



*One Team. One Culture.*

## **Administrative Procedure**

# **PRC-PRO-SH-40499**

## **Safety and Health Inspections**

Revision 2, Change 1

Published: 09/10/2019

Effective: 09/10/2019

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Johnson, Bradley

Functional Manager: Holshue, Kenneth

## **Use Type: Administrative**



- Solid Waste Operations Complex :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel
- Canister Storage Building/Interim Storage Area :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel
- Central Plateau Surveillance and Maintenance :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel
- Waste Encapsulation Storage Facility :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel
- 100 K Facility :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel
- Plutonium Finishing Plant :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel
- Transportation :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel
- 324 Facility :  
**Categorical Exclusion:** GCX-2 (Editorial Changes)  
**Screener:** Finn, Laurel

**JHA:** Administrative

**Periodic Review Due Date:**03/01/2023

**Publication Correction:**07/28/2020

Rev. 2, Chg. 1

## Change Summary

### Description of Change

Edit form number A-6004-518 to A-6004-815.

Publication correction: close integrated change request

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### 1.0 INTRODUCTION

PRC-PRO-SH-40499, *Safety and Health Inspections*, safeguards and monitors the programmatic requirements for ensuring compliance to Title 10, *Energy*, Code of Federal Regulations (CFR) Part 851, *Worker Safety and Health Program*, to identify industrial and occupational safety hazards applicable to the CH2M HILL Plateau Remediation Company (CHPRC) work scope and are included in PRC-MP-SH-32219, *10 CFR 851 CHPRC Worker Safety and Health Program Description*.

This procedure implements the CHPRC, Integrated Safety Management System (ISMS) & Environmental Management System (EMS) Description (ISMSD) as detailed in PRC-MP-MS-003, *Integrated Safety Management System/Environmental Management System Description (ISMSD)*, including ISMS/EMS Core Functions to *Identify and Analyze Hazards (CF-2)* and *Provide Feedback and Continuous Improvement (CF-5)*.

Projects/Organizations participating in the U.S. Department of Energy (DOE), *DOE-Voluntary Protection Program (DOE-VPP)* should consult DOE/EH-0433, *Department of Energy Voluntary Protection Program, Part I: "Program Elements,"* which establishes criteria for worksite analysis including conducting routine, general hazard assessments that follow written procedures or guidance and result in written reports of findings and tracking of hazard correction.

#### 1.1 Purpose

This Level 1 procedure establishes minimum requirements for conducting and documenting safety and health inspections.

#### 1.2 Scope

This procedure integrates requirements for worksite safety and health inspections that occur on a scheduled basis into one overall inspection process. The scope of this procedure includes:

- Conducting and documenting workplace safety and health inspections to identify existing and potential safety and health hazards and non-compliances with DOE prescribed, worker safety and health requirements; and
- Conducting and documenting general observations of unsafe acts or behaviors in the workplace, providing on-the-spot coaching when an unsafe act or behavior is identified.

A safety and health inspection is intended to be adjunct, and not a substitution for the performance of associated programmatic inspections or assessments including, but not limited to the following:

- Readiness Reviews used for preparation of startup or restart of Facilities (refer to PRC-PRO-OP-055, *Startup Readiness*)
- Management Assessments (refer to PRC-PRO-QA-246, *Management Assessment*)
- Fire Protection Assessments (refer to PRC-PRO-FP-40420, *Fire Protection Analyses*, and PRC-STD-FP-40404, *Fire Protection Program*)

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- Property Management Inspections (refer to PRC-PRO-PMT-52772, *Property Management*)
- Industrial Hygiene Exposure Assessments (refer to PRC-PRO-SH-17916, *Industrial Hygiene Exposure Assessments*)

**1.3 Applicability**

This procedure is applicable to CHPRC Team employees and subcontractors performing work in support of CHPRC.

**1.4 Implementation**

This procedure is effective upon publication.

**2.0 RESPONSIBILITIES**

Responsibilities associated with this procedure are identified in the process steps.

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### 3.0 PROCESS

| Actionee                        | Step | Action   |
|---------------------------------|------|--|
| Facility/<br>Project<br>Manager | 1.   | SCHEDULE safety and health inspections for work areas and activities under assigned area of responsibility.  |
|                                 | 2.   | ENSURE safety and health inspections are performed as follows: <ul style="list-style-type: none"> <li>• All Office Areas-QUARTERLY</li> <li>• Shops &amp; Storage Areas-MONTHLY</li> <li>• All Field Operations, Maintenance-WEEKLY</li> <li>• All Demolition and Deconstruction (D&amp;D)-WEEKLY</li> <li>• All Construction (during periods of active construction)-DAILY</li> </ul> |

- NOTE:**
- *The Project/Organization in consultation with the Project Occupational Safety and Industrial Hygiene (OS&IH) Professional may increase the frequency of safety and health inspections based upon levels of risk and complexity of work scope and conditions, or decrease the frequency during periods of initial mobilization, inactivity or site shutdown. A safety and health inspection plan with justification to decrease the frequency of inspections shall be documented and approved by the Facility/Project Manager, Project OS&IH Manager, and Program OS&IH Director.*
  - *Project-specific procedures for conducting and documenting safety and health inspections may be utilized when such procedures implement, without contradiction, all requirements of this Level 1 procedure.*
3. ENSURE the Project OS&IH Professional is scheduled to lead the safety and health inspection.
  4. ENSURE additional resources are scheduled to participate in the safety and health inspection.

