



*One Team. One Culture.*

**Charter**

# **PRC-CHRT-SH-9982**

## **President's Zero Accident Council**

Revision 3, Change 0

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Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Roxbury, Maureen

Functional Manager: Knutson, Garrett

# **Use Type: Administrative**



- 100 K Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List
- 324 Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List
- Canister Storage Building/Interim Storage Area :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List
- Central Plateau Surveillance and Maintenance :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List
- Plutonium Finishing Plant :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List
- Solid Waste Operations Complex :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List
- Transportation :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List
- Waste Encapsulation Storage Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-062, Appendix B Bulleted List

**JHA:** Administrative

**Periodic Review Due Date:**01/08/2025

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## Change Summary

### Description of Change

Include Building Trades in Section 3.0, Membership. Thorough review to ensure charter aligns with changes made to PRC-CHRT-MS-40174 and PRC-CHRT-SH-40512. Added step 7 to forward Agenda, Attendance Rosters, PowerPoint Presentations, and Action Items to ^PRC Records. Also corrected the Records Capture table.

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## President's Zero Accident Council

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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, a joint management/worker safety 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.

This document partially implements the ISMS Core Function #5, Provide Feedback and Continuous Improvement; and Guiding Principles #1, Line Management Responsibility for Safety and Environmental Requirements, #8, Worker Involvement, and #9, Senior Management Involvement.

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*.

This document is a 10 CFR 851 Implementing Document.

### 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, near-misses, performance trends, concerns, etc.
  - Recognizes noteworthy organizational safety performance and contributions
  - Grants awards to individuals/teams for significant safety actions or contributions to include (but not limited to)
    - President's Life Saving Award
    - Hero Award
- (See Appendix A for description of awards – also listed on the [PZAC webpage](#))
- With support from company Technical Authorities, provides interpretation and guidance to help ensure 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.

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### 3.0 MEMBERSHIP

PZAC membership (representatives) is comprised of employees elected to project- or facility-level EZAC(s) as well as their HAMTC/Building Trades Safety representative(s), safety and health professionals, management sponsors and representatives of this employee-driven committee, senior management, as well as members from the CHPRC VPP Steering Committee and VPP CORE Team, described as follows:

The CHPRC VPP Steering Committee is comprised of the VPP Co-Leads (coordinators), VPP POCs, and VPP Mgmt Mentor from each project, as stated in PRC-CHRT-MS-40174, *Voluntary Protection Program Steering Committee Charter*, Section 2.1.

The VPP CORE Team is comprised of SHS&Q personnel, including the VP, Deputy VP, OS&IH Director, VPP Coordinators, HAMTC Safety Lead, Communications Specialist, and administrative support.

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 ensure consistent understanding, implementation of, and changes to, safety requirements

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### 5.0 MEETING PROCEEDINGS

#### 5.1 PZAC Meeting

**NOTE:** *Assignment schedule, presentation templates, and guidelines for hosting a PZAC can be found on the [PZAC webpage](#).*

Actionee	Step	Action
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.	ASSIGN EZAC council and VPP representatives to develop meeting theme with three main takeaways/ideas.
	4.	SCHEDULE Pre-PZAC meeting with hosting EZAC to preview their PZAC agenda and presentation.
	5.	CONDUCT PZAC meetings.
OS&IH Director or designee	6.	RECORD action items <u>AND ENSURE</u> presentation is posted on website.
	7.	FORWARD Agenda, Attendance Rosters, PowerPoint and Action Items to <a href="#">APRC Records</a>
Membership	8.	DISCUSS worker safety and health-related issues.
	9.	PROVIDE interpretation and guidance to help ensure consistent understanding and implementation of safety requirements.
	10.	SOLICIT safety suggestions and input for continuous safety improvement.
OS&IH Director or designee	11.	COMMUNICATE changing requirements to the membership.
	12.	TRACK <u>AND</u> STATUS accepted PZAC actions.
	13.	REFER council suggestions, recommendations, and worker safety and health-related issues to the responsible management representative.
<p><b>NOTE:</b> <i>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.</i></p>		
SH&SQ VPP Management Sponsor	14.	PERFORM review of council suggestions, recommendations, and worker safety and health-related issues <u>AND RESOLVE</u> as appropriate.
OS&IH Director or designee	15.	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
PZAC Meeting Minutes (may include, but not limited to, attendance rosters, action items and presentations as applicable, as one document)	OS&IH Administrative Assistant	IRM Service Provider

**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*, Attachment 2, Appendix A, Pages A-3-A-4, Worker Feedback

*Labor Agreement*, 2013 Labor Agreement between CH2M HILL Plateau Remediation Company (CHPRC) and Hanford Atomic Metal Trades Council (HAMTC), November 11, 2013

**8.2 References**

PRC-CHRT-SH-40512, *Employee Zero Accident Council*

PRC-PRO-IRM-10588, *Records Management Processes*

PRC-PRO-QA-052, *Issues Management*

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**Appendix A - Description and Criteria for the President's Lifesaving and Hero Awards**

Information and forms are found on the [PZAC webpage](#)

**President's Lifesaving Award:****Criteria**

This is an award for recognizing and honoring employees who have demonstrated caring and courage by taking immediate action **directly attributable to saving a life**.

- Would the individual(s) likely have died without this intervention?
- Is the action directly credited with saving a life? Explain.
- Was the action correct and proper? Explain.
- Was the action timely and prompt? Explain.

**Hero Award:****Criteria**

This is an award for recognizing and honoring employees who have demonstrated commitment to safety through some heroic, or "safety significant" action short of actually saving a life.

Did employee demonstrate commitment to safety, exercising some type of heroic effort or "safety significant" action?