, go to any of the nearby urgent care facilities. Be sure to tell them that it is a **work-related injury**.
- If it's more than a first-aid-type injury, they will refer you to an off-site treatment facility. **Do not** go to your personal physician unless you want to pay the bill.
- If your supervisor is not already aware of your injury, ask the nurse to call him or her.
- Check in with Medical Services **first** when you return to work.
- If the doctor prescribed physical restrictions, follow them at work and at home.

# Transition Toolbox Meeting – Week 2 Day 4, Office Safety




We know by experience or intuition that construction, fabrication, materials handling, and similar work have many opportunities for accidents and injuries. But, Jefferson Lab’s experience makes it clear that there are potential risks found in everyday office environments, and these do cause injuries. Let’s look at the most significant risks.

Slips, trips, and falls	
Hazard	Typical Mitigation Measures
Wet and slippery floors	If a liquid is spilled on tile or concrete floors, clean it up immediately, or position a warning sign until it is cleaned up. Be alert to rain or melted snow beyond the walk-off mat. 
Uneven floor coverings (damaged or loose carpet, cracks in tile and concrete, rolled-up edges of walk-off mats, gratings not level with adjacent surfaces)	Fix it yourself if you can. Otherwise submit a work request. Whenever feasible move furniture to cover the defect temporarily.
Climbing to reach materials	Use a real ladder; never use a chair, a box, or other improvised method.
Unsuitable footwear (This often combines with a problem with the walking surface to cause a fall, but you have control over one factor.)	Choose shoes with good support and with soles suitable for the floor surfaces you commonly encounter.
Cords in walkways	Consider your electrical needs and computer and phone connections when you first locate furniture. Request relocation or addition of receptacles or communication jacks. As a last resort, use cord molding to reduce the chance of a trip.
Falling from your chair	Don’t lean beyond the “footprint” of your chair’s casters or feet. Hold your chair as you sit if it rolls easily across the floor.
Hand Injuries	
Hazard	Mitigation
Lacerations from paper products	Use letter opener, and wear finger cots when handling large quantities of documents.
Splinters from wooden furniture; lacerations from sharp edges and burrs on metal surfaces.	Cushion these with tape or other means when you first see them. Submit work request for repair -- if repair is feasible and cost-effective
Paper trimmers (The blade-arms on these will loose tension over time, allowing the arm to fall uncontrolled.	Submit service request to have the tension adjusted until the arm stays in the up position. 


## Sprains and Strains

Hazard	Mitigation
Lifting beyond your capacity or using poor lifting mechanics	Know your limits (and they decrease with age). Review safe-lifting techniques from time to time.
Repetitive motion, especially with poor work-station-to-body alignment.	Contact EH&S and ask for an ergonomic evaluation of your work area.

## Fire

Hazard	Mitigation
Overloading circuits or use of extension cords and multiple receptacle adapters.	Power strips are OK if they have over-current protection. Maximum of one strip per wall receptacle. Avoid space heaters.
Improper selection or use of appliances.  	Appliances labeled for "Household Use Only" may be used <b>only</b> in a manner that is consistent with home use. <i>According to Underwriters Laboratory, in distinguishing household use from commercial use consider factors such as, but not limited to: (1) level of anticipated daily use; (2) knowledge of the users; and (3) the care and cleaning of the machine.</i> Never add to the cord length of a heat-producing appliance. 

## Electrical Injuries

Hazard	Mitigation
Shock or Burn 	Attempting to service equipment yourself that requires a qualified technician. Using frayed or damaged cords.

# Transition Toolbox Meeting – Week 2 Day 5, *Hard Hats*

EH&S Manual 6620, *Personal Protective Equipment*

- Q:**
1. *How long does a hard hat last?*
  2. *What does wear and tear on a hard hat look like?*
  3. *How can you tell if it's still capable of doing the job it for which it was made?*
  4. *Someone hands you a hard hat to wear. What should you do?*



**A:**

1. There is no hard and fast rule. A new hard hat will last indefinitely as long as it's kept in its packaging, unused. On the other hand, hard hats that get left in sunlight, exposed to harmful chemicals, or physically abused may be unreliable within a few months or sooner. Under normal use, 2 to 5 years of service is a good estimate.
2. The short answer is anything that looks like it goes beyond superficial blemishes and dirt justifies replacement. A hard hat is a system, and all of the components have to work as designed to protect you.
3. Look at the major components separately. Check the shell for cracks, nicks, dents, gouges, and any damage caused by impact or penetration – anything more than cosmetic abrasions. Faded colors or chalkiness on the shell indicate excessive exposure to UV light. Shells made from some plastics (polyethylene, for example) have some flexibility. Compress the shell. If it deforms and does not return to its original shape, discard it. Then look at the suspension closely for cracks or tears, frayed or cut straps, loss of pliability, or other signs of wear. Whether your hard hat has a 4-point or 6-point suspension (the number of "keys" that are engaged in the hard hat's shell), all keys should fit tightly and securely into their respective key slots. Discard the suspension if it shows any defects.
4. Inspect it. Check the items above. Ask for another if that one doesn't meet your specifications. Then adjust it for good fit. The headband should fit just above the widest part of your head. You may need to adjust the suspension depth as well as the circumference. (And if the hat is a loaner, you might want to wipe it out first with a damp towel or sanitizing wipe.)



## ***Some Do's and Don'ts***

- Never alter or modify the hard hat shell or suspension.
- Never carry or wear anything inside your hard hat between the suspension and the shell. A certain clearance must be maintained between the hardhat shell and the wearer's head for the protection system to work properly. A ball cap or other object may limit this clearance.
- Hard hats are sometimes worn backward by workers whose vision is obstructed by the brim. Most hard-hat manufacturers say this is acceptable if the suspension is reversed front-to-back. OSHA concurs.
- Avoid storing a hardhat in direct sunlight. Paints, paint thinners, and some cleaning agents can weaken the shell of the hard hat and may eliminate electrical resistance. There is very little potential for stickers to interfere with the integrity of the hardhat shell.
- Clean a hard hat regularly with mild soap and warm water.

## ***Do Hard Hats Work?***

Absolutely. Ask the wearers of these hats who escaped serious injury.



Lateral blow to head while falling.



Tree limb fell onto hat.

**100,000 occupational head injuries are reported every year. A survey by the Bureau of Labor Statistics (BLS) noted that 84% of workers who suffered impact injuries to the head were not wearing head protection.**