

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH50350
	REVISION Final Rev4
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	REV. DATE 06/04/07
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Subject: IH Group New Employee Orientation	

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1.0 Purpose & Scope

The purpose of this procedure is to ensure a method to provide important information to new employees, interns, and guest appointees working with the Industrial Hygiene Group at BNL.

Qualification for many of the hazardous IH activities are defined in separate IH Group procedures. IH50300 *Attachment 9.1* provides a sample of the table that is maintained for establishing and documenting the minimum IH service provider qualifications.

This procedure provides an IH Group New Employee Orientation form that supplements (does not replace) the BNL Site [New Employee/Guest Orientation form](#).

2.0 Responsibilities

- 2.1 Each supervisor/mentor of a person working within the IH group at BNL is responsible to verify the completion of the requirements set for competency and guidance in facility and safety measures applicable to the work to be conducted.
- 2.2 All IH Group members and new employees are responsible to complete courses and classes necessary to maintain their qualifications for their role in the IH program.

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3.0 Definitions

BTMS: Brookhaven Training Management System

JPM: Job Performance Measure, a record of on-the-job training

JRA: Job Risk Assessment- a quantitative risk assessment of hazardous IH Group operations which is part of the occupational Safety & Health Management System.

JTA: Job Training Assessment, a formal listing of the courses an employee must have to conduct work. This document is maintained within the BTMS.

New Employee: For this SOP, *new employee* refers to paid employees, paid interns, unpaid interns, and unpaid guest appointees reporting to the SHSD IH Group.

4.0 Prerequisites none

5.0 Precautions none

6.0 Procedure

- 6.1 The supervisor/mentor prepares a R2A2 for the employee/intern. The supervisor/mentor prepares the Performance Goals (if applicable).
- 6.2 The supervisor/mentor determines the needs for formal qualification for the role the new employee will play (using the criteria defined in [IH50300](#)). The supervisor/mentor instructs the new employee in the process to obtain the qualifications including BTMS based web-classes and classroom classes, IH qualification JPMs, etc.
- 6.3 The supervisor/mentor notifies the SHSD Training Coordinator of the new employee presence on-site so that the individual's Job Training Assessment is developed/updated.

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- 6.4 The supervisor/mentor ensures that the new employee is apprised of the information in applicable BNL site level and SHSD [Facility & Job Risk Assessments](#) for the OHSAS 18001 system and the EMS 14001 for applicable operations.
- 6.5 The supervisor/mentor conducts an area walk down with the new employee of the area(s) the employee will access. This walk down is to include a discussion of site alarms, building alarms, the assembly point, exit routes, safety equipment, fire extinguishers, emergency alarms/phone.
- 6.6 The supervisor/mentor informs the new employee of mechanisms to notify others of their whereabouts on site (white boards and other methods) and the IH Group sick/vacation call in method (emails, call-in phones, Outlook Appointments).
- 6.7 The supervisor/mentor advises the new employee of the [Natural Hazards in the Environment](#) and its [Handbook/Fact Sheets](#) at BNL as applicable to onsite work, housing, and recreational activities.
- 6.8 The supervisor/mentor provides, orders, or sets in motion the acquisition of the appropriate PPE for the new employee role.
- 6.9 The supervisor/mentor instructs the new employee on the IH Group's records management process ([IH60200](#)).
- 6.10 The supervisor/mentor instructs the new employee about the SHSD time tracking system and the PeopleSoft time reporting system.
- 6.11 The new employee provides next of kin information and precautions on any special medical needs in writing to the supervisor/mentor and ensures the new employee enters the information into PeopleSoft.
- 6.12 The new employee reviews the R2A2 and signs a copy of the document. The new employee reviews the Performance Goals (if applicable).
- 6.13 The new employee completes required training.

7.0 Implementation & Training

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7.1 The IHG qualifies SHSD personnel per the Training Matrix. Training status is tracked in the BTMS system. When a new training qualification is established, staff have 30 days to complete the training prior to the initial entry of the class on their JTA.

7.2 A copy of Attachment 9.1 New Employee Checklist is completed to document the topics covered in orienting a new employee to the IH group processes.

8.0 References

- 8.1 SBMS Subject Area: [Natural Hazards in the Environment](#).
- 8.2 IH50300 Standard Operating Procedure on [Training and Qualification](#)
- 8.3 BNL Site New Employee Orientation form.

9.0 Attachments

- 9.1 Sample of the *IH Group New Employee Checklist*
- 9.2 SHSD IH Group Emergency Contact List

10.0 Documentation

Document Development and Revision Control Tracking		
Prepared By: <i>(signature/date on file)</i> R. Selvey 05/13/06 Certified Industrial Hygienist	Reviewed By / Date: <i>(signature/date on file)</i> R. Petricek 05/15/06 CMS Program Manager	Approved By / Date: <i>(signature/date on file)</i> R. Selvey 05/19/06 Industrial Hygienist Group Leader
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>None</i>
QA Representative / Date: <i>none</i>	Training Coordinator / Date: T. Blydenburgh 05/15/06	Filing Code: IH52
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 05/19/06
ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input checked="" type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review	IMPLEMENTATION: Training Completed: n/a Procedure posted on Web: 06/04/07

The only official copy is on-line at the SHSD IH Group website.
 Before using a printed copy, verify that it is current by checking the document issue date on the website.

