PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD

Employee Temporary Reassignment within PPD

Prepared by

Date 2/11/12

Approved by

PPD Head

Date 2/11/12 - 12
Employee Temporary Reassignment Form
This form is for the temporary reassignment of PPD employees between PPD departments

Employee: ___________________________ ID: ___________ Date: _____________

New Assignment: ___________________________ Location: ___________________________

Date: (Begin) ___________________________ (Expected End) ___________________________

Timesharing Arrangements (if any): ___________________________

Hazards at the project location(s): ________________ (e.g., confined spaces, radiation, electric, scaffolding, special machinery, heavy lifting, chemicals, etc.):

Required training to be identified by ___________________________ (eg., Radiation, ODH, Access, Special Machinery, etc.)

Work restrictions for this employee: ___________________________

Temporary Supervisor: ___________________________ Signature: ___________________________

(Temporary Supervisor accepts line management responsibility for overseeing the work of the employee, and ensuring that the environment and work are organized in compliance with ES&H regulations.)

Current Supervisor: ___________________________ Signature: ___________________________

Approval: ___________________________ Date: ___________________________

(Current Department Head)

Department Head for Temporary Assignment

Particle Physics Division Head

cc: Temporary Supervisor  Department Heads  Current Supervisor  Employee  Division Head  Division Office

PPD_Admin_006_006/001
Rev. 2/11/2013
Exp: 2/11/2015