Administrative Procedure

CPCC-PRO-SH-40461

PRC-PRO-SH-40461

Safety Communications

Revision 0, Change 0

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Program: Occupational Safety and Industrial Hygiene
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- Solid Waste Operations Complex :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- Central Plateau Surveillance and Maintenance :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- 100 K Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- Plutonium Finishing Plant :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- 324 Facility :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097
- PFP Ancillary Structures :
Excluded from USQ
Exclusion Reason:
N/A per CPCC-PRO-NS-53097

JHA: Administrative
Periodic Review Due Date:03/09/2022
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Change Summary

Description of Change

Editorial change consists of updating company terminology (CHPRC to CPCCo) and referenced documents (PRC to CPCC), as well as an update to the current procedure templates, including spell check and updated table of contents

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.

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.	DISSEMINATE safety communications to all employees weekly.
	3.	CONDUCT safety meetings in accordance with the following timelines (as a minimum): • 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 *Meeting Attendance Record* (Site Form A-6004-792) or equivalent, including the following: • 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 through 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.

3.2   Safety Postings

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

Actionee	Step	Action
Manager/ Supervisor	1.	ENSURE the following are posted in locations accessible to employees: • "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	1.	ENSURE employees receive safety training to provide them the ability to understand, recognize, and correct/control the hazards of their job. • 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.

4.0   FORMS

A-6004-792, *Meeting Attendance Record*

5.0   RECORD IDENTIFICATION

Records are required to be managed in accordance with CPCC-PRO-IRM-10588, *Records Management Processes.*

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
Meeting Attendance Record, A-6004-792	Team Leader	IRM Service Provider

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

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