

Safety Accountability Guidelines

The Berkeley Laboratory Community, comprised of employees, guests, and visitors, need to join together to meet the goal of ensuring the safety of our work and the protection of the environment. To meet this goal, we must:

1. Be continuously aware of safety risks to ourselves, others, and the environment;
2. Be trained in safety practices and adopt safe behaviors;
3. Be trained in the proper usage of equipment and machines;
4. Do as we have been trained;
5. Report safety concerns; and
6. Stop work until it is safe to continue.

Employee and Management safety responsibilities and accountability is documented in the [Lab's Publication 3000, Chapter 1: General Policy and Responsibilities](#) and [division's Integrated Safety Management policies](#).

Employees and work leads should keep supervisors apprised of safety concerns and incidents. Guests and visitors should also report any safety issues to their Lab hosts. The work should not continue unless it is safe to do so.

After a safety incident review, assuming policies, procedures and equipment are found to be in correct working order, the accountability for the incident may be assigned, as appropriate, to the manager, supervisor, work lead, and/or employee.

The following is a general guidance document for holding employees, guests, and visitors accountable for understanding risks and conducting work in a safe manner. This guidance may be used by managers and supervisors as appropriate. Consultation with the divisional HR Center is highly recommended.

NOTE: Represented employees will be covered under the terms and conditions of their collective bargaining agreements.

EMPLOYEE BEHAVIOR	ACCOUNTABILITY RESPONSE * Represented employees will be covered under their collective bargaining agreements.
<ul style="list-style-type: none"> - Unaware of safety risks 	<ul style="list-style-type: none"> - Employee is told of safety risks. - Employee attends required training class(es). - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.
<ul style="list-style-type: none"> - Aware of safety risks and not trained - Untrained in proper usage of equipment/machinery 	<ul style="list-style-type: none"> - Employee is told of safety risks. - Employee attends required training class(es). - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.
<ul style="list-style-type: none"> - Aware of safety risks, trained, and did not follow safety rules. - Trained in proper usage of equipment/machinery and did not use equipment/machinery properly. 	<ul style="list-style-type: none"> - Employee is told of safety risks. - Employee attends required training class(es) if necessary. - Employee may be subject to counseling, corrective action or dismissal. - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.
<ul style="list-style-type: none"> - Repeated and/or willful disregard of safety policies and procedures. 	<ul style="list-style-type: none"> - Employee is told of safety risks. - Employee may be subject to corrective action or dismissal. - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.

GUEST/VISITOR BEHAVIOR	ACCOUNTABILITY RESPONSE
<ul style="list-style-type: none"> - Unaware of safety risks 	<ul style="list-style-type: none"> - Guest/Visitor is told of safety risks. - Guest/Visitor attends required training class(es). - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.
<ul style="list-style-type: none"> - Aware of safety risks and not trained - Untrained in proper usage of equipment/machinery 	<ul style="list-style-type: none"> - Guest/Visitor is told of safety risks. - Guest/Visitor attends required training class(es). - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.
<ul style="list-style-type: none"> - Aware of safety risks, trained, and did not follow safety rules. - Trained in proper usage of equipment/machinery and did not use equipment/machinery properly. 	<ul style="list-style-type: none"> - Guest/Visitor is told of safety risks. - Guest/Visitor attends required training class(es) if necessary. - Guest/Visitor may be counseled, or guest/visitor access may be revoked temporarily or permanently. - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.
<ul style="list-style-type: none"> - Repeated and/or willful disregard of safety policies and procedures. 	<ul style="list-style-type: none"> - Guest/Visitor is told of safety risks. - Guest/Visitor's access is revoked permanently. - Work lead, supervisor, and/or manager may be subject to counseling, corrective action or dismissal.