

**Administrative Procedure, Level 1 - Company Wide**

# **CPCC-PRO-SH-52950**

**PRC-PRO-SH-52950**

## **Safety Issues and Ideas**

Revision 1, Change 3

Published: 05/14/2025

Effective: 05/14/2025

Periodic Review Due Date:

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Hansen, Erik A

Functional Manager: Foster, Andrew L

# **Use Type: Administrative**



USQ Facility	USQ Review	Screenener
Solid Waste Operations Complex	GCX-7 (Minor Change)	Carman, Hans
Canister Storage Building/Interim Storage Area	GCX-8 (Not in Safety Basis Compliance Matrices)	Garrett, Robert
Waste Encapsulation Storage Facility	GCX-8 (Not in Safety Basis Compliance Matrices)	Garrett, Robert
Transportation	<b>Exclusion Reason:</b> <i>N/A per Section 1.3</i>	
Capsule Storage Area	GCX-8 (Not in Safety Basis Compliance Matrices)	Garrett, Robert
Below HazCat 3	<b>Exclusion Reason:</b> <i>N/A per Section 1.3</i>	
105 KW Facility	GCX-8 (Not in Safety Basis Compliance Matrices)	Meyer, Matthew
324 Building	GCX-8 (Not in Safety Basis Compliance Matrices)	Garrett, Robert
D4ES-Central Plateau	GCX-8 (Not in Safety Basis Compliance Matrices)	Griebel, Scott

**JHA:** Administrative

**Periodic Review Due Date:**03/14/2028

Rev. 1, Chg. 3

## Change Summary

### Description of Change

The purpose of this procedure revision is to align the procedure steps more closely with the SII Form.

**Safety Issues and Ideas****Published Date: 05/14/2025****PRC-PRO-SH-52950****Effective Date: 05/14/2025****1.0 INTRODUCTION****1.1 Purpose**

This document provides instruction in the documentation and submittal of safety issues and ideas (SII). SII provides a mechanism (tool) for employees to use in reporting safety and/or health issues and ideas – one that has been proven effective and offers anonymity to the employee reporting, if so desired – and provides a means of feedback. It is the responsibility of the employee/originator to immediately report a safety/health issue or concern that presents an immediate threat to worker safety and health in lieu of the SII process. Site Form A-6009-122, *Stop Work Notification*, will be used to document any issues or concerns that result in a Stop Work implemented under DOE-0343, *Hanford Site Stop Work Procedure*.

The President's Zero Accident Council (PZAC)/Employee Zero Accident Council (EZAC) is intended for a communication tool for workers and management, and to help identify and document safety- and health-related issues and ideas for facility management review and resolve. Employees are encouraged to submit issues and ideas for improving or positively affecting the safety and/or health of employees, the environment, or the facility.

This document aligns with and supports the Central Plateau Cleanup Company (CPCCo) Integrated Safety Management System (ISMS) and the Voluntary Protection Program (VPP).

**1.2 Scope**

This document applies to CPCCo organizations and employees.

**1.3 Applicability**

The SII procedure applies to all CPCCo organizations and employees, as well as CPCCo subcontractors.

**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 Appointing Safety Issues and Ideas Project/Facility Administrator**

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Project/Facility Manager	1.	DESIGNATE an employee to serve as the SII Project/Facility Administrator.
	2.	ENSURE the SII logbook locations are readily accessible in the workplace and available to the workforce.
	3.	ENSURE knowledge of the SII process with the workforce via the EZAC.
SII Project/Facility Administrator	4.	FACILITATE communication <u>AND</u> follow through of SII submissions to management.
	5.	TRACK status of SII's.
	6.	ENSURE the SII logbook is current by checking routinely.
	7.	REPORT status of SII's at EZAC meetings.

