
ENVIRONMENT, SAFETY & HEALTH RESPONSIBILITY/ACCOUNTABILITY POLICY

We are committed to providing a safe and healthy working environment for all staff; protecting the general public and the environment from unacceptable environmental, safety and health risks; operating in a manner that protects the environment by applying pollution prevention techniques to current activities; and remediating the environmental impacts of past operations. The responsibility for carrying out this policy extends through each level of the management chain to each employee, guest and visitor. You are expected to have the same concern for personal safety and the safety of your fellow workers as you have for the performance of your work. No aspect of our mission is so important that it justifies compromising safety or environmental compliance.

Employees, guests and visitors are responsible for working in manner that will not endanger themselves or others. Personal injuries or injuries to others can be prevented when safety is the first priority. Damage to the environment, property or equipment caused by carelessness, the disregard of established procedures or inadequate personnel training will not be tolerated. The Environment, Safety, Health and Quality (ESH&Q) Directorate offers expert advice and a variety of services on these matters. You should be familiar with the ES&H field service staff and the ES&H Coordinator supporting your department/division.

All employees, guests and visitors have the responsibility to identify unsafe inadequate work practices that could result in personal injury, degraded safety or insult to the environment, and to pursue necessary corrective actions. These concerns should be immediately brought to the attention of your line management. If the problem is not resolved, contact your ES&H Field Service Staff or ES&H Coordinator. Should you still believe a condition or practice threatens your physical well-being, or the environment or violates a safety or health standard, contact the Employee Relations Manager on extension 2888 for a formal investigation of your concern.

All Laboratory employees, visitors and guests are authorized and are responsible to immediately stop a work process that creates an imminent danger to an individual or the environment. An imminent danger is a hazard which presents an unacceptable risk of death, serious injury, environmental impairment or significant property damage. Anyone receiving a "Stop Work" instruction must immediately comply with that order. All "Stop Work" instructions must be immediately reported to line management and ESH&Q management.

Violations of this policy will result in disciplinary actions up to and including dismissal for employees or, in the case of guests and visitors, the denial of access to Laboratory facilities.

A Safety Hotline - EXT. 8800 - has been established to help identify and resolve environmental, safety and health issues.

SECURITY AND LABORATORY PROTECTION

The Laboratory is not open to the public. Entrance is restricted to persons having official business at the Laboratory and properly sponsored visitors. As part of the Laboratory protection program, you are issued a photo identification card and an automobile registration sticker for your car. A privately owned motor vehicle may not be driven on the Laboratory site unless the vehicle has proper state registration, and the operator possesses a valid operator's license.

The general traffic rules and regulations of the State of New York have been adopted for both private and Government vehicles operated on the Laboratory site. The following traffic rules apply specifically to the Laboratory site: speed; 30 miles per hour except where otherwise posted, parking; permitted only in designated parking areas in accordance with any posted limitations.

No person, except members of law-enforcement agencies, may bring or carry firearms on the site without special authorization.

Protection of Government Property

The protection and safeguarding of Government property is everyone's responsibility. All materials and services located on the Laboratory site, unless properly identified with another organization, are the property of the United States Government. The theft, misuse, or personal use of Government property is unlawful and constitutes grounds for immediate discharge. Individuals should keep government property secured and should report any misappropriation to the Police Group. No property or material, except for personally owned goods, may be removed from the Laboratory site without an authorized Property Pass or Loan Agreement. All Laboratory loaned equipment must be for official Laboratory business and be reported to the designated department/division Property Representative.

The Laboratory reserves the right to inspect and search vehicles entering or leaving the site.

Computer Security

Computer security is an issue that affects everyone since computers play an increasing role in Laboratory operations. Using computers and software for other than their intended purpose leads to waste, fraud, and abuse practices which cannot be condoned. Questions regarding Computer Security should be directed to the Computer Security Representative in the department in which you work.