

Administrative Procedure

CPCC-PRO-SH-40461

PRC-PRO-SH-40461

Safety Communications

Revision 1, Change 0

Published: 03/08/2023

Effective: 03/08/2023

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Keas, Tami L

Functional Manager: Foster, Andrew L

Use Type: Administrative



USQ Facility	USQ Review	Screener
Solid Waste Operations Complex	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Canister Storage Building/Interim Storage Area	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Central Plateau Surveillance and Maintenance	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Waste Encapsulation Storage Facility	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Plutonium Finishing Plant	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Transportation	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Capsule Storage Area	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
105 KW Facility	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
324 Building	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	

JHA: Administrative

Periodic Review Due Date:03/08/2028

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Change Summary

Description of Change

Updated Section 5.0, "Record Identification" to None. No records are generated per this procedure.

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1.0 INTRODUCTION**1.1 Purpose**

This document establishes the basic requirements for maintaining safety awareness and communicating safety-related information to employees. Use of the term "safety" in this document is intended to include environment, safety, health, and security topical areas.

1.2 Scope

The requirements herein address the expectations for conducting and documenting employee safety meetings, posting safety notices, and providing safety training.

1.3 Applicability

This procedure is applicable to Central Plateau Cleanup Company (CPCCo) team employees and subcontractor personnel involved in CPCCo scope of work.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

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3.0 PROCESS

3.1 Safety Meetings

Safety meeting lesson plans/topics, weekly safety communications, and other useful safety information are located on the Occupational Safety and Industrial Hygiene Intranet Web Site.

Actionee	Step	Action
Manager/ Supervisor	1.	PRESENT short safety messages at the beginning of all meetings.
	2.	Weekly DISSEMINATE safety communications to all employees.
	3.	CONDUCT safety meetings in accordance with the following timelines (as a minimum): <ul style="list-style-type: none"> • Weekly – Employees engaged in active construction and/or deactivation and decommissioning work activities • Monthly – Project personnel (e.g., Operations, Maintenance, and Radiation Protection) • Quarterly – Administrative personnel
	4.	PRESENT safety information at safety meetings that is relevant to employee hazards.
	5.	TAKE appropriate action on the safety issue(s) reported, to include tracking through resolution.
All Employees	6.	USE safety meetings to contribute ideas, suggestions, safety concerns, lessons learned, and near-miss information to improve safety conditions and enhance safety awareness.

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3.2 Safety Postings

Postings are most effective when displayed at official bulletin board locations.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
NOTE: <i>Company posters can be found at</i>		
Manager/ Supervisor	1.	<p>ENSURE the following are posted in locations accessible to employees:</p> <ul style="list-style-type: none"> • “It’s the Law” Poster • “Worker’s Bill of Rights” Poster • Hanford Site “STOP WORK” Responsibility Poster • Annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A Log Summary). This summary must be posted from February 1 through April 30 of the year following the year covered by the form. Previous year’s forms should be removed.

3.3 Safety Training

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Manager/ Supervisor	1.	<p>ENSURE employees receive safety training to provide them with the ability to understand, recognize, and correct/control the hazards of their job.</p> <ul style="list-style-type: none"> • Basic safety training should provide the employee with a working knowledge of safe work practices, as well as a level of understanding sufficient to ensure their personal safety for the scope of work they perform. • Examples of safety training include CPCCo General Employee Training (CGET), project-/facility-specific training, and training required by procedures.

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4.0 FORMS

None

5.0 RECORD IDENTIFICATION

None

6.0 SOURCES

6.1 Requirements

10 CFR 851, *Worker Safety and Health Program; Final Rule*

29 CFR 1904.32, *Annual Summary, Recording and Reporting Occupational Injuries and Illnesses*

29 CFR 1926.21, *Safety Training and Education*

CPCC-PRO-SH-7085, *Safety Responsibilities*

DOE-0343, *Stop Work*

6.2 References

None