



One Team. One Culture.

Administrative Procedure

PRC-PRO-SH-7085

Safety Responsibilities

Revision 1, Change 1

Published: 10/29/2014

Effective: 10/29/2014

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Roueche, Kimberly

Functional Manager: Hughey, Markis

Use Type: Administrative



Safety Responsibilities

JHA: Administrative**Periodic Review Due Date: 10/29/2018**

Rev. 1, Chg. 1

USQ Screen Number:

- 100 K Facility : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Canister Storage Building/Interim Storage Area : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Central Plateau Surveillance and Maintenance : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Less Than HazCat 3 : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Plutonium Finishing Plant : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Solid Waste Operations Complex : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Transportation : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.
- Waste Encapsulation Storage Facility : Excluded from USQ
Exclusion Reason:
Exempt from USQ Process per PRC-PRO-NS-062, Table B-1.

CHANGE SUMMARY**Description of Change**

Replace "It's the Law" poster shown in Appendix B with new poster.

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Published Date: 10/29/14

Effective Date: 10/29/14

1.0 INTRODUCTION**1.1 Purpose**

These requirements identify the fundamental occupational safety and health-related rights and responsibilities of employees. Included herein are the safety-related responsibilities inherent to hosting and escorting Site Visitors. It provides a foundation for the CH2M HILL Plateau Remediation Company (CHPRC) Team to meet its obligation for worker protection promulgated under the 10 CFR 851, *U.S. Department of Energy (DOE) Worker Safety and Health Program*, and the *Occupational Safety and Health Administration (29 CFR Parts 1910 and 1926)*.

1.2 Scope

This Level 1 Document is applicable to CHPRC Team employees.

This document implements the Integrated Environment Safety and Health Management System (ISMS) Core Functions of performing work within controls, and providing feedback and continuous improvement.

This document implements portions of CRD O 226.1B, *Implementation of Department of Energy Oversight Policy*.

1.3 Applicability

This procedure applies to all CHPRC team employees and other contractors performing work under CHPRC work scope.

1.4 Implementation

This document is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

Published Date: 10/29/14

Effective Date: 10/29/14

3.0 PROCESS

3.1 Manager Responsibilities

Actionee	Step	Action
Managers	1.	<p>COMPLY with the following safety and health standards that are applicable to the hazards at their covered workplace:</p> <ul style="list-style-type: none"> • Title 10 CFR Part 851, <i>Worker Safety and Health Program</i> • Title 29 CFR Part 1910, <i>Occupational Safety and Health</i>, excluding 29 CFR 1910.1096, <i>Ionizing Radiation</i> • Title 29 CFR 1926, <i>Safety and Health Regulations for Construction</i>
	2.	PROVIDE a place of employment that is free from recognized hazards that are causing or have the potential to cause death or serious physical harm to workers.
	3.	ENSURE workers are properly trained and qualified for the job assigned to them.
	4.	PROVIDE the financial resources and manpower to ensure the maintenance of appropriate levels of worker protection.
	5.	Clearly COMMUNICATE employee's safety and health responsibilities and their company-level safety and health requirements which they are held accountable to follow.

NOTE: *For regular exempt and salaried nonexempt employees, the Annual Performance Planning and Review evaluation serves as a useful method for defining individual safety and health responsibilities.*

6. PROVIDE mechanisms to involve workers and their elected representatives in the development of the worker safety and health program goals, objectives, and performance measures and in the identification and control of hazards in the workplace.
7. EMPOWER the workforce with the requisite authority and resources to meet their assigned responsibilities.
8. DEVELOP organizational objectives and improvement plans to achieve established safety and health goals.
9. PERFORM routine walkthroughs of the workplace to review safety and health performance.

Published Date: 10/29/14

Effective Date: 10/29/14

Actionee	Step	Action
Managers	10.	<p>INFORM workers of their rights and responsibility by appropriate means, including posting the DOE-designated "It's the Law" and "The Worker's Bill of Rights" posters in the workplace where it is accessible to all workers.</p> <ul style="list-style-type: none"> • See Appendices A & B • This requirement can be satisfied by completion of Hanford General Employee Training.
	11.	<p>PROMOTE safe work habits and safety awareness in accordance with PRC-MP-MS-003, <i>Integrated Safety Management System/Environmental Management System Description</i>.</p>
	12.	<p>MAINTAIN involvement in the following activities, as they apply to the function of the organization:</p> <ul style="list-style-type: none"> • Hazard evaluation. • Worksite inspections and assessments. • Safety meeting and committee functions. • Safety and health policy development. • Pre-job briefings. • Resolution of safety concerns. • Accident/near miss investigation and corrective action planning.
	13.	<p>CONSIDER employee physical limitations and medical work restrictions in assignment of tasks.</p>
	14.	<p>COMMUNICATE safety and health policies to workers on a periodic basis.</p>
	15.	<p>ENFORCE safety and health requirements with consistency in accordance with established disciplinary programs to workers, visitors, vendors, and contractors.</p>

