

BROOKHAVEN NATIONAL LABORATORY COMMITMENTS AND EXPECTATIONS STATEMENT

BNL'S COMMITMENT TO ALL GUESTS:

Brookhaven National Laboratory (BNL) is committed to providing a safe and healthy work environment for all staff and guests, and is serious about safety, training, and protecting the environment. BNL maintains the following online safety and training systems:

- The [Integrated Safety Management System](#) (ISMS) establishes work planning and control requirements at BNL.
- [BNL Training & Development](#) establishes training programs in accordance with regulatory requirements and best practices for work to be performed, hazards that may be encountered, areas to be accessed, potential for risk, and general site requirements.
- The [Standards-Based Management System](#) (SBMS) provides policies, standards of performance, Laboratory-wide procedures, and guidelines governing the work that staff and guests perform.

BNL'S EXPECTATIONS FROM ALL GUESTS:

Know BNL-, facility-, and department-specific requirements.

Ensure the safety and protection of yourself, others, and the environment. This includes, but is not limited to:

- Conduct work within the scope of the work plan: work permit, experimental safety review, or safety approval documents.
- Complete training as assigned.
- Report injuries, chemical spills, unsafe conditions, and/or activities to your Sponsor or Host immediately.
- Comply with warning signs, construction barriers, and access postings including areas posted as Controlled. Enter areas only that you are authorized to enter.
- Wear personal protective equipment (PPE) as required.
- You are authorized to stop work if you believe something is unsafe. Seek help and ask questions when you are unsure of proper procedures.
- Comply with New York State traffic laws including maintaining a valid driver's license and insurance, driver and all passengers using seat belts, adhering to local speed limit of 30 MPH, hands-free cell phone use, no texting while driving, and complete stops at stop signs.

Ensure the security of yourself, others, information and the environment. This includes, but is not limited to:

- Do not alter equipment safety devices or override interlock systems.
- Handle, store, and dispose chemicals and hazardous materials following BNL and departmental procedures.
- Wear your ID badge at all times. Control your access card, provided to you based on your training. Do not share your card and do not follow behind others to gain access to a facility or lab if you are not authorized to enter the facility.

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BNL'S EXPECTATIONS FROM ALL GUESTS (continued):

Ensure the security of yourself, others, information and the environment. This includes, but is not limited to: (continued)

- Inform your host (BNL employee with whom you are working) or the Guest, User, Visitor (GUV) Center of anything that might affect your site access approval at BNL, including, but not limited to: changes in name, address, affiliation, passport, and/or U.S. immigration status; and any interactions with law officials in the U.S. Failure to provide appropriate documentation, or providing fraudulent documentation, may result in suspension of site access approval, removal from site, and/or cancellation of future site access.

Ensure the integrity of your work, the work of others, and the working environment. This includes, but is not limited to:

- Treat people with common courtesy and civility, in compliance with BNL's Respectful Workplace Policy <https://intranet.bnl.gov/hr/docs/policies/Respectful-Workplace-Poster.pdf>
- Be cognizant of and compliant to the BNL Anti-Harassment Policy, including your right to report any individual who violates this policy <https://intranet.bnl.gov/hr/docs/policies/Anti-Harassment-Policy.pdf>
- Know your rights and obligations contained within the Agreement signed by your institution for the conduct of research at BNL. The Agreement acknowledges intellectual and physical property, indemnity and liability, and safety and health rights and obligations.
- Properly label/tag property owned by you or your institution. Make arrangements to return your property back to your home institution.
- Inform your facility or department of publications or PhD theses based on research carried out, in whole or in part, at BNL. Use this acknowledgement to reference work performed at BNL: "Research carried out (in part) at (name of BNL facility), Brookhaven National Laboratory, which is supported by the U.S. Department of Energy (Division) under BSA Contract No. DE-SC0012704."

Failure to follow BNL rules, particularly willful violations, can result in a letter to your home institution, suspension of site access, removal from site, and/or cancellation of future site access.

I have read, understand, and will abide by the information above.

Signature _____ Guest # _____ Date _____