**3.2 Instructions for Completing SII Form**

Any issues or concerns that result in a Stop Work will be documented through the CPCCo Shift Office on Site Form, A-6009-122, *Stop Work Notification*. The completed Stop Work Notification forms will be submitted into the Integrated Contractor Assurance System (iCAS), in accordance with CPCC-PRO-QA-052, *Issues Management*, as supporting documentation with the associated Condition Report. It is recommended that individuals also complete an SII form for any issues or concerns that result in a Stop Work. All Stop Works will be managed in accordance with DOE-0343, *Hanford Site Work Procedure*.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
<b>NOTE:</b> <i>Solicit help from the supervisor, project Occupational Safety &amp; Industrial Hygiene (OS&amp;IH), SII Project Administrator or bargaining unit safety representative, EZAC Representative (Rep) if required.</i>		
Employee/Originator	1.	IDENTIFY a safety issue or idea.
	2.	OBTAIN a <i>CPCCo Safety Issue and Idea (SII) Form</i> (Site Form A-6005-599).
	3.	COMPLETE the SII Form providing sufficient information to identify and effectively evaluate the issue or idea and the location. Note any suggested solutions to the issue.

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<b>Actionee</b>	<b>Step</b>	<b>Action</b>
<b>NOTE:</b> <i>If the name of the employee that identified the safety issue or idea is omitted from the form (submitted anonymously), the employee may not be involved in the final resolution of the issue. Those wishing to remain anonymous may contact their bargaining unit safety representative or EZAC rep to submit the form on their behalf.</i>		
Employee/ Originator	4.	ENTER <u>AND</u> PRINT name (optional), or N/A (if opting to remain anonymous) on the SII Form.
	5.	ENTER date initiated on the SII Form. This will initiate the tracking date for the SII.
	6.	SUBMIT the SII Form (Site Form A-6005-599) to the SII Facility/Project Administrator, LEAVE completed SII Form in the logbook, <u>OR</u> SUBMIT through Occupational Safety & Industrial Hygiene (OS&IH), Bargaining Unit Safety Rep, or supervisor for facility management review and assignment.
Project/ Facility OS&IH	7.	ENTER Safety Review Comments.
	8.	PRINT <u>AND</u> SIGN name and date on SII Form.

**3.3 Instructions for Responding/Tracking/Resolving a SII**

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
SII Project/ Facility Administrator	1.	IDENTIFY <u>AND</u> ENTER a Project Tracking Number on the form space provided. Project tracking number example: 2015-SWOC-001.
	2.	INPUT SII Form into iCAS, or project tracking system. <ul style="list-style-type: none"> <li>In cases where project tracking systems are being used, ENTER SIIs that have been open over 60 days into iCAS.</li> </ul>
	3.	NOTIFY Project/Facility OS&IH, the Employee/Originator (if known) of the input.
	4.	IDENTIFY <u>AND</u> ENTER the iCAS number on the form space provided.
	5.	NOTIFY the Project/Facility Manager of the SII Form.
Project/Facility Manger	6.	REVIEW the SII Form and ASSIGN a Responsible Manager/Champion to determine and implement corrective actions needed.
Responsible Manager/ Champion	7.	CHOOSE the category (or categories) from the list of topics provided on the SII Form that best matches the topic or substance of the issue/idea.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Responsible Manager/ Champion	8.	IMPLEMENT, as deemed necessary, any immediate actions (administrative control or other temporary short-term measure) taken to minimize or eliminate the hazard potential.
	9.	DOCUMENT actions implemented under the "Immediate Actions Taken" section of the SII Form and ADD name and date of when they were completed.
	10.	DETERMINE corrective actions needed AND DOCUMENT them on the SII Form under the "Suggested Corrective Action" section.
	11.	PROVIDE weekly status updates to SII Project/Facility Administrator.
	12.	PROVIDE status of the SII to the SII Project/Facility Administrator or the EZAC Chair to share at monthly EZAC meetings.
	13.	IMPLEMENT corrective actions and DOCUMENT them on the SII Form under the "Final Actions Taken" section, including the date of when actions were completed.
	14.	NOTIFY Project/Facility OS&IH to facilitate closure of the SII.
Assigned Project/Facility OS&IH	15.	REVIEW the SII Form for completeness.
	16.	CLOSE OUT SII with Employee/Originator following completion of action(s) for cases where the employee identity is known.
	17.	In cases where the Employee/Originator identity is known, REVIEW the SII with the Employee/Originator (include the Project HAMTC Safety Rep (if bargaining unit) or Building Trades Safety Rep, as necessary) to validate understanding and promote feedback. <u>OR</u> In cases where the identity is NOT known, WORK with the Project/Facility Manager on steps for correction and closure.
	18.	TAKE actions, as appropriate, to close out SII. For example, coordinate a meeting with Employee/Originator, Project/Facility Manager, and the Responsible Manager/Champion.
Employee/ Originator and Project/Facility Manager	19.	COMPLETE corresponding block agreeing to close out SII. <ul style="list-style-type: none"> <li>PRINT <u>AND</u> SIGN names and date on SII Form (Site Form A-6005-599).</li> </ul>
	20.	<u>IF</u> additional discussion is necessary to review resolution, <u>THEN</u> ARRANGE a meeting between the Employee/Originator and the Project HAMTC Safety Rep (if bargaining unit) or Building Trades Safety Rep or the Project OS&IH Manager (if exempt) to discuss any disagreement with the resolution.

