

Charter

CPCC-CHRT-SH-9982

PRC-CHRT-SH-9982

President's Safety Advocates Forum

Revision 1, Change 0

Published: 01/17/2022

Effective: 01/17/2022

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Keas, Tami

Functional Manager: Edwards, David

Use Type: Administrative



- 100 K Facility :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- 324 Facility :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- PFP Ancillary Structures :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Transportation :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B

JHA: Administrative

Periodic Review Due Date:01/17/2027

Rev. 1, Chg. 0

Change Summary

Description of Change

Renaming and branding

President's Safety Advocates Forum**Published Date: 01/17/22****PRC-CHRT-SH-9982****Effective Date: 01/17/22****1.0 PURPOSE AND SCOPE**

This document establishes the requirements for developing and maintaining the President's Safety Advocates Forum (PSAF) meeting. It also includes expected council activities and functions as they relate to implementation and administration of Central Plateau Cleanup Company (CPCCo) 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 forums (e.g., Employee Safety Advocates Forum [ESAF]) guidance and requirements can be found in CPCC-CHRT-SH-40512, *Employee Safety Advocates Forum*.

This document is a 10 CFR 851 Implementing Document.

2.0 OBJECTIVE

A President's level safety forum provides for Project and Program Support organization representation and participation in the health and safety program. The Forum, as a minimum:

- Provides support by Senior Management to resolve safety issues in a timely manner.
- Creates lines of communication between Senior Management and project- or facility-level forums to address and track safety concerns
- Provides safety information and lessons learned from incidents, near-misses, performance trends, concerns, etc.
- Recognizes noteworthy organizational safety performance and contributions
- With support from Technical Authorities (TA), provides interpretation and guidance to help ensure consistent understanding and implementation of safety requirements

These and other forum topics are presented with the intent and objective that information will be free-flowing between the employee and president's level safety forums.

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The PSAF meeting will be chaired by the CPCCo President and Lead HAMTC Safety Representative. Further PSAF membership (representatives) is comprised of:

- Project- or facility-level ESAF Co-Chairs
- HAMTC/Building Trades Safety Representatives
- CPCCo Senior Management
- VPP Core Team members described as follows:

The VPP CORE Team is comprised of ESH&Q personnel, including the ESH&Q Director, OS&IH Manager, VPP Coordinator, Lead HAMTC Safety Representative, Communications Specialist, and ESH&Q/OS&IH administrative support.

The above group of employees are referred to as the PSAF representatives for purposes of this document.

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

4.0 DISCUSSION TOPICS

The PSAF discussion topics include:

- Sharing of lessons learned
- Recognition of safety accomplishments
- Discussion of health and safety goals/objectives
- Addressing and tracking resolution of safety issues/concerns
- Communication of incident investigation and trends

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5.0 MEETING PROCEEDINGS**5.1 PSAF Meeting**

Actionee	Step	Action	
OS&IH Manager or delegate	1.	SCHEDULE PSAF meetings no less than monthly.	
	2.	CONDUCT PSAF meetings	
	3.	RECORD action items	
	4.	FORWARD Attendance Rosters and Action Items to ^CPCCo Records.	
ESAF Co- Chairs	5.	PROVIDE status to the council, including but not limited to: <ul style="list-style-type: none"> • Open council positions or attendance issues • Safety issues and ideas (SII) status on open/closed items • Successes or accomplishments • Challenges or need of Senior Management support for resolution of an issue 	
	All Attendees	6.	DISCUSS worker safety and health-related issues.
		7.	SOLICIT safety suggestions and input for continuous safety improvement.
	OS&IH Manager or delegate	8.	COMMUNICATE changing requirements to the membership.
9.		TRACK <u>AND</u> STATUS accepted PSAF actions.	
10.		REFER forum suggestions, recommendations, and worker safety and health-related issues to the responsible management representative.	
11.		PROVIDE interpretation and guidance to help ensure consistent understanding and implementation of safety requirements.	
NOTE: <i>In addressing and tracking resolution of safety issues, an Action Request (AR) should be initiated for conditions that may require analysis, trending, cause determination, or identification and tracking of corrective actions. Refer to CPCC-PRO-QA-052, Issues Management.</i>			
OS&IH Manager or delegate	12.	PERFORM review of council suggestions, recommendations, and worker safety and health-related issues <u>AND</u> RESOLVE as appropriate.	
	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 CPCC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
PSAF Meeting Minutes (may include, but not limited to, attendance rosters, action items 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*

DOE O 226.1 (Supp. Rev 0), *Implementation of Department of Energy Oversight Policy*, Attachment 2, Appendix A, pages A-3-A-4, "Worker Feedback"

8.2 References

CPCC-CHRT-SH-40512, *Employee Safety Advocates Forum*

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

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