Published Date: 10/29/14

Effective Date: 10/29/14

3.2 Worker Responsibilities

Actionee	Step	Action
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NOTE: *This applies to all employees including office and administrative personnel*

Employee	1.	<p>Promptly NOTIFY management of events or conditions that could have an adverse effect on worker safety.</p> <ul style="list-style-type: none"> • Wherever possible, the unsafe act/condition observed shall be immediately corrected.
	2.	STOP WORK until an identified safety and health hazard has been effectively corrected or controlled according to DOE-0343, <i>Stop Work</i> .
	3.	HEED safety notices and warnings (e.g., signs, postings, memos, tags, procedures, etc.).
	4.	FOLLOW controls in the hazard analysis documents [General Industry Hazards Analysis (GHA), Craft Specific Hazard Analysis (CHA), and Automated Job Hazard Analysis (AJHA)].
	5.	WEAR minimum Personal Protective Equipment (PPE) as required in PRC-STD-SH-40518, <i>Personal Protection</i> , and in applicable hazard analysis documents.
	6.	<p>REMOVE any jewelry that may be caught on something, caught in something or result in bodily injury during the performance of work.</p> <ul style="list-style-type: none"> • Wearing rings and watches is strongly discouraged. • Jewelry can catch and cause injuries when climbing, handling materials, or working with machinery.
	7.	ENSURE all lanyards have break-away clasps.
	8.	WORK defensively and be watchful that co-workers are not placed at uncontrolled risk.
	9.	SUBMIT ideas and suggestions for safety improvement to their manager.
	10.	REPORT injuries/illnesses and medically imposed work restrictions to their manager.
	11.	PARTICIPATE in initiatives sponsored by safety/accident prevention councils (e.g., Presidents' Zero Accident Council and Employee Zero Accident Councils).
	12.	ATTEND scheduled safety meetings in accordance with PRC-PRO-SH-40461, <i>Safety Communications</i> .
	13.	OPERATE power-driven equipment and machinery only after being trained in its safe use.

Published Date: 10/29/14

Effective Date: 10/29/14

3.3 Hosting Visitors

NOTE: *Additional safety responsibilities may apply. Refer to Sub-Section 3.4.*

Actionee	Step	Action
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NOTE: *A Safety Escort will have supplemental duties, where security escorting is required per MSC-RD-12524, Escorting, and the "Escorting and Host Visit Requirements" located on the Safeguards and Security website.*

Host		<ol style="list-style-type: none"> 1. DETERMINE <u>AND</u> IDENTIFY the level of Visitor safety training or orientation required for the work areas to be accessed and the scope of activities to be performed. 2. ENSURE the Visitor(s) completes the safety training or orientation required for the visit. 3. SERVE as an Escort, or delegate an Escort, to accompany the Visitor(s) during the course of a visit where a Safety Escort is required.
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3.4 Escorting Visitors

Actionee	Step	Action
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NOTE: *The purpose of such direct, close contact, from a safety perspective, is based on the need to maintain immediate control and monitoring of the Visitor's well-being in all situations.*

Escort		<ol style="list-style-type: none"> 1. ENSURE that the Visitor(s) under their surveillance remain within sight and verbal communications. 2. OVERSEE <u>AND</u> DIRECT the safe conduct and actions of the Visitor(s). 3. CONVEY special safety instructions and information commensurate with the activities, to include an identification of hazards to which the Visitor(s) may be exposed. 4. ENSURE that the Visitor(s) access only those areas approved for the visit. 5. AVOID traversing their Visitor(s) through work areas where they are unnecessarily exposed to co-located work activities. 6. ARRANGE for prompt first aid or medical care of an injured or ill Visitor, if needed.
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NOTE: *Coverall safety glasses with side shields are to be issued to the Visitor(s) who wears prescription glasses that are not equipped with impact resistant lenses and side shields.*

7. ENSURE that the Visitor(s) come prepared with, or are otherwise provided with the personal protective equipment (e.g., hard hat, eye protection, footwear, radiological) required to be worn for the scope of the intended visit.

4.0 RECORDS

None

5.0 SOURCES

5.1 Requirements

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*

10 CFR 851.10 (a)(1); Provide a place of employment that is free from recognized hazards that are causing or have the potential to cause death or serious physical harm to workers.

