One Team. One Culture.

Charter

PRC-CHRT-SH-9982

Presidents' and Employee Zero Accident Councils

Revision 0, Change 3

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Functional Manager: Hughey, Markis

Use Type: Administrative

CHANGE SUMMARY

JHA: Administrative
Periodic Review Due Date: 03/23/2014
Rev. 0, Chg. 3
USQ Screen Number: Excluded per PRC-PRO-NS-062.

Description of Change

Rev. 0-3: Technical change including titles and communication. Incorporates changes to titles and duties because of restructuring.

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Revision 0, Change 3

Published: 03/20/12
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Project: CH2M HILL Plateau Remediation Company
Topic: Occupational Safety & Industrial Hygiene

Administrative Use

CH2MHILL
Plateau Remediation Company

CHANGE SUMMARY

AJHA: N/A

HRB Date: N/A

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Description of Change

Rev. 0-3: Technical change including titles and communication

Rev 0-2: TA and FM editorial changes.

Rev 0-1: Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

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1.0 PURPOSE AND SCOPE

This Level 1 document establishes the requirements for developing and maintaining joint management/worker safety councils. It also includes expected council activities and functions as they relate to implementation and administration of CH2M HILL Plateau Remediation Company (CHPRC) safety programs. Such councils are designed to promote a safe and healthful work environment and achieve exemplary safety performance, in a cooperative effort, utilizing the elements of the U.S. Department of Energy's Voluntary Protection Program (DOE-VPP). They also contribute to the effectiveness and consistency of safety program implementation.

2.0 OBJECTIVE

A Presidents' level safety council (e.g., Presidents' Zero Accident Council - PZAC) provides for Project and Program Support organization representation and participation in the health and safety program. The Council, as a minimum:

- Provides safety information and lessons learned from incidents, close calls, performance trends, concerns, etc.
- Recognizes noteworthy organizational safety performance and contributions,
- Grants awards to individuals for significant safety actions or contributions to include (but not limited to)
  - Presidents' Life Saving Award, and
  - PZAC Hero Award.
- Discusses and resolves worker safety and health-related issues,
- Provides interpretation and guidance to help assure consistent understanding and implementation of safety requirements,
- Communicates changing requirements,
- Schedules Projects, by rotation, to plan and facilitate monthly meetings.

These and other council topics are presented with the intent and objective that information will flow down to the workforce through the lower tier Project or Facility-level Employee Zero Accident Councils (EZAC).

Lower Tier safety councils (e.g., EZAC) provide for organizational representation and participation in the health and safety program. EZAC's may develop their own "charter"

NOTE: *Where appropriate, provide an EZAC representative at the PZAC meetings to contribute to the meeting and to understand the concerns discussed.)*

These EZACs are an essential element of the project/facility safety program and help assure continued and effective worker involvement.

3.0 MEMBERSHIP

EZAC membership draws from interested volunteers. The membership includes:

- Management,
- Bargaining unit employees,
- Non-represented employees,
- Subcontractors (as applicable).

NOTE:
- *Rotation of assignment is encouraged to provide enhanced opportunity for participation.*
- *Hanford Atomic Metals Trades Council (HAMTC) membership is selected and sanctioned by the HAMTC President and Affiliate, and input from the CHPRC HAMTC Safety representative lead.*

4.0 RESPONSIBILITIES

PZAC/EZAC representatives shall be knowledgeable of their roles and responsibilities.

The PZAC and EZAC responsibilities include:

- Share lessons learned,
- Recognize safety accomplishments,
- Discuss health and safety goals/objectives,
- Address and track resolution of safety issues/concerns,
- Communicate accident experience and trends.

NOTE: I*n addressing and tracking resolution of safety issues, a Condition Report (CR) should be initiated for conditions that may require analysis, trending, cause determination, or identification and tracking of corrective actions. Refer to PRC-PRO-QA-052, Issues Management.*

5.0 MEETING PROCEEDINGS

5.1 PZAC Meeting

Actionee	*Step*	*Action*
OS&IH Director	1.	Schedule PZAC meetings no less than monthly.
Volunteer or elected Chairperson	2.	Conduct safety council meetings.
OS&IH Director or designee	3.	Record action items and ensure presentation is posted on website.
Membership	4.	Discuss and resolve worker safety and health-related issues.
	5.	Provide interpretation and guidance to help assure consistent understanding and implementation of safety requirements.
	6.	Solicit safety suggestions and input for continuous safety improvement.
OS&IH Director or designee	7.	Communicate changing requirements to the membership.
	8.	Track and status accepted PZAC actions.
	9.	Refers council suggestions and recommendations to the responsible management representative.
Management Representative	10.	Perform final review and approval and assignment of necessary resources.
OS&IH Director or designee	11.	Publish action items.

5.2 EZAC MEETING

Actionee	*Step*	*Action*
Project VP or designee	1.	Schedule EZAC meetings no less than monthly.
	2.	Conduct safety council meetings.
	3.	Record meeting minutes.

Actionee	*Step*	*Action*
Membership	4.	Share/distribute the information presented at the monthly PZAC to the project/facility workforce.
	5.	Participate in and/or review the results of the Safety and Health Inspections performed for their covered areas.
	6.	Participate in, or oversee the development of the project/facility annual Safety Improvement Plan (SIP) and tracking of SIP action status.
	7.	Solicit safety suggestions and input for continuous safety improvement.
EZAC Chairperson or designee	8.	Appoint personnel as representation at the monthly PZAC.
	9.	Maintain a log of safety suggestions/concerns, document actions, and track to closure.
	10.	Review and approve project/facility-specific safety award and recognition activities.
	11.	Refers council suggestions and recommendations to the responsible management representative for final review and approval and assignment of necessary resources.
	12.	Share lessons learned from project/facility critiques, incident investigations, fact-finding sessions, etc. with project/ facility personnel.
	13.	Publish meeting minutes.

6.0 FORMS

None

7.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with PRC-PRO-IRM-10588, *Records Management Processes.*

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Action items, identified commitments	OS&IH Administrative Assistant	OS&IH Administrative Assistant

8.0 SOURCES

10 CFR 851, *Worker Safety and Health Program*
CRD O 226.1 (Supp Rev 0), *Implementation of Department of Energy Oversight Policy*
Labor Agreement, Fluor Hanford, Inc. (FH) and Hanford Atomic Metal Trades Council (HAMTC), September 28, 2007
PRC-PRO-QA-052, *Issues Management*
PRC-PRO-IRM-10588, *Records Management Processes*