

Work Off-Site

Supervisors, Principal Investigators, and WPC Activity Leads have an obligation to be aware of the safety conditions and requirements their people (employees, students, or affiliates) may encounter while working off-site on LBNL projects. Workers working at non-LBNL facilities having local health and safety programs equivalent to LBNL's (e.g., other National Laboratories or UC Berkeley) must conform to the requirements of their host institution.

For new work and any work after April 30, 2015, Activity Leads must identify that they are work will be performed at another location by entering the LBNL **WPC Activity Manager** software system, indicating that they are working at a non-LBNL location, and agreeing to follow that location/institution's local requirements as a Hazard Control. [NOTE: DOE requires **EHS0470 General Employee Radiation Training** for anyone listed in the LBNL Human Resources database, regardless of work location or badge status. This training requirement is assigned through a Training Group in the Berkeley Lab Training database.] All LBNL people working on LBNL projects at off-site locations are required to adhere to training requirements as stipulated by the host institution or existing Memorandum of Understanding (MOU). In the absence of an MOU or host institution requirements, LBNL requirements must be completed. These requirements can be identified by a work authorization, such as a WPC Activity or equivalent system, or formal authorization. In some cases, facility or procedure-based safety training specific to the location will fulfill an LBNL training requirement.

If there are no local health and safety programs equivalent to LBNL's, workers must conform to the LBNL requirements stated in **RPM Off-Site Work Authorization Policy**, including notification to the ATAP ES&H Coordinator and EHS Liaison of the nature and scope of the project. This notification must be made as soon as possible during the proposal stages of the project. The notification must include a completed ATAP **Hazards, Equipment and Authorizations Review Form**. A hazard assessment should be performed for work other than attendance at conferences and meetings, such as laboratory, shop, industrial, or fieldwork. Where personal site visits are not practical, information can be obtained by discussions with safety and research personnel at the host site and the people who are working off-site. The ATAP ES&H Coordinator and LBNL EHS personnel may assist in the assessment of hazards and controls. Additional LBNL safety Work Authorizations may be required must be provided and approved by the appropriate LBNL safety professionals prior to initiation of the project.

ATAP expects all personnel working off-site to continue to implement Integrated Safety Management by:

- Planning and defining the scope of your work before you begin;
- Analyzing the hazards;
- Developing and implementing controls;
- Performing the work within controls; and
- Continuously assessing safety conditions, seeking feedback from safety staff, and making improvements as needed.

Hazard controls should follow safety rules (LBNL or host site, whichever is more protective), except where LBNL-equivalent requirements are prohibited or impossible to implement at the off-site location. **If you are asked to do anything you believe is unsafe or to work under unsafe conditions off-site, you have the right and obligation to stop work and contact LBNL for guidance.** If you become aware that there may be circumstances when you could be **working alone** and hazards remaining after controls could incapacitate you so that you could not self-rescue or activate emergency services, the work must be stopped and these concerns brought to the immediate attention of your host site safety personnel and LBNL supervisor and WPC Activity Lead for resolution before the work may resume. Discuss your training with off-site safety staff and ensure you have completed all required training to do the work. If the host site does not provide safety training for a work hazard, the LBNL courses for the work hazard should be completed.

Ensure that you are familiar with the emergency response and accident reporting procedures at the host site. **If you become injured or ill during off-site work, first obtain any urgently needed first aid or medical treatment, then as soon as you can, call LBNL Health Services at 510-486-6266 to inform the Lab of your situation.**

Telecommuting

ATAP personnel may work at home or another location under a telecommuting arrangement or agreement, approved in accordance with **Requirements and Policies Manual Human Resources – Location of Work section 2.06.D.4.b.** Regular telecommuting requires a written **telecommuting agreement**. As part of preparing the written telecommuting agreement, an **ergonomic self-assessment (EHS0059)** must be completed, the required equipment must be ordered and installed, and a photo of the workspace must be taken and attached to the Telecommuting Agreement form. Telecommuters are encouraged to take advantage of EHS ergonomics support services and training as described in **ES&H Manual 17.4.4 Support Services for Off-Site/Remote Computer Users** and to contact the ATAP Ergonomics Advocates for assistance as needed.