



One Team. One Culture.

Administrative Procedure

PRC-PRO-SH-40461

Safety Communications

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Change Summary

Description of Change

New procedure based on PRC-RD-SH-10743.

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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 CH2M HILL Plateau Remediation Company (CHPRC) Team employees and subcontractor personnel involved in CHPRC 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, safety tailgates 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.	DISSEMINATE safety tailgates to all employees weekly.
	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 & 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.	DOCUMENT safety meeting attendance on a <i>Meeting Attendance Record</i> (Site Form A-6004-792) or equivalent, including the following: <ul style="list-style-type: none"> • Meeting time, date, and location • Identity of those who attended • Description of topics presented/discussed
	6.	TAKE appropriate action on the safety issue(s) reported, to include tracking thru resolution.
All Employees	7.	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 boards locations.

Actionee	Step	Action
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 • Summary of Work-Related Injuries and Illnesses (OSHA No. 300A Log Annual Summary)

3.3 Safety Training

Actionee	Step	Action
Manager/ Supervisor	2.	<p>ENSURE employees receive safety training to provide them 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 CHPRC General Employee Training (CGET), Project/Facility specific training, and training required by procedures.

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4.0 FORMS*Meeting Attendance Record, Site Form A-6004-792***5.0 RECORD IDENTIFICATION**

All records are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes*. OCRWM records are also managed in accordance with PRC-PRO-QA-19579, *OCRWM Records Management*.

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility	OCRWM Retention Schedule (If OCRWM Related)
Meeting Attendance Records	Team Leader	Submitting Project/Program Organization	N/A

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*
 DOE-0343, *Stop Work*
 PRC-PRO-SH-7085, *Safety Responsibilities*

6.2 References

PRC-PRO-IRM-10588, *Records Management Processes*
 PRC-PRO-QA-19579, *OCRWM Records Management*