

Security Smart

DETECTING UNUSUAL BEHAVIOR AND YOUR RESPONSIBILITIES

Laboratory workers are the most critical element in ensuring the safe and secure operation of Department of Energy programs and facilities. Safety and security incidents usually can be traced back to unusual behavior that might have been averted if it had been recognized and reported early.

Awareness of unusual behavior can prevent injury or loss of life, damage or destruction of facilities critical to national defense, and damage to national security. Following are a description of unusual behavior and steps one can take to help avert risks.

Unusual Behavior ●●●●●●●●●●●●●●●●

Unusual behavior is usually a CHANGE from the way the person normally behaves. The types of unusual behavior are:

- Deviation from the person's normal habits, such as unusual absences, working unusually long hours, hyperactivity, and moodiness.
- Deviation from established safety or security procedures and requirements, such as improper handling of classified materials or failure to observe lock-out/tag-out procedures.

Observation ●●●●●●●●●●●●●●●●

Workers and supervisors must be attentive to the behavior of coworkers and report safety or security reliability concerns. Observation helps to identify workers whose judgment may be impaired by:

- Physical or emotional problems
- Drug or alcohol abuse
- Other causes or conditions

Keep in mind that a good observation is factual, non-judgmental, and non-evaluative. Do not make assumptions and guess the causes or reasons for the behavior.

Reporting Requirements ●●●●●●●●●●●●●●●●

Report any immediate threat to safety or security, dangerous behavior, or specific threats to individuals or property (e.g., physical assault, property destruction, etc.).

CAUSES OF UNUSUAL BEHAVIOR

- Stress
- Depression
- Substance abuse
- Psychological problems
- Disgruntlement

Since unusual behavior can have many causes, do not try to understand the cause. Rather, observe the behavior, determine if you should act, and leave the diagnosis to Occupational Medicine professionals.

References

Human Reliability Program Website: <http://int.lanl.gov/security/personnel/hrp/intro.shtml>

Contact the following to report unusual behavior:

- The employee's supervisor or manager
- Your supervisor or manager
- Laboratory Security Personnel

Depending on the situation, management may involve the Lab's medical and mental health directors. Remember: Leave the evaluation and response to the Lab's trained professionals.

Guidelines for Reporting

(1) Maintain confidentiality; (2) Use factual information; and (3) Do not assume causes for the behavior.

Self-Reporting

Referring yourself is not a sign of weakness. It shows strength of character and good judgment. If you are concerned about your ability to perform your job safely and securely, notify Occupational Medicine. The contact will be treated confidentially.

Following are additional precautions you can take:

- If you are in the Human Reliability Program (HRP), report prescription medications and over-the-counter drugs that may impair your ability to perform HRP duties.
- Seek help for conditions such as stress, depression, or other medical or psychological impairments.
- Remove yourself from sensitive work if you believe you may not be able to work safely or securely.

If you have a security clearance, you also must report to Clearance Processing (SEC-PSS6) the following: (1) hospitalization associated with or as a result of a mental illness, (2) treatment for drug abuse, or (3) treatment for alcohol abuse.

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*Doing nothing is never an option if you question your or a coworker's ability to work safely and securely. Potential consequences can be serious and can lead to accidents, exposures and releases, violence, sabotage, and espionage.
You are security. Be alert. Be aware. Be Security Smart.*

Resources	
<ul style="list-style-type: none"> • Clearance Processing, 667-7253 • Help Desk, security@lanl.gov, 665-2002 • Human Reliability Team, 665-8500 • Occupational Medicine, 667-7251 • Protective Force (Protection Technology Los Alamos): 665-1279 or 667-4437 (After Hours) • Security Inquiry Team, 665-3505 	