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	Name / Date:	Hard Copy" files updated: 06/04/07 Document Control: 06/04/07
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Revision Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input checked="" type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above		
Section/page and Description of change: Attachment 9.2 was updated with a better key plan map and simpler instructions and a corrected outside assembly area.		
R. Selvey 5/22/06 (<i>signature on file</i>) SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above		
Section/page and Description of change: Attachment 9.2 was updated with a key plan map that includes the T504 & 505 Trailers and a revision date for better document control.		
R. Selvey 07/13/06 (<i>signature on file</i>) SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above		
Section/page and Description of change: Attachment 9.2 was updated with the correct phone number for cell phones.		
R. Selvey 03/29/07 (<i>signature on file</i>) SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input checked="" type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above		
Section/page and Description of change: Added Step 7.2. Attachment 9.1 was updated with the location for the document control revision date.		
R. Selvey 06/04/07 (<i>signature on file</i>) SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:

SHSD Industrial Hygiene Group

IH Group *New Employee Orientation Checklist*

New Employee Name:	BNL#:
Orientation By:	Date of Orientation:

√	Topic
	SHSD Training Coordinator notified of the appropriate Job Training Assessment codes.
	Formal qualification (listed in IH50300 Training Matrix) is identified including BTMS based web-classes and class room classes, IH qualification JPMs, etc.
	R2A2 Signed and Issued
	ESSH Policy reviewed
	“BNL-INFO” discussed for site closing and delayed openings
	Site Map and location reviewed for Fire Dept, OMC, Cafeteria, Research Support, areas the employee will access, etc.
	Applicable Site level and SHSD Facility & Job Risk Assessments under the OHSAS 18001 system are reviewed
	IH Groups EMS 1400 and IH50900 discussed with employee relative
	Area walk-down is conducted <input type="checkbox"/> Site and building alarms, <input type="checkbox"/> Assembly point, <input type="checkbox"/> Exit routes, <input type="checkbox"/> Methods to notify others in IH Group of whereabouts while on site, <input type="checkbox"/> IH Group sick/vacation call in method, <input type="checkbox"/> Fire extinguishers, <input type="checkbox"/> Emergency phone contact.
	Natural Hazards in the Environment and appropriate PPE for onsite work, housing, and recreational activities is addressed with the employees.
	Introduction to SHSD SOPs completed.
	Introduction to online CMS/MSDS completed.
	Complete BNL Site Level: <i>New Employee/Guest Orientation Form</i> including any additional required training
	Safety Equipment provided for employee <input type="checkbox"/> Eye Glasses <input type="checkbox"/> Safety Shoes <input type="checkbox"/> Safety Apparel

Sample
Customize and Modify as appropriate for roles within the IH Group.

SHSD Industrial Hygiene Group

New CMS Member Orientation

New Employee Name:	BNL#:
Orientation By:	Date of Orientation:

Objective	Results
Introduction of SHSD Personnel	
Introduction to Facilities	
Introduction of Warehouse Personnel	
Emergency Information 2222/911 Sirens Evacuation Pull Boxes Fire Extinguishers	
Warehouse Safety Discussion Warehouse spill response ES&H Coordinator/Environment	<p>Sample</p> <p>Customize and Modify as appropriate for roles within the IH Group.</p>
Safety Equipment Eye Glasses Safety Shoes Safety Apparel Box Cutters	
Complete New Employee/Guest Orientation Form including any additional required training	
Training Requirements CMS Member NLS Access CA Access Radworker I Haz Mat Transport Awareness (Onsite) Laboratory Standard Hazards Communication Compressed Gas Safety	
R2A2 Signed and Issued	

