

Memo

Date: 1/16/2007

To: Record

From: Sally Dawson, Chair Physics Department
Tom Lambertson, Manager Central Fabrication Services Division

Subject: Memorandum of Understanding Regarding Safety Responsibilities for Physics
Department Areas Occupied By Central Fabrication Services Division
Personnel and/or Guests

Tier I Inspections

The intent of this agreement is to ensure that all areas are inspected regularly for safety, and that the responsibility of Tier 1 Inspections is clearly understood by both organizations.

The Physics Department (PO) is responsible for Tier 1 Inspections for areas occupied by Central Fabrication Services Division (SC) personnel or guests and/or equipment housed in the Physics Department, Building 510. SC is responsible to ensure its personnel address any corrective actions they are responsible for, in a timely fashion. PO is responsible for infrastructure corrective actions.

Work Planning and Control for Experiments

The intent of this agreement is to ensure that all work is evaluated for safety, security and environmental protection and that responsibility for review of work or experiments is clearly understood by both organizations.

The Central Fabrication Services Division is responsible for training, and work planning for their personnel. The majority of the work done by the machinists is "Worker Planned Work" and as such requires appropriate work planning rigor for each task being performed. JRA's associated with specific machines and practices should be periodically reviewed to remind the worker of the potential hazards of the task or machine. SC must ensure that any work planning that is required (where the machinist is not familiar with the machines or the process to be followed) is properly done.

Maintenance of Machines

The Physics Department owns all the machines, tools, and tool boxes and is responsible for the scheduling and cost of maintenance.

Approved: S. Dawson
S. Dawson, Chair, Physics Department

Date: 1/29/07

Approved: T. Lambertson
T. Lambertson, Manager, Central Fabrication Services Division

Date: 2/1/07