

Administrative Procedure

CPCC-PRO-SH-40499

PRC-PRO-SH-40499

Safety and Health Inspections

Revision 1, Change 0

Published: 07/13/2022

Effective: 08/12/2022

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Steelhammer, Jacob

Functional Manager: Smith, Courtney

Use Type: Administrative



- 100 K Facility :
Categorical Exclusion: GCX-8 (Not in Safety Basis Compliance Matrices)
Screener: Meyer, Matthew
- 324 Facility :
Screening Determination Performed: (Screening/Determination Performed (no issues))
324-22-065
Screener: Garrett, Robert
- Canister Storage Building/Interim Storage Area :
Screening Determination Performed: (Screening/Determination Performed (no issues))
CSB-22-027
Screener: Covey, Lori
- Central Plateau Surveillance and Maintenance :
Categorical Exclusion: GCX-8 (Not in Safety Basis Compliance Matrices)
Screener: Mart, Eva
- PFP Ancillary Structures :
Excluded from USQ
Exclusion Reason:
Per Section 1.3
- Plutonium Finishing Plant :
Categorical Exclusion: GCX-8 (Not in Safety Basis Compliance Matrices)
Screener: Bushore, Robin
- Solid Waste Operations Complex :
Categorical Exclusion: GCX-8 (Not in Safety Basis Compliance Matrices)
Screener: Jacobs, Orvil
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per Section 1.3.
- Waste Encapsulation Storage Facility :
Screening Determination Performed: (Screening/Determination Performed (no issues))
WESF-22-060
Screener: Covey, Lori

JHA: Administrative

Periodic Review Due Date:07/13/2027

Rev. 1, Chg. 0

Change Summary

Description of Change

Updated the frequency inspection requirements and the method of how inspection results are documented.

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1.0 INTRODUCTION

CPCC-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 Central Plateau Cleanup Company (CPCCo) work scope and are included in CPCC-MP-SH-32219, *10 CFR 851 CPCCo Worker Safety and Health Program Description*.

This procedure implements the CPCCo, Integrated Safety Management System (ISMS) and Environmental Management System (EMS) as detailed in CPCC-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 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.
- Observing work activities to promote safe and compliant work practices.

1.3 Applicability

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

1.4 Implementation

This procedure is effective 30 days after the published date.

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2.0 RESPONSIBILITIES

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

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3.0 PROCESS**3.1 Occupational Safety and Industrial Hygiene (OS&IH) Professional Inspections**

Actionee	Step	Action
Facility/Project Manager	1.	SCHEDULE safety and health inspections for work areas and activities under assigned area of responsibility.
Project OS&IH Manager	2.	ENSURE safety and health inspections are performed as follows: <ul style="list-style-type: none"> All Facility/Office Areas – QUARTERLY Construction Activities (during active periods of construction) - DAILY All Shops and Storage Areas, Field Operations, Maintenance Activities, and Demolition and Deconstruction (D&D) Activities are inspected on a regular basis.

NOTE: *The weekly documented OS&IH inspection is a management expectation that may be waived on a week-to-week basis as determined necessary by the Project OS&IH Manager.*

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| | 3. | ENSURE Project OS&IH Professionals conduct approximately one documented safety and health inspection per week. |
| Project OS&IH Professional | 4. | CONDUCT approximately one safety and health inspection per week. |
| | 5. | CONSIDER requesting a Line Management representative to assist in the inspection. |
| | 6. | ENCOURAGE General Employee and Hanford Atomic Metal Trades Council (HAMTC) Safety Representative participation during the inspection. |

NOTE: *Subcontractor daily construction project inspections may be combined into one weekly electronic inspection checklist to document results.*

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| | 7. | CONDUCT the inspection
AND DOCUMENT the results on the electronic Safety and Health Inspection Checklist . The <i>Safety and Health Inspection Checklist</i> (Site Form A-6008-520) is a tool that may be used to capture inspection results prior to entering electronically. |
| | 8. | INITIATE an Action Request in the Integrated Contractor Assurance System (iCAS) for non-compliance items identified (in accordance with CPCC-PRO-QA-052, <i>Issues Management</i>). |

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Actionee	Step	Action
Project OS&IH Professional	9.	COMMUNICATE any Action Requests developed for non-compliance items to the Project OS&IH Manager.
	10.	PROVIDE recommendations to the Facility/Project Manager to resolve adverse safety and health conditions or deficiencies.

3.2 Employee Safety Advocate Forum (ESAF) Facility Inspections

Actionee	Step	Action
Facility/Project Manager	1.	ENSURE Project ESAF conducts at least one inspection a month.
	2.	IDENTIFY an Inspection Team Leader to schedule and lead the Project ESAF inspection team.

NOTE: *Project ESAF inspection team should include participation from ESAF Chairpersons, ESAF Representatives, Facility Management Representative, HAMTC Safety Representative, and an OS&IH Professional.*

Inspection Team Leader	3.	IDENTIFY personnel to participate in the inspection <u>AND SCHEDULE</u> the inspection.
	4.	CONDUCT the inspection <u>AND DOCUMENT</u> the results on the electronic Safety and Health Inspection Checklist . The <i>Safety and Health Inspection Checklist</i> (Site Form A-6008-520) is a tool that may be used to capture inspection results prior to entering electronically.
	5.	INITIATE an Action Request in iCAS for non-compliance items identified (in accordance with CPCC-PRO-QA-052, <i>Issues Management</i>).
	6.	COMMUNICATE any Action Requests developed for non-compliance items to the Facility/Project Manager.
	7.	PROVIDE recommendations to the Facility/Project Manager to resolve adverse safety and health conditions or deficiencies.
	Project OS&IH Professional	

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4.0 FORMS

A-6008-520, *Safety and Health Inspection Checklist*

5.0 RECORD IDENTIFICATION

None

6.0 SOURCES

6.1 Requirements

CPCC-MP-SH-32219, *10 CFR 851 CPCCo Worker Safety and Health Program Description*

DOE-STD-1232-2019, *DOE Voluntary Protection Program, Volume 3, "Application"*

6.2 References

CPCC-MP-MS-003, *Integrated Safety Management System/Environmental Management System Description (ISMSD)*

CPCC-PRO-QA-052, *Issues Management*