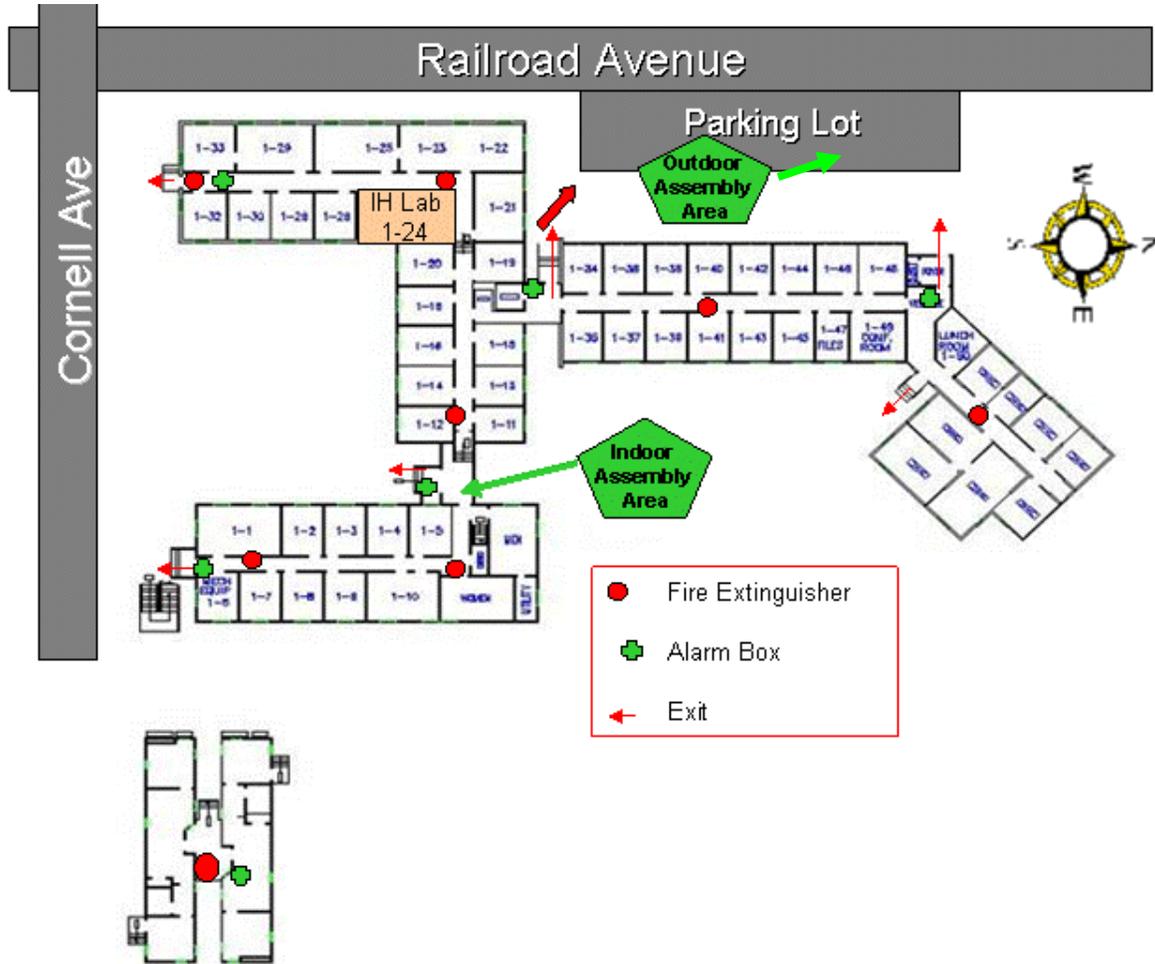
SHSD Industrial Hygiene Group

Introduction to online CMS/MSDS	
Introduction to Microsoft Access and CMS/MSDS databases	
Introduction to Adobe Acrobat	
CMS Procedure Deletion Routine Add Vendors Add Users On-Line Access Online Chemical Transfers	
CMS/MSDS Filing System	
Motor Vehicle Safety	<p>Sample</p> <p>Customize and Modify as appropriate for roles within the IH Group.</p>
Bike Safety	
Review of working with customers Customer Sensitivity MSDS Priorities	
Required Reading – Selected Items	
Read Working With Chemicals SBMS	
Read OSHA Hazardous Communications 1910.1200 (Copy on S: Drive in Regulations Folder)	
Read Occupational exposure to hazardous chemicals in laboratories 1910.1450 (Copy on S: Drive in Regulations Folder)	
Introduction to ES&H SOPs	
SOP IH50900 IH Group's Environmental Management System Program	
SOP IH77200, Chemical Inventory Protocol	

Revision Date: xx/xx/xx

Completed: _____

EMERGENCY INFO



<p>In Case of a Fire:</p> <ul style="list-style-type: none"> • Call x-2222 or 0911 (BNL Phone). 344-2222 from a cell phone (Dialing 911 from a cell phone does not get the BNL Fire Department) or Use a fire box to call the fire department 	
<p>In Case of Injury:</p> <ul style="list-style-type: none"> • Call x-2222 or 0911 (BNL Phone). 344-2222 from a cell phone 	
<ul style="list-style-type: none"> • Robert Selvey Room 1-19 x-3066 793-0283 	<ul style="list-style-type: none"> • Pat Williams Room 1-25 x-4207 • Steve Kane Room-1-10 x-7236 644-2550

Site Alarms	Action
Bell sounding from within the building: Assemble Outside	Leave building: Assemble at Assembly point (for Bldg 120, go to the WEST Parking Lot)
Continuous Siren outside the Building: Shelter In-Place	Shelter In-place within the Building (For Bldg 120, go to the mail boxes at the foot of the stairs. Stay inside). [Note: Tested Monday at noon]
Intermittent Siren outside the building: Evacuate	Evacuate the BNL site.