

## Administrative Procedure

# CPCC-PRO-SH-40499

PRC-PRO-SH-40499

## Safety and Health Inspections

Revision 1, Change 2

Published: 03/30/2023

Effective: 03/30/2023

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Steelhammer, Jacob G

Functional Manager: Foster, Andrew L

# Use Type: Administrative



<b>USQ Facility</b>	<b>USQ Review</b>	<b>Screeners</b>
Solid Waste Operations Complex	GCX-2 (Editorial Changes)	Kraemer, Laurie
Canister Storage Building/Interim Storage Area	GCX-2 (Editorial Changes)	Kraemer, Laurie
Central Plateau Surveillance and Maintenance	GCX-2 (Editorial Changes)	Kraemer, Laurie
Waste Encapsulation Storage Facility	GCX-2 (Editorial Changes)	Kraemer, Laurie
Plutonium Finishing Plant	GCX-2 (Editorial Changes)	Kraemer, Laurie
Transportation	GCX-2 (Editorial Changes)	Kraemer, Laurie
Capsule Storage Area	GCX-2 (Editorial Changes)	Kraemer, Laurie
105 KW Facility	GCX-2 (Editorial Changes)	Kraemer, Laurie
324 Building	GCX-2 (Editorial Changes)	Kraemer, Laurie

**JHA: Administrative**

**Periodic Review Due Date:07/13/2027**

Rev. 1, Chg. 2

## Change Summary

### Description of Change

Steps 3.1.7 and 3.2.4: Provide link to electronic Safety and Health Inspection Checklist, and clarification that Site Form A-6008-520(same title) is a tool and not a required form to this procedure.

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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 upon publication.

**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**

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

**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.*

- |                            |    |   |
|----------------------------|----|---|
|                            | 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.*

- |  |    |   |
|--|----|---|
|  | 7. | CONDUCT the inspection<br>AND DOCUMENT the results on the electronic <a href="#">Safety and Health Inspection Checklist</a> . <ul style="list-style-type: none"> <li>Site Form A-6008-520, <i>Safety and Health Inspection Checklist</i>, may also be used as a tool to capture inspection results prior to entering electronically.</li> </ul> |
|  | 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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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
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 Zero Accident Council (EZAC) Facility Inspections**

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Facility/Project Manager	1.	ENSURE Project EZAC conducts at least one inspection a month.
	2.	IDENTIFY an Inspection Team Leader to schedule and lead the Project EZAC inspection team.
<p><b>NOTE:</b> <i>Project EZAC inspection team should include participation from EZAC Chairpersons, EZAC Representatives, Facility Management Representative, HAMTC Safety Representative, and an OS&amp;IH Professional.</i></p>		
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 <a href="#">Safety and Health Inspection Checklist</a> . <ul style="list-style-type: none"> <li>Site Form A-6008-520, <i>Safety and Health Inspection Checklist</i>, may also be used as a tool to capture inspection results prior to entering electronically.</li> </ul>
	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.
Project OS&IH Professional	7.	PROVIDE recommendations to the Facility/Project Manager to resolve adverse safety and health conditions or deficiencies.

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**4.0 FORMS**

None

**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*

**6.3 Bases**

CPCC-CHRT-SH-40512, *Employee Zero Accident Council*