

Administrative Procedure, Level 1 - Company Wide

CPCC-PRO-SH-40461

Safety Communications

Revision 2, Change 0

Published: 11/17/2025

Effective: 11/17/2025

Periodic Review Due Date: 11/17/2030

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	Screeners
D4ES-Central Plateau	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
105 KW Facility	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
Canister Storage Building/Interim Storage Area	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
Solid Waste Operations Complex	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
Transportation	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
Waste Encapsulation Storage Facility	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
Below HazCat 3	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
324 Building	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	
Capsule Storage Area	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097</i>	

JHA: Administrative
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Change Summary

Description of Change

Include step to capture safety meeting attendance along with including a records capture table and attendance form options.

Safety Communications**Published Date: 11/17/25****Effective Date: 11/17/25****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 (OS&IH) 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 Radiological Protection) • Quarterly – Administrative personnel
	4.	DOCUMENT safety meeting attendance on a Meeting Attendance Record (Site Form A-6004-792) or equivalent, including the following: <ul style="list-style-type: none"> • Meeting subject/title or description • Date the meeting was held • Name/signature of those in attendance
	5.	PRESENT safety information at safety meetings that is relevant to employee hazards.
	6.	TAKE appropriate action on the safety issue(s) reported, to include tracking through resolution.
	7.	SUBMIT completed meeting attendance record(s) to Records Processing Center for records retention in IDMS.
All Employees	8.	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:		Posters can be found on OS&IH Safety Posters , Workforce Resources Legal Bulletins , and Communications Posters webpages.

Manager/
Supervisor

1. ENSURE the following are posted in locations accessible to employees:
 - 10 CFR 851 "It's the Law" Poster
 - "Workers' Bill of Rights" Poster
 - Hanford Site "Stop Work" Responsibility Poster
 - Annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A). This summary must be posted from February 1st through April 30th each year. 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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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
<i>Meeting Attendance Record, A-6004-792</i>	Manager/Supervisor or Team Leader	IRM Service Provider
<i>Safety Meeting Sign-In Roster, A-6007-492</i>		
<i>Course Completion Roster, A-6005-129; or equivalent</i>		

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