CPCCo Central Plateau Cleanup Company

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Charter

CPCC-CHRT-WKM-53060

PRC-CHRT-WKM-53060

Hazard Review Board

Revision 0, Change 0

Published: 04/19/2021
Effective: 04/19/2021

Program: Work Management
Topic: Work Management

Technical Authority: Ferguson, Randy
Functional Manager: Morris, James

Use Type: Administrative

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

JHA: Administrative
Periodic Review Due Date:04/05/2026
Publication Correction:08/31/2021
Rev. 0, Chg. 0

Change Summary

Description of Change

Updated company terminology (CHPRC to CPCCo) and referenced documents (PRC to CPCC).

Publication correction 08/31/21: missing an "s" in Section 2 title

1.0 PURPOSE AND SCOPE

The Hazard Review Board (HRB) serves as a means for senior management to validate team readiness for high risk work activities. The HRB is not part of the work planning process, it verifies that the work planning process is being effectively implemented. Although the work package or procedure for the activity is the center discussion focus for the meeting, a key objective of the HRB process is to provide the project senior management a forum to set/reinforce the expectations for the performance of work planning and work execution on their project. Additionally, the senior manager is also afforded the opportunity to assess how well the organization is functioning on project work planning activities in general, not just the high risk activity before the board.

HRBs are convened at the Project level to:

- Review complex, high-hazard work activities or non-routine activities.
- Promote positive contributions toward performing work safely.
- Provide an opportunity for the project management team to demonstrate their standards and expectations towards work instructions and technical procedures.
- Approve the personnel who supervise these work activities.

2.0 ROLES AND RESPONSIBILITIES

2.1 HRB Team

The HRB Team consists of all persons selected to attend the HRB Meeting by the HRB Chairperson, voting and non-voting members. Team members:

- Manage the selected area of expertise or selected as delegate of the manager.
- Are selected based on work scope and hazards associated with proposed work activity.
- Are familiar with the discussion points on Site Form A-6004-513, *Hazard Review Board Meeting Record*.
- Review all documentation provided in advance of the HRB Meeting.
- Are prepared to provide technical justification or cited requirements to back up comments.
- Notify HRB Chairperson if unanticipated issues arise that may cause significant changes to work instructions.

2.2 Voting Members

HRB Chairperson

The Project Director or designee who is approved by the CPCCo President's Office will preside as Chairperson. The HRB Chairperson:

- Appoints voting members to attend HRB meeting based on the work activity, typically chosen from the managers of the following functional areas at the project. In order to provide an independent review of the work activity, not all of the voting members should be from the respective project. Additionally, selected voting members should not have been involved in development of the work documents.
    - Occupational Safety and Health
    - Radiological Protection
    - Environmental Protection
    - Work Planning
    - Engineering
    - Other applicable programs
- Appoints a HRB Coordinator.
- Conducts HRB meetings in accordance with this charter.
- Approves the HRB meeting minutes.
- Approves proposed HRB action items.
- Accepts completion of HRB action items.

NOTE: *The senior managers on projects that don't perform frequent high risk activities, should consider holding periodic HRBs to evaluate the effectiveness of the project team's performance and validate the capabilities of not only the planning team but the abilities of supervisors to demonstrate conservative decision making during unexpected conditions which could put members of the team at risk.*

Appointed Functional Area Representatives

- Responsible and accountable for content of work documents in their area of expertise
- Vote on acceptance or rejection of the work documents

2.3 Non-Voting Members

Non-voting members in HRB meetings perform a support role or are invited for informational purposes. The following may be included as non-voting members in HRB meetings:

HRB Coordinator

- Schedules HRB meetings and notifies the President's Office (e.g., copy on calendar notice)
- Records minutes during the HRB meetings
- Completes the HRB meeting record form
- Distributes HRB Meeting Record to the Author for record retention

Author

The Author of work activity instructions is the Planner (work packages) or the Technical Authority (TA) (technical procedures and Preventive Maintenance and Surveillance [PM/S] activities). The Author of other documents that could fall into the realm of HRB is determined by the respective administrative process. In addition to preparing the documents, the Author:

- Screens Beyond Skill-Based activities using the HRB screening criteria
- Provides documents to the HRB Coordinator and/or HRB Team members
- Attends HRB meetings and answers questions concerning the content of the document
- Files completed HRB forms for retention

Fieldwork Supervisor

- Presents the work document to the HRB
- Demonstrates ability to safely and compliantly supervise the activity
- Demonstrates sound and conservative decision-making should an unexpected condition or event occur during the activity

Responsible Manager

- Represents the planning team to the HRB

HAMTC/Building Trades Safety Representative

- Represents HAMTC/Building Trades Safety to the HRB

HRB Informational Invitee

- Attends for informational purposes
- Minimum invitees are:
  - President's Office
  - Defense Nuclear Facility Safety Board (DNFSB) Representative
  - DOE-RL Facility Representative (FR)

3.0 RULES OF PRACTICE

3.1 Activities Outside of the HRB Meeting

- The Author screens the proposed work activity using criteria captured in JCS or Site Form A-6004-704, *Hazard Review Board (HRB) Screening Criteria*.
- An HRB Meeting is not required if the activity has been determined to be Skill-Based per CPCC-PRO-WKM-079, if no screening criteria are triggered, or if the HRB Chairperson waives the meeting requirement. See the Instructions for Site Form A-6004-513 to document these decision points.
- The Author shall provide the HRB Team with technical documents to be used by the field work team during the work. These documents should have been reviewed by appropriate SMEs and be ready for final approval before being submitted to the HRB.

- The documents communicating the work activity to be discussed at the HRB Meeting should be made available to the HRB Team at least three days prior to the meeting to allow time for them to review the documents prior to the meeting. The HRB Chairperson may waive these preparation activities.

3.2 HRB Meetings

- Site Form A-6004-513 is used to capture the HRB Team members' votes, discussion points to be covered during the meeting, criteria to confirm the Fieldwork Supervisor is equipped to oversee the activity, actions required by the HRB prior to accepting the instructions, and final approval by the HRB Chairperson for field work to begin. Instructions for completing Site Form A-6004-513 are posted on the Hanford Site Forms website.
- The HRB Chairperson conducts the meeting, sets the tone of discussion, and resolves conflicts that arise during the discussion.
- The HRB Team reviews the proposed work activity and determines if they are willing to accept the risk of performing the activity, having considered the methods, hazards and controls, and the adequacy of the FWS and workers to perform it safety and correctly. Site Form A-6004-513 guides the discussion and captures comments and decisions.
- When discussions have completed, the HRB Voting Members will choose one of these options for the work activity:
  - Approve: unanimous approval among the voting members that the activity may commence.
  - Approve with comments: corrections or comments are minor, and the HRB Chairperson may approve the revised activity upon completion of comment/action resolution without reconvening the HRB Team.
  - Reject: the voting members have determined that there are action items that must be completed before the activity may commence in the field that require their review. Comment/Actions Items are documented on Site Form A-6004-513. When those items are completed, the HRB Team will reconvene to review the revised activity.
- The work activity document is authorized for use when the HRB Chairperson has signed for approval on the HRB Meeting Record.

4.0 FORMS

A-6004-513, *Hazard Review Board Meeting Record*
A-6004-704, *Hazard Review Board (HRB) Screening Criteria*

5.0 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
Hazard Review Board Meeting Record (A-6004-513)	Project HRB Chairperson or HRB Coordinator	Work Document, Procedure History File, or Project HRB Coordinator RIDS (for work not performed by a work document or procedure)
Hazard Review Board (HRB) Screening Criteria (A-6004-704)	Project HRB Chairperson or HRB Coordinator	Work Document, Procedure History File, or Project HRB Coordinator RIDS (for work not performed by a work document or procedure)

6.0 SOURCES

6.1 Requirements

None

6.2 References

CPCC-PRO-IRM-10588, *Records Management Processes*
CPCC-PRO-WKM-079, *Job Hazard Analysis*