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Actionee	Step	Action
Employee/ Originator and Project/Facility Manager	21.	<u>IF</u> Employee/Originator agrees to close out SII but would like a remaining issue documented in the closure record, <u>THEN CHECK</u> the applicable box <u>AND IDENTIFY</u> that issue on the SII Form.
<b>NOTE:</b> <i>Employee/Originator may seek additional avenues if agreement is not reached with the Project or Program Senior Manager.</i>		
Employee/ Originator	22.	<u>IF</u> further discussion is necessary, <u>THEN REQUEST</u> an appropriate Project or Program Senior Management review of the action (i.e., Employee/Originator not satisfied with resolution taken), by filling out corresponding block located on third page of the SII Form.
Project/ Program Senior Manager	23.	MEET with the Employee/Originator, upon request, to discuss SII <u>AND</u> communicate final determination of path forward to close feedback loop. <ul style="list-style-type: none"> <li><u>IF</u> identify is not known, <u>THEN WORK</u> with the Project/Facility OS&amp;IH or the Project HAMTC Safety Rep (if bargaining unit) or Building Trades Safety Rep.</li> </ul>
Responsible Manager/ Champion	24.	SUBMIT completed <i>SII Form</i> (Site Form A 6005 599) to Project/ Facility Administrator for submittal into iCAS (if over 60 days) or preferred project method (e.g., Master SII logbook, tracking log, etc.) documenting final determination of path forward and feedback to the employee/originator from appropriate Project or Program Senior Management review.
SII Project/ Facility Administrator	25.	RETAIN the original completed SII Form in the Integrated Document Management System (IDMS) in accordance with CPCC PRO IRM 10588, Records Management Processes.
	26.	ANALYZE safety information submitted under this process <u>AND DOCUMENT</u> trends in accordance with CPCC PRO QA 24741, <i>Performance Analysis Process</i> .
	27.	RESPOND to PZAC inquiries and requests for SII logbook information.

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**4.0 FORMS**A-6005-599, *Safety Issue and Idea (SII) Form*A-6009-122, *Stop Work Notification***5.0 RECORD IDENTIFICATION**

All records are generated, processed, and maintained in accordance with CPCC-PRO-IRM-10588, *Records Management Processes*.

**Records Capture Table**

<b>Name of Document</b>	<b>Submittal Responsibility</b>	<b>Retention Responsibility</b>
<i>Safety Issue and Idea (SII) Form, A-6005-599</i>	SII Project/Facility Administrator	IRM Service Provider

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

None

**6.2 References**CPCC-PRO-IRM-10588, *Records Management Processes*CPCC-PRO-QA-24741, *Performance Analysis Process*DOE-0343, *Hanford Site Stop Work Procedure***6.3 Bases**CPCC-CHRT-SH-9982, *President's Zero Accident Council*CPCC-CHRT-SH-40512, *Employee Zero Accident Council*CPCC-PRO-QA-052, *Issues Management*CPCC-PRO-SH-7085, *Safety Responsibilities*