

New Employee Checklist For Supervisors

The Computing Sector is committed to providing a safe working environment and encourages safe working practices for all of its employees and others who work with or for us. We fully support the Laboratory safety programs and initiatives. The check list below was created to assist supervisors into a smooth transition for new employees into our work culture. Please read it through and perform the action items.

- ITNA – Perform an [ITNA](#) for your employee
- Training** – Look to see what [training](#) is needed

Employees can sign up for classes here.

http://www-esh.fnal.gov/pls/default/class_sched.html

If a class is not scheduled, (as indicated on the left of the screen), one can be requested, (see right side of screen) and the requestor will be notified when it is available.

- Computer Room Work** – Does the employee’s job require work in the computer room? If so, the employee can click on the link, [http://computing.fnal.gov/xms/Internal/Environment%2C Safety %26 Health](http://computing.fnal.gov/xms/Internal/Environment%2C%20Safety%26%20Health) to fulfill the requirement. Look for “Computer Room Training”.
- Injuries** – Review [lab policy](#) with the employee, including reporting of injuries. Injuries need to be reported immediately to the supervisor and the injured employee needs to go to Medical.

Most common injuries in the Computing Sector

- Back (repetitive lifting and one-time lifts)
- “Office Athlete” injuries – repetitive motion injuries to wrists, hands, shoulders and neck due to computer work
- Trips and falls



This procedure can be updated at any time. For the most current version, please refer to DocDB.

- **Controlled Access** - The Computing Sector has controlled access areas. In addition to standard locks and keys in many areas, ID card readers are utilized where operating environments and/or asset value is important. Card readers read employee ID and expiration date information bar-coded on the backs of the cards. Doors controlled by card readers have electronic locks. They can also be opened by key.

The building manager must receive the [Computing Division ID Card Security Access Activation form](#) filled out and approved and signed from the supervisor before access can be granted. New and renewed Fermi ID cards should be presented to the building manager located in FCC1E, x3537 after completing the appropriate training: *Computer Room Training*. Contractors must also be up to date on their *Fermilab Sub-Contractor Safety Orientation*. Information will then be entered into our security system to allow card access to areas where work is performed.

- **Emergency Plans** – Review the area emergency plans with the new employee. Remind people that they need to dial **3131** for all emergencies!

Wilson Hall

http://computing.fnal.gov/xms/Internal/Environment%2C_Safety_%26_Health/Emergency_Plans/WH_Emergency_Plan

- **Fire:** **Do not** use the elevators! Evacuate through the south stairwell, head all the way down to the ground floor and go out the exit. Assemble in the parking lot. If the south stairwell is blocked, use the north stairwell. Make sure that you exit the building! Physically disabled individuals should be assisted to the stairwell (on the other side of the fire door!) and wait for the fire dept. to assist them down the stairs.
- **Severe Weather:** Head immediately to the ground floor shelter by way of the south stairwell. The shelter is located on the ground floor, between Wilson Hall and the Booster Tower. As you approach the ground floor, signs will direct you to the shelter. Physically disabled individuals should assemble in the bathrooms located at the north end of the building. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is safe otherwise.

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<http://cd-docdb.fnal.gov/cgi-bin/ShowDocument?docid=2547>

- **Fire:** **Do not** use the elevators! Evacuate the building using the nearest exit or exit stairwell. Exits and exit stairwells are located at the east and west sides, as well as the center rear of the building. The designated evacuation assembly area is the grassy area north of the FCC parking lot. Those who have exited from the rear of the building should assemble at the north grassy area, next to the ditch by the road. In case of inclement weather and/or delayed re-entry into FCC, assembled personnel will be instructed by management to report to their alternate evacuation assembly area. The alternate evacuation assembly area is IARC.

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- **Severe Weather:** Report to the designated shelter on your floor. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is otherwise safe. The designated shelters are: first floor – conference room, east side of tape vault (manually shut center door) and washrooms; second floor – washrooms, conference rooms A & B and center stairwell; and third floor – head to the rear stairwell, follow the signs and proceed down the stairwell to the mezzanine, which is located between the 1st and 2nd floor.



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