



One Team. One Culture.

Charter

PRC-CHRT-SH-9982

President's Zero Accident Council

Revision 2, Change 0

Published: 04/13/2015

Effective: 04/13/2015

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Williams, Barbara

Functional Manager: Hughey, Markis

Use Type: Administrative



JHA: Administrative**Periodic Review Due Date: 04/13/2019**

Rev. 2, Chg. 0

USQ Screen Number:

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

CHANGE SUMMARY**Description of Change**

Clarification of the PZAC membership and updates to projects involvement in conducting the PZAC as assigned.

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1.0 PURPOSE AND SCOPE

This Level 1 document establishes the requirements for developing and maintaining the President's Zero Accident Council. 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.

Lower Tier safety councils (e.g., Employee Zero Accident Council [EZAC]) guidance and requirements can be found in PRC-CHRT-SH-40512, *Employee Zero Accident Council*.

2.0 OBJECTIVE

A President's level safety council (e.g., President's 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)
 - President's Life Saving Award
 - PZAC Hero Award
- Discusses and resolves worker safety and health-related issues
- With support from company Technical Authorities, provides interpretation and guidance to help assure consistent understanding and implementation of safety requirements

Communicates changing requirements. 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 EZAC.

President's Zero Accident Council**Published Date: 4/13/2015****Effective Date: 04/13/2015****3.0 MEMBERSHIP**

PZAC membership is comprised of employees elected to Project- or Facility-level EZACs and CHPRC VPP Steering Committee members. As well as, HAMTC Safety representatives, safety and health professionals, management sponsors of the employee-driven committees, and senior management. This core group of employees are referred to as the PZAC representatives for purposes of this document.

- All representatives are requested to attend the monthly meetings with management approval.

All other CHPRC or subcontractor attendees are welcome to attend with their management's approval.

NOTE: *Rotation of project employees/workgroups attending the PZAC meetings is encouraged to provide enhanced opportunity for participation.*

4.0 RESPONSIBILITIES

PZAC representatives shall be knowledgeable of their roles and responsibilities.

The PZAC 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
- With the support of company Technical Authorities, provides interpretation, guidance, and communication to help assure consistent understanding, implementation of, and changes to, safety requirements
-

NOTE: In 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*.

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5.0 MEETING PROCEEDINGS

5.1 PZAC Meeting

| <i>Actionee</i> | <i>Step</i> | <i>Action</i> |
|---------------------------------|-------------|---|
| OS&IH Director or delegate | 1. | SCHEDULE PZAC meetings no less than monthly. |
| | 2. | Schedule Projects, by rotation, to plan and facilitate monthly meetings. |
| SHS&Q or Project VP or Delegate | 3. | CONDUCT safety council meetings. |
| | 4. | Assign EZAC council and VPP representatives to develop meeting theme. |
| | | NOTE: Assignment schedule, presentation templates, and guidelines to Hosting a PZAC can be found on: http://prc.rl.gov/rapidweb/OSIS/index.cfm?PageNum=36 |
| OS&IH Director or designee | 5. | RECORD action items <u>AND</u> ENSURE presentation is posted on website. |
| Membership | 6. | DISCUSS worker safety and health-related issues. |
| | 7. | PROVIDE interpretation and guidance to help assure consistent understanding and implementation of safety requirements. |
| | 8. | SOLICIT safety suggestions and input for continuous safety improvement. |
| OS&IH Director or designee | 9. | COMMUNICATE changing requirements to the membership. |
| | 10. | TRACK <u>AND</u> STATUS accepted PZAC actions. |
| | 11. | REFER council suggestions, recommendations, and worker safety and health-related issues to the responsible management representative. |
| Management Representative | 12. | PERFORM review of council suggestions, recommendations, and worker safety and health-related issues and RESOLVE as appropriate. |
| | | NOTE: In 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, <i>Issues Management</i> . |
| OS&IH Director or designee | 13. | PUBLISH action items from meeting as applicable. |

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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**8.1 Requirements**

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

8.2 References

PRC-PRO-QA-052, *Issues Management*
 PRC-PRO-IRM-10588, *Records Management Processes*
 PRC-CHRT-SH-40512, *Employee Zero Accident Council*