

## What is a Worker Observation Guide?

This guide is a tool developed to encourage and educate employees of Ames Laboratory to achieve and maintain a safe and secure work environment. It is not intended to be all inclusive of the many government regulations. Rather, it addresses practical safety and security measures that can be practiced by Ames Laboratory employees on a daily basis. It is also a method of providing feedback on potential risks and hazards in your immediate work area. The Worker Observation Guide is an element of the Integrated Safety Management (ISM) System and the Laboratory's Integrated Safeguards and Security Management (ISSM) System.

## What is Integrated Safety Management (ISM)?

ISM is a culture where safety measures are systematically integrated into all work activities from planning to completion. To foster this culture, line management is responsible for the planning, identification and performance of work in a safe manner.

## What is Integrated Safeguards and Security Management (ISSM)?

ISSM is a culture where management systems provide formal, organized processes for planning, performing, assessing and improving the secure conduct of work in accordance with risk-based protection strategies.

## Common Hazards & Concerns

The following are common hazards and concerns in Ames Laboratory work areas.

## Training

- Do workers have current training for the activities they are performing?
- Have activities changed and as a result are the Training Needs Questionnaires up to date?
- Have employees received Group / Department Job Specific Training?

## House Keeping

- Are laboratory and office spaces orderly, organized and clean?
- Are aisles and hallways maintained free from cords, chemicals, combustibles, etc.?
- Are obsolete and unutilized equipment removed from the work place?

## Hazard Communication (HAZCOM)

- Are all chemical containers labeled as to the contents in the containers?
- Are the precautions for the use of chemicals known and practiced?
- Are flammable and incompatible chemicals stored properly?
- Are chemical quantities maintained at the minimum required to perform activities?
- Are Material Safety Data Sheets (MSDS's) available for all the chemicals in the space?

## Emergency Preparedness

- Are eyewashes and emergency showers clear and unobstructed?
- Do workers know where First Aid Kits are located?
- Do workers know what to do in the event of an emergency (fire, tornado, medical, spills, etc.)?

## Fire Safety

- Are fire extinguishers clear and unobstructed in the event of an emergency?
- Are fire sprinklers clear of obstructions no less than 18 inches?
- Are excess combustible materials kept to a minimum?

## Electrical

- Are extension cords & power taps only being used on a temporary basis?
- Do electrical cords have frayed wires, damaged insulation, inadequate grounding or double insulation?
- Is all electrical equipment approved / labeled by UL, CSA, FM or other National Recognized Testing Laboratory?
- Is the access to circuit breaker panels and shut off boxes clear and unobstructed?
- Have individuals who are exposed to live electrical equipment over 50 volts received electrical safety training?

## Equipment & Machinery

- Are machine guards provided and in place for machinery that have nip points, gears, chains, belts, pulleys, shafts, etc?
- Is preventative maintenance being performed on equipment as necessary?
- Is Lockout / Tagout performed during service / maintenance?

## Environmental

- Are Satellite Accumulation Areas designated?
- Are waste containers in secondary containment?
- Are hazardous waste containers labeled?

## Personal Protective Equipment (PPE)

- Has PPE been evaluated to ensure it is of the proper type for the activity being performed?
- Is PPE being used?
- Is PPE being stored properly?

## Security

- Are doors closed and locked when area is unoccupied?
- Are suspicious conditions (packages, vehicles, visitors) reported to PPS @ 4-3483?
- Are locks and combinations properly controlled?
- Are thefts of Lab or personal property reported immediately?

## Questions and Concerns

1. Supervisors are the primary source of information and assistance.
2. Safety Coordinators and Representatives are a second source of information and act as liaisons between laboratory offices and ESH&A.
3. ESH&A or Plant Protection should be contacted any time your Supervisor, Safety Coordinator or Representative are not able to answer your safety question / concern at 4-2153 or 4-3483.

## Stop Work Authority

For imminently dangerous situations, the Stop Work Authority Program is available to all laboratory employees. Stop Work is a DOE contract requirement to ensure all laboratory employees are provided the responsibility and authority to stop work practices in their immediate area that are imminently dangerous. Imminently dangerous means serious injury to employee's, public or damage to the environment may occur if a current work practice continues.

## Employee Concerns Program

Another method to communicate ESH&A questions or conditions is the Employee Safety & Security Concerns Program. If you have witnessed an unacceptable practice or condition in the laboratory, you can:

1. Visit directly with the individual.
2. Ask your supervisor for assistance in correcting the concern or
3. Contact the ESH&A ([safety@ameslab.gov](mailto:safety@ameslab.gov)) or Plant Protection ([security@ameslab.gov](mailto:security@ameslab.gov)).

Confidentiality maintained upon request.

## Additional Observation Tools

Two tools that can be used by the individual to have a direct impact on safety are:

### 1. Hazard Identification Training (AL-130)

The Hazard Identification Training is offered to educate employees in identifying actual and potential hazards / violations in the work place.

### 2. Safety Survey Checklist, Handout 10200.038

The Safety Survey Checklist is a form that guides employees walking their areas in locating and correcting environment, safety and health deficiencies.

## DOE Posters

DOE Posters are a contractor requirement stating mandatory safety, health and environment requirements. It states that Ames Laboratory will maintain a safe and healthful work environment. If you are not satisfied that your supervisor or ESH&A has addressed your concern, all employees of Ames Laboratory have the right to call Chicago DOE for a formal review (1-800-701-9966).

# Worker Observation Guide



## Integrating Safety & Security into Work