

SECTOR 8-ID ORIENTATION CHECKLIST

Safety Policies & Resources

- Affirmation & Clarification of “Safety First Principle”
 - Nothing we do is so important that the safety of the employee/user should be jeopardized. We do good science - but we do it safely!

- Orientation to Sector 8-ID / APS ES&H plan
 - http://www.aps.anl.gov/Safety_and_Training
 - Use this site for ES&H manual; ISM; MSDS; Training; Policies & Procedures, etc.
 - Sector 8-ID ES&H Plan: <http://www.aps.anl.gov/Sectors/Sector8/Safety/plan.html>

- Explanation of Sector 8-ID general policies pertaining to control of hazards
 - Follow ESAF – Do samples, procedures, and users match what is listed?
 - Follow all SOP’s pertaining to the experiment.
 - Use Chem Lab to prep samples.
 - Mark hazards clearly! – Multiple users/experiments in parallel. (Hazards can be chemicals; hot surfaces, sharp edges, etc...)

- Intro to Sector 8 Personnel
 - Safety Coordinator – Ray Ziegler (2-5527)
 - Sector Manager – Alec Sandy (2-0281)
 - Scientists – Joe Strzalka (2-0283); Suresh Narayanan (0287); Zhang Jiang (2-3118)
 - Local Floor Coordinator – Bruno Fieramosca (2-0201). (Page FC’s at 2-0101)
 - *Important – Bring all safety and environmental problems and concerns to our attention ASAP to prevent possible injury to personnel and/or damage to equipment.*

- Explanation of ANL-E “Stop Work Authority”
 - YOU have the authority to “Stop Work” being performed by anyone when it is observed or deemed to be done in an unsafe manner.
 - A discussion of the observed hazards and proper techniques should be held.
 - Notify hierarchic authority if dissension still exists.

General Safety Information

- Emergency phone numbers
 - Dial 911 from any phone (630-252-1911 from a cell phone) – Explain situation to ERT. Call out for help from anyone nearby.

- Location of safety equipment
 - Fire extinguishers (see sign); Fire alarm pull switch; shower; eyewash station; etc.

- Response to alarms & other warnings
 - Fire alarm (steady siren) – (bldg 400 beamline area) – evacuate to LOM office area.
 - Evacuation alarm (pulsed siren) – evacuate bldg. 500m to LOM 435 area.
 - Tornado warning – move to shelter in any bathroom; FC office; or LOM machine shop.
 - General – listen to PA announcement. Note difference between watches & warnings.

- Electrical Safety & Misc. Items
 - Power strips can only be secured with thumb screws. (nothing permanent)
 - No “piggy-backs” of extension cords or power strips.
 - Storage of unsecured items on top of cabinets over 5 feet high is prohibited.
 - LN2 fill station located in bldg 432 loading dock – plan ahead if Dewar is needed.
 - Radioactive check source is available.

- Restrictions on working alone
 - Notify other personnel or FC (2-0101) if you will be working alone for more than one hour on any task considered hazardous (handling hazardous chemicals, machining, etc.).

- Chem Lab / Shared work areas and egress
 - Be mindful of other users – keep work areas tidy (especially in the Chem lab) and isles free of clutter and obstructions.
 - Must ID any hazards for other users - Post MSDS and any relevant SOP’s in the appropriate places – Chem Lab door; hutch; etc. *Note other user’s postings as well!*
 - **Label ALL chemicals with full chemical name; your name; experiment ID#; and date.** Chemical formulas are also helpful. Labels and white tape are available by the fume hood.
 - **Keep a log for tiny samples/containers.**
 - **Please write legibly** and refrain from cryptic ID’s such as “sample A1, A2, B1, etc...”
 - We recommend starting with new chemicals to avoid possible contamination and delays with the experiment. It is not cost efficient to gamble on used chemicals. (However, this also generates more waste – so use your best judgment.)
 - Store chemicals in appropriate places – flammable cabinet, fume hood; bases; acids; etc. – and secure cylinders at all times.
 - Use proper PPE at all times – safety goggles/glasses; gloves; lab coats, etc.
 - **Satellite Waste Accumulation Area** – under fume hood & top shelf of flammable cabinet.
 - **CLEAN UP YOUR SAMPLES AND SUPPLIES BEFORE YOU DEPART!**
 - Notify Ray Z. of any waste materials left behind – Fill out **Chemical Waste Log** and **approximate percentages** of mixed chemicals, if any.

Beamline Safety Information

- Sector 8 implementation of the APS Shielding Configuration Policy
 - All hutches are shielded and have interlocked doors to protect personnel from harmful x-rays when in operation.
 - Do not touch ‘Red Tags’ in and around the hutches – access to these areas are controlled and limited to qualified personnel only.
 - Plan ahead if there is a need to run cables thru the hutch labyrinths. (red tag area)

- General and beamline-specific operation of the Personnel Safety System
 - E-Stop prevents upstream shutter from opening - pull out to activate the search buttons.
 - E-Stop will shut down the bldg 400 x-ray beam if activated after the hutch doors are closed. This should never be allowed to happen!
 - Hutch must be searched! - Three search buttons must be activated – in order – while searching the hutch for personnel, prior to opening the shutter.
 - Only one designated individual should perform a search.
 - After searching, press and hold the green ‘close’ button until the door is latched.
 - Activate the shutter from the computer or control panel.