

## **TIS's Quick Guide to Key Safety Issues at SLAC FAQs (Frequently Asked Questions)**

**1. Why is so much importance placed on the JHAM?**

*Answer:* For much of our work, it assures ISM is implemented, i.e., we follow the five ISM Core Functions you see on the card behind your badge. Also, JHAMs ensure that you and your supervisors do work planning together, something very important to SLAC and DOE.

**2. How do I work safely and apply the five ISM core functions?**

*Answer:* Primarily through the way you perform your job tasks as defined in your routine or non-routine JHAM. For more hazardous or complex activities, more reviews, approvals or documents may be required. All are based on the same five ISM Core Functions as the JHAM. But an individual's commitment to safety and understanding how to recognize hazards of work is as important, if not more important, than all our safety system documentation.

**3. What is meant by responsibility and accountability?**

*Answer:* Your supervisor must provide a safe and healthful workplace and you must work safely (responsibility). Where line management or an individual fail to meet that responsibility, there are consequences (accountability).

**4. What is meant by line management?**

*Answer:* Line management includes your supervisor and others who coordinate or oversee part of the work you are doing. Project managers and Facility/Area managers are also part of line management.

**5. Who authorizes my work? Who assigns my work?**

*Answer:* Supervisors authorize work through the JHAM process. It creates a safe operating envelope for individuals. Training is also frequently required to assure you know how to work safely. Supervisors assign tasks to individuals within the JHAM envelope.

*For work beyond the normal activity covered by the JHAM, more formal authorization by the supervisor is required. It may include a non-routine JHAM and/or authorization by others, in addition to the supervisor, such as for large projects or jobs in areas outside the supervisor's direct control.*

**6. If I encounter something unsafe or if I see someone doing something unsafe, what should I do?**

*Answer:* If you are involved in or start an activity that you believe presents an imminent hazard to life, the environment, or property, stop the activity immediately and advise your supervisor. Try to convince others (i.e. those people who do not report to you) involved in imminent hazard activities to stop them as well. If activities have hazards less than imminent but that still concern you, discuss your

*concerns with your supervisor, your department head, your ES&H Coordinator, or the ES&H Division.*

**7. What should I do if I get hurt at SLAC?**

*Answer: Stop work immediately. The first priority is your health and safety. Go to the Medical Department if able (B41/R135). If you can't, call or ask someone to call 9911. As soon as you are able, contact your supervisor.*

**8. If someone asks me a question I can't answer, what should I say?**

**Answer:** Refer him or her to your supervisor or ask for the opportunity to check with your supervisor before providing an answer.

**Background:**

Originally these FAQ's were compiled for the independent DOE ISMS (Integrated Safety Management System) Review held in Aug. 2005. They are still applicable and useful for other safety audits and reviews as well as for acquiring a general understanding of the basic safety issues at SLAC.