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- NOTE:**
- *The Project OS&IH Professional is expected to lead the safety and health inspection. The Project OS&IH Professional has the requisite knowledge to lead or conduct the safety and health inspection with an understanding of the safety and health regulatory requirements and the knowledge to recognize the workplace hazards related to the scope of the inspection.*
  - *A Line Management representative, with the authorization to provide direction to have hazards immediately corrected and provide on-the-spot coaching when an unsafe act or behavior is identified, is expected to participate in the safety and health inspection.*
  - *General Employee participation in the safety and health inspection is encouraged, and should be solicited.*
  - *Employees functioning in specialized positions; e.g., Environmental Compliance Officer (ECO) or Facility Chemical Custodian (FCC), and who have distinct knowledge or areas of expertise, are encouraged, and may participate in the safety and health inspection.*

| <b>Actionee</b>                 | <b>Step</b> | <b>Action</b>   |
|---------------------------------|-------------|---|
| Facility/<br>Project<br>Manager | 5.          | ENSURE that construction contractors have designated representatives who are knowledgeable of the hazards associated with the project and who have full authority to act on behalf of the construction contractors and who have the ability to make frequent and regular inspections of the worksite. |
| Project<br>OS&IH                | 6.          | LEAD the safety and health inspection.  |
|                                 | 7.          | COMMUNICATE results of the safety and health inspection performance to Project Management.  |
|                                 | 8.          | DOCUMENT safety and health inspection results, including results that identify existing and potential safety and health hazards and non-compliances as well as general observations of unsafe acts or behaviors.  |
|                                 | 9.          | INITIATE a Condition Report to ensure safety and health inspection results are evaluated and resolved when issues and non-compliances are identified.   |
|                                 | 10.         | SUBMIT a copy of completed safety and health inspection results, including a copy of the associated Condition Report to Facility/Project Manager.   |

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| Actionee      | Step   | Action |
|---------------|--|--------|
| <b>NOTE:</b>  | <ul style="list-style-type: none"> <li data-bbox="316 363 1443 535">• <i>PRC-PRO-QA-052, Issues Management, establishes the requirements and responsibilities for the identification, evaluation and resolution of events, conditions, or opportunities for improvement and the process to document preventive and remedial (collectively, corrective) actions, as well as actions to address improvement opportunities.</i></li> <li data-bbox="316 546 1443 619">• <i>CHPRC has established specific management performance goals including the submittal of a Condition Report within five working days of issue identification.</i></li> </ul> |        |
| Project OS&IH | <ol style="list-style-type: none"> <li data-bbox="316 640 1443 714">11. PROVIDE recommendations to the Facility/Project Manager to resolve adverse safety and health conditions or deficiencies.</li> <li data-bbox="316 735 1443 840">12. REVIEW results of safety and health inspections with the Facility/Project Manager and Project OS&amp;IH Manager for the purpose of tracking and trending issues.</li> <li data-bbox="316 861 1443 974">13. SUBMIT a copy of completed safety and health inspection results, including a copy of the associated Condition Report to the Project OS&amp;IH Manager for review.</li> </ol>                 |        |

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**4.0 FORMS**

*CHPRC Safety Inspection Checklist, A-6006-359*  
*Construction Subcontractor Daily Safety Oversight Inspection Checklist, A-6006-924*  
*Construction Supervisor Safety Inspection Checklist – Daily, A-6005-727*  
*Contractor - Job Site Safety Inspection/Observation Checklist, A-6004-815*  
*Office/Building Inspection, A-6005-726*  
*Safety and Health Inspection Checklist, A-6006-367*  
*SGRP Drill Site Inspection Checklist, A-6006-425*  
*Weekly Construction Inspection Checklist, A-6005-730*

**5.0 RECORD IDENTIFICATION**

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

**Records Capture Table**

| <b>Name of Record</b>       | <b>Submittal Responsibility</b> | <b>Retention Responsibility</b> |
|-----------------------------|---------------------------------|---------------------------------|
| Safety & Health Inspections | Project Management              | Project OS&IH                   |

**6.0 SOURCES****6.1 Requirements**

PRC-MP-SH-32219, *10 CFR 851 CHPRC Worker Safety and Health Program Description*

**6.2 References**

PRC-MP-MS-003, *Integrated Safety Management System/Environmental Management System Description (ISMSD)*  
 PRC-PRO-FP-40420, *Fire Protection Analyses*  
 PRC-PRO-IRM-10588, *Records Management Processes*  
 PRC-PRO-OP-055, *Startup Readiness*  
 PRC-PRO-PMT-52772, *Property Management*  
 PRC-PRO-QA-052, *Issues Management*  
 PRC-PRO-QA-246, *Management Assessment*  
 PRC-PRO-17916, *Industrial Hygiene Exposure Assessments*  
 PRC-STD-FP-40404, *Fire Protection Program*