

Charter, Level 1 - Company Wide

# CPCC-CHRT-WKM-53060

## Hazard Review Board

Revision 1, Change 4

Published: 09/24/2025

Effective: 09/24/2025

Periodic Review Due Date: 08/16/2028

Program: Work Management  
Topic: Work Management

Technical Authority: Kelly, Krista M  
Functional Manager: Bilskis, Jennifer O

## Use Type: Administrative



USQ Facility	USQ Review	Screener
105 KW Facility	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
324 Building	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
Below HazCat 3	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
Canister Storage Building/Interim Storage Area	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
Capsule Storage Area	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
D4ES-Central Plateau	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
Solid Waste Operations Complex	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
Transportation	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
Waste Encapsulation Storage Facility	<b>Exclusion Reason:</b> <i>N/A per B-18</i>	
<b>JHA: Administrative</b>		
<b>Periodic Review Due Date:08/16/2028</b>		
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## Change Summary

### Description of Change

updated scope to specify that the HRB is not intended to address work activities "that are not performed by other readiness processes (i.e. CPCC-PRO-OP-055, Startup Readiness and CPCC-PRO-OP-54916, Project Startup Review)".

**Hazard Review Board****Published Date: 09/24/25****Effective Date: 09/24/25****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 that are not performed by other readiness processes (i.e. CPCC-PRO-OP-055, *Startup Readiness* and CPCC-PRO-OP-54916, *Project Startup Review*). 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 is the focus of discussion for the meeting, a key objective of the HRB process is to provide a forum to set/reinforce the expectations for the performance of work planning and work execution.

A HRB is convened to:

- Review complex, high-hazard work activities or non-routine activities
- Promote positive contributions toward performing work safely
- Approve personnel to supervise these work activities

This is an Integrated Safety Management System (ISMS) implementing document.

**2.0 ROLES AND RESPONSIBILITIES****2.1 HRB Team**

The HRB Team consists of voting and non-voting members. Team members:

- Are selected based on work scope and hazards associated with proposed work activity
- Are familiar with the discussion points of the *Hazard Review Board Meeting Record* (Site Form A-6004-513)
- Review all documentation provided in advance of the HRB Meeting
- Are prepared to provide technical justification or cite requirements to support comments

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The HRB Chairpersons are approved by the CPCCo President. The HRB Chairperson:

- Appoints Functional Area Representatives to attend HRB meeting based on the work activity, typically chosen from the managers of the following organizations:
  - Occupational Safety and Health
  - Radiological Protection
  - Environmental Protection
  - Work Planning
  - Engineering
  - Operations
  - Other applicable programs (e.g., Fire Protection, Emergency Preparedness, Safeguards and Security)
- Appoints a HRB Coordinator
- Communicates expectations for conduct of HRB
- Requests briefings/walkdowns prior to the HRB as necessary to become familiar with the scope of work
- Conducts HRB meetings in accordance with this charter
- Approves the HRB meeting minutes
- Approves proposed HRB action items
- Accepts completion of HRB action items

Functional Area Representatives

In order to provide an independent review of the work activity, not all of the voting members should be from the respective project. Additionally, voting members should not be the primary authors of the work instructions or supporting documents. Voting members:

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

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Non-voting members in HRB meetings perform a support role or are invited for informational purposes. The following shall 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 *Hazard Review Board Meeting Record* (Site Form A-6004-513)
- Distributes *HRB Meeting Record* to the Author for record retention

Author

The Author of work activity instructions is the Planner (planned work packages) or the Technical Authority (technical procedures and Preventive Maintenance and Surveillance packages). 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 and supports HRB meetings
- Files completed HRB forms for retention
- Ensure supporting documents are complete and approved prior to convening the HRB Meeting

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
- Notifies HRB Chairperson if unanticipated issues arise that may cause significant changes to work instructions

HAMTC/Building Trades Safety Representative

- Represents HAMTC/Building Trades Safety to the HRB

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- Attends for informational purposes
  - Minimum invitees are:
    - President's Office
    - Conduct of Work Technical Support Manager
    - Defense Nuclear Facility Safety Board Representative
    - DOE-RL Facility Representative

**3.0 RULES OF PRACTICE**

- NOTE:**
- *For projects that don't perform frequent high-risk activities, senior management should consider holding periodic HRBs to evaluate the effectiveness of the project's performance and validate the capabilities of the planning team and the abilities of supervisors to demonstrate conservative decision making during unexpected conditions.*
  - *An HRB Meeting is not required if the activity has been determined to be Skill-Based per CPC-PRO-WKM-079, Job Hazard Analysis.*

**3.1 Activities Outside of the HRB Meeting**

- The Author screens the proposed work activity using criteria captured in *Hazard Review Board Screening Criteria* (Site Form A-6004-704).
- The HRB meeting is not required if no screening criteria are triggered, or if the HRB Chairperson waives the meeting requirement.
- The Project Director may exempt the activity from the HRB process using the following guidance:
  - a. The proposed work is similar to previous work and the identified workplace hazards have not increased, or the hazard controls have not been reduced, i.e.,
    - The task was approved, but for a different location
    - The task is similar to the one that was approved in this location
    - The task and location are similar to a previously approved work activity
  - b. The work is similar to work currently performed by work team members using existing work documents and procedures to execute the activity.

AND

- c. The work team is trained, qualified and proficient with the work activity and hazard controls.

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The exemption is documented on the *HRB Screening Criteria* form (Site Form A-6004-704) and the HRB process is exited.

- The Author shall provide the HRB Team with work documents and approved supporting documents.
- HRB Team members may forward work documents to SMEs outside of the HRB team for review, but comments shall be directed back through the HRB team member and not directly to the planning team.
- 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 this activity).
- Comments from the HRB team during the three-day review period should be forwarded to the RM and Author as soon as possible to facilitate efficient resolution.
- Briefings or walkdowns to establish familiarity with work scope.

**3.2 HRB Meetings**

- *Hazard Review Board Meeting Record* (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 (FWS) 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.
- The HRB Chairperson conducts the meeting, sets the tone of discussion, and resolves conflicts that arise during the discussion. A typical agenda for a HRB is:
  - Introductions
  - Summary of purpose, scope, and management expectations from the HRB Chairperson
  - Safety topic presented by the RM or FWS
  - Disposition of comments received from HRB board members during review period
  - Mock pre-job briefing from the FWS and key members of the work team
  - Question and answer session from the HRB members (Examples of Discussion Topics are included on *Hazard Review Board Meeting Record* [Site Form A-6004-513])
  - HRB member vote
- 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.

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- When discussions have completed, the HRB Voting Members will choose one of these options:
  - 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 satisfactory completion of comment/action resolution without reconvening the HRB Team. Comment/Actions Items are documented on *Hazard Review Board Meeting Record* (Site Form A-6004-513).
  - 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 document or procedure is authorized for use when the HRB Chairperson has signed for approval on the *HRB Meeting Record*.

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**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**

<b>Name of Document</b>	<b>Submittal Responsibility</b>	<b>Retention Responsibility</b>
<i>Hazard Review Board Meeting Record (A-6004-513)</i>	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)
<i>Hazard Review Board (HRB) Screening Criteria (A-6004-704)</i>	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*CPCC-PRO-OP-055, *Startup Readiness*CPCC-PRO-OP-54916, *Project Startup Review*