



January 13, 2010

To: LBNL Guest

From: Douglas M. Fleming   
Environment Health & Safety Division Director

Re: Your Responsibility for Working Safety at LBNL

I'm writing to you to remind you of your responsibility to work safely while working here at LBNL. Work performed at LBNL is governed by policies of the Department of Energy and policies and procedures implemented by Laboratory management. As a guest here at LBNL, you are responsible for working within these policies in order to maintain access to the Laboratory.

The EH&S policies are a part of the Laboratory's Integrated Safety Management System that is approved by DOE. The "Safety at LBNL" brochure that you received prior to your arrival, describes Integrated Safety Management, your rights and responsibilities regarding safety, and how to work safely. While the primary responsibility for ensuring that safety and environmental protection measures are in place belongs to your laboratory host, all staff including guests must be active participants in the process, taking individual responsibility for their own personal safety. We do not want you to be injured during your stay with us nor do we want you to be involved in any incident that threatens your co-workers, your work-space or the surrounding environment.