10 CFR 851 .23(a) (3) and .23(a)(7), Contractors must comply with the following safety and health standards that are applicable to the hazards at their covered workplace: (3) Title 29 CFR Part 1910, *Occupational Safety and Health*, excluding 29 CFR 1910.1096, *Ionizing Radiation* and Title 29 CFR 1926, *Safety and Health Regulations for Construction*.

29 CFR 1910, U.S. Department of Labor, *Occupational Safety and Health*

29 CFR 1926, *Safety and Health Regulations for Construction*

48 CFR 970.5223-1, DOE Acquisition Regulation (DEAR), *Integration of Environment, Safety and Health into Work Planning and Execution*

CRD O 226.1B (Supp Rev 0), *Implementation of Department of Energy Oversight Policy*

RRD 005, Rev. 3, *Worker Safety*

5.2 References

DOE-0343, *Stop Work*

MSC-RD-12524, *Escorting*

PRC-MP-MS-003, *Integrated Safety Management System/Environmental, Management System Description*

PRC-PRO-SH-40461, *Safety Communications*

6.0 APPENDIXES

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Appendix A - The Worker's Bill of Rights

Every employee performing work on the Hanford Site has the following guaranteed rights, without fear of reprisal:

1. The RIGHT TO HAZARD INFORMATION associated with work tasks, provided in a timely manner.
2. The RIGHT TO CONTRIBUTE to job hazard analysis, employee job task analysis, accident investigations, pre-job planning, worksite inspections, assessments, safety meetings, safety committee activities, special task teams, policy/procedure development, safety training, safety goals and objectives, etc.
3. The RIGHT TO FILE A COMPLAINT with the Employer or cognizant DOE Field Office to request a work place inspection or otherwise address a safety or health concern.
4. The RIGHT TO REFUSE OR STOP WORK until an identified safety and health hazard has been effectively corrected or controlled.
5. The RIGHT TO PERSONAL PROTECTIVE EQUIPMENT provided by the company as required by the hazards associated with the activity or work location.
6. The RIGHT TO IDENTIFY error precursors and error likely situations related to work tasks and conditions, PRACTICE error reduction techniques, and PARTICIPATE in activities designed to minimize human performance related events.
7. For all employees, and where applicable in accordance with the Collective Bargaining Unit Agreement:
 - The RIGHT TO ACTIVELY PARTICIPATE in Voluntary Protection Program Initiatives.
 - The RIGHT TO BE CONSIDERED for participation with safety committee activities.
8. The RIGHT TO PERSONAL EXPOSURE MONITORING for toxic materials and harmful physical agents and access to the records of acquired monitoring, bioassay, and exposure data.
9. The RIGHT TO BE INFORMED about results of accident investigations and workplace inspections.
10. The RIGHT TO ACCESS personal safety and health records.

These rights are guaranteed and it is the responsibility of management, employees and unions to uphold these rights and respect those that invoke them for their personal safety or the safety of others. These rights shall be communicated to all employees including subcontractor employees and shall be posted conspicuously.

Appendix B - It's the Law Poster



Job Safety and Health

It's the law!



EMPLOYEES:

Must have access to:

- DOE safety and health publications;
- The worker safety and health program for their location;
- This safety and health poster;
- Copies of their medical records and records of their exposures to toxic and harmful substances or conditions; and
- Results of inspections and accident investigations.

Must be able to:

- Express concerns related to worker safety and health;
- Decline to perform an assigned task because of a belief that the task poses an imminent risk of death or serious physical harm;
- Stop work in imminently dangerous conditions; and
- Anonymously request an investigation.

EMPLOYERS must:

- Establish a written Worker Safety and Health Program;
- Use qualified worker safety and health staff;
- Provide mechanisms to involve workers and their elected representatives in developing the safety and health program;
- Establish procedures for workers to report without reprisal job-related hazards and for prompt response to such reports;
- Provide for regular communication with workers about workplace safety and health matters; and
- Display this poster in the workplace where it is accessible to all workers.

This poster is available at:
http://www.hss.doe.gov/healthsafety/wshp/rule851/2012_Safety_Health_Job_poster.pdf

10 CFR 851 Worker Safety and Health Program is available at:
www.hss.doe.gov/healthsafety/wshp/rule851/851final.html

How to Request an Investigation:
 Employees have the right to request, anonymously if desired, that the Director of DOE's Office of Enforcement and Oversight conduct an investigation of potential regulatory violations. Employees can make the request at:
<http://www.hss.doe.gov/enforce/riforms/options.asp>

DOE encourages employees to use local employee concerns processes before requesting an enforcement investigation.

Local employee concerns processes:







For questions or assistance with employee concerns, please contact:

Robert Boykin Desk: 509-376-7160 Cell: 509-521-6564	Lily Parnell Desk: 509-376-0103
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