

If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

2.16.c Briefing Outline and Training Waiver for Persons Under Escort
(Controlled Areas, No TLD)

C-A-OPM procedure in which this attachment is used.		
2.16		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ *Signature on File* _____
 Collider-Accelerator Department Chairman Date

R. Karol

Briefing Outline and Training Waiver for Persons Under Escort
C-A Controlled Areas, No TLD

Training Waiver

The training requirements for _____ (see below) to enter into _____ a controlled area, have been waived because the individual(s), escorted by _____ (see below) meets the requirements of this subject area.

Briefing Outline

The following issues, at a minimum, need to be addressed in a briefing between the person under escort and the escort, prior to entry into the Controlled Area:

1. The person under escort may never be out of the escort's sight while in the controlled radiological area.
2. The person under escort, and escort, must be able to communicate in the same language.
3. The person under escort must follow the directions of the escort should an emergency arise, since the escort is responsible for the person under escort.
4. The person under escort must be informed of the hazard(s) in the area.
5. The person under escort may not do any work, or touch any item, that may degrade radiological conditions. The escort needs to identify such items to the escorted person.

Printed Name of Person Under Escort:

Signature of Person Under Escort:

Date:

Printed Name of Escort(s) (Note 1):

Signature of Escort(s) (Notes 2,3):

Date:

- NOTES: 1. Forward completed forms to the C-A ESHQ Training Office, A. Luhrs, Building 911A.
2. Each escort shall review the Briefing outline above, and the escort requirements on the back of this form, before signing as the responsible escort.
3. This form shall be kept by the individual being escorted, if additional escorts are involved, until the escorted entry is completed. Each escort must add their printed name, signature, and date, if more than one escort is involved.

Briefing Outline and Training Waiver for Persons Under Escort (cont.)

C-A Controlled Areas, No TLD

General Responsibility of the Escort

1. As the escort, you have current Collider User, or C-A Access Training (and GERT), as a minimum.
2. You are responsible for the visitor(s) / untrained person(s) during an evacuation/fire/etc., and shall escort them to the assembly area, or direct them to leave the lab if appropriate.
3. You will assure that you take actions to maintain the visitor(s)/untrained person(s) dose as low as reasonably achievable.
4. The escorted individual may not perform any work, unless they have read, understand, and have signed the experiment's Low Hazard - Skill of the Craft Work Plan.
5. For visits to experimental halls in RHIC, you have informed the STAR, PHENIX, BRAHMS or PHOBOS Shift Leader (if manned), or Experiment Spokesperson (or designee), and the associated Liaison Physicist, to determine any additional requirements.
6. The escorted person(s) shall print their name and sign the front of this form if ≥ 18 years of age. The ESHQ Division Head (x5272), or ESHQ Associate Chair, shall approve all entries for people that are <18 years.
7. You will ensure that at all times individuals under your escort remain within sight, and that you are able to communicate in the same language (or have an interpreter present).
8. You have informed the person(s) you are escorting of the effects of oxygen deficiency (i.e. dizziness, faster heartbeat), if they will be in a posted ODH area.
9. You have reviewed the ODH evacuation alarms and procedures with the person you are escorting, if they will be in a posted ODH area.

Approved: _____ Date: _____

Note: During working hours, approval may be given by the C-A ESHQ Division Head or ESH Coordinator. During off-hours, a C-A Radiological Control Technician, or Operations Coordinator, may approve the entry, after verifying that the escort has current training for the experimental area.