

Subject: Environment, Safety and Health Policy for Off-Site Work	Effective Date: December 14, 2011	Initiated by: Head, ES&H and Security
	Supersedes: P-085, Rev 1 Dated: 11/24/05	Approved: Director

The Princeton Plasma Physics Laboratory is committed to conducting all work in accordance with Integrated Safety Management (ISM) principles and core functions. This includes work that is done by PPPL staff at off-site locations. Work activities performed at off-site locations (e.g., collaborations at JET, DIII-D or C-Mod for the installation and operation of hardware) typically follow the host facility's policies and procedures.

This policy establishes the framework by which PPPL line management (e.g., Responsible Line Manager, RLM, or Cognizant Individual, COG) responsible for the PPPL staff member's work at the off-site location is to evaluate the safety of the tasks being performed by the PPPL staff member on assignment, the infrastructure available and the procedures to be followed at the off-site facility. A process diagram attached to this Policy outlines the factors to be considered in the evaluation.

PPPL line management and the PPPL individual(s) involved in the assignment will work with representatives from the host institution to develop the work scope, identify the hazards and determine the safety protocols, including training, that will apply. PPPL line management should use the PPPL "Job Hazard Analysis" as a tool during this process. The PPPL assignee and their PPPL RLM or COG should review the hazard assessment and training requirements (including any PPPL courses that could facilitate the assignment) to determine if safety provisions have been adequately developed.

Any PPPL staff member who feels the ES&H procedures or controls do not provide for adequate protection of workers, safety or the environment should not participate in the affected activities until the issues are resolved. If such circumstances are encountered, the PPPL staff member should work with the host institution to remedy the situation, and if it cannot readily be remedied, the PPPL staff members should notify their PPPL RLM or COG as soon as possible so that appropriate resolution can be achieved. Under no circumstances should a PPPL staff member feel obligated to perform or direct any actions with potentially unacceptable risk to workers, the public or the environment.

If the work conducted by the PPPL staff member requires or causes the host facility to monitor the staff member for occupational radiation exposure, the staff member must request and receive the results of this monitoring. Upon receipt of the results, and to ensure a complete dose assessment can be made (to include both exposure at PPPL and off-site) per DOE requirements, the PPPL staff member shall provide these results to the PPPL Health Physics Division within 30 days of receipt. The PPPL RLM or COG must advise the assigned staff member of this requirement prior to the start of the assignment.

**Simplified Process
Diagram for
Establishing Safety
Controls for Off-Site
Work Assignments**

