Idaho National Engineering and Environmental Laboratory

Voluntary Protection Program Application

October 2000

INEEL

Idaho National Engineering & Environmental Laboratory

BECHTEL BWXT IDAHO, LLC

Idaho National Engineering and Environmental Laboratory

Voluntary Protection Program Application

Bechtel BWXT Idaho,LLC
Published October 2000

Idaho National Engineering and
Environmental Laboratory
Idaho Falls, Idaho 83415

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INEEL
Idaho National Engineering & Environmental Laboratory
BECHTEL BWXT IDAHO, LLC

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Voluntary Protection Program Application

Voluntary Protection Program Application

General Information

General Information

Organization Name

Bechtel BWXT Idaho, LLC (also referred to as BBWI)
P.O. Box 1625
Idaho Falls, ID 83415

President and Chief Executive Officer
Dr. Bernie Meyers
(208) 526-4600

DOE-ID Voluntary Protection Program Point of Contact
Carol Henning, Chief-DOE Training
(208) 526-8042
785 DOE Place DOE Training
Idaho Falls, ID 83401

BBWI Voluntary Protection Program Point of Contact
Sharon Chivers, Supervisor
(208) 526-0259
P.O. Box 1625
Idaho Falls, ID 83415-3906

Bowen W. Huntsman, Advisory Engineer (secondary)
(208) 526-0388
P.O. Box 1625
Idaho Falls, ID 83415-3906

Corporate Voluntary Protection Program Point of Contact
Not Applicable

Collective Bargaining Units

Teamsters Union, Local 983
Ms. B. Bradley, Business Agent
(208) 232-6891
P.O. Box 1085
518 E. Center
Pocatello, ID 83204

United Plant Guard Workers of America International Union, Local 3
Mr. K. S. Hulse, President
(208) 533-4299
10316 N. 25 E.
Idaho Falls, ID 83401

Eastern Idaho Building Trades Council, Local 370
Mr. Bob Bodell, President
(208) 232-8492
P.O. Box 4949
Pocatello, ID 83205-4949

Amalgamated Transit Union, Division 1517, AFL-CIO
Mr. Darryl Sessions, President
(208) 525-4718
P.O. Box 2286
Idaho Falls, ID 83403-2286

Paper Allied-Industrial Chemical and Energy Workers
Mr. D.H. Detonancour, President
(208) 529-4718
P.O. Box 50659
Idaho Falls, ID 83405-0659

Number of Employees (December 1999)

BBWI	6,087
BBWI construction subcontractors	470
BBWI nonconstruction subcontractors	728
Total	7,285

Type of Work Performed and Products Produced

The Idaho National Engineering and Environmental Laboratory (INEEL) is operated by Bechtel BWXT Idaho, LLC for the U.S. Department of Energy. Today, the INEEL is solving critical problems relating to the environment, energy production and use, U.S. economic competitiveness, and national security.

Areas of Work

- Research services
- Environmental management
- Spent nuclear fuel management
- Environmental technology development
- Mixed waste characterization and treatment
- Nuclear weapons non- and counter-proliferation
- Advanced manufacturing
- Alternate energy supply and energy efficiency
- Transportation technologies

Industrial Partnerships

For more than 40 years, the INEEL has made strong technical contributions to regional and national programs in the areas of energy availability, waste management, defense systems, earth sciences, and engineered systems.

In recent years, Congress and the Department of Energy (DOE) have recognized that the national laboratories are a valuable resource for industry. Realizing that industrial collaboration will strengthen the nation's economic security, they have expanded the laboratories' role in technology transfer.

The present mission of the INEEL is to

- Develop, demonstrate, deploy, and transfer advanced engineering, environmental, and energy technology and systems to private industry to improve U.S. competitiveness and security
- Efficiently produce and use energy
- Complete INEEL Site clean up.

The INEEL stands as a ready and willing partner to strengthen regional and national industries. The key to its success is to find the industrial needs that INEEL's capabilities will best support and strengthen.

Technical Capabilities and Expertise

Materials, Biological, and Chemical Technology

Advanced processing technologies use physical, biological, or chemical technologies to produce materials with enhanced characteristics for special applications. Examples include microbial systems for biodegrading organic materials, leaching and concentrating metals from minerals, and processing high-level waste.

Advanced Manufacturing and Processing

The INEEL works with industry to adapt various processes that have been developed at the INEEL to meet advanced manufacturing needs. For example, near-net-shape forming applications using INEEL spray-forming technology are being developed for automotive research.

Remote Handling and Process Automation

The INEEL has developed remote handling and process automation capabilities through an extensive robotics program directed toward waste handling, accessing confined and hazardous areas, and performing repetitive tasks.

Waste Characterization and Treatment

The INEEL characterizes and treats waste generated by the INEEL. Activities include disposing of INEEL low-level waste, processing high-level waste, and storing and certifying transuranic waste.

Materials Irradiation and Isotope Production

The INEEL performs advanced materials irradiation and testing in the Advanced Test Reactor, where vital radioactive isotopes are produced for medical, industrial, and defense applications.

Systems Integration and Engineering

As a DOE engineering laboratory, the INEEL develops practical solutions to real-world problems that face both government and private industry. Engineers combine talents from many disciplines in an integrated approach to problem-solving. INEEL engineers design, fabricate, and test special facilities, prototype systems, components, software, hardware, instruments, and test equipment.

Mixed Low-Level Waste Treatment and Storage

The INEEL treats mixed low-level waste generated by the INEEL and other sites. Additionally, the INEEL operates a number of mixed waste storage facilities.

Earth and Environmental Sciences

INEEL capabilities include field measurement, evaluation, and geoscience and engineering techniques to characterize subsurface areas and to assess oil and mineral resources.

Sensors and Controls

The INEEL has developed a wide range of sensors and instrumentation for measurement and control of complex systems and has applied them to waste management, environmental restoration, reactor operations and experiments, arms control and nonproliferation, and regulatory compliance.

Safety and Risk Assessment

Safety and risk assessment activities began with safety analyses for test facility operation and probabilistic risk studies of commercial nuclear power plants. More recent applications include environmental risk assessments and evaluations of safety and risk for other complex technical systems.

Simulation and Software Development

The INEEL has developed and applied process simulations using advanced numerical techniques and engineered software. Applications include communications, command and control of battlefield management, and nuclear plant operations.

Human/System Integration

The INEEL has significant expertise in integrating operators and maintenance personnel in the design, production, training, and operation of complex systems. This capability has been applied to the design and safety analysis of INEEL facilities, development of procedure guidelines, research on human error, and incident investigation in nuclear and medical facilities.

Testing and Proof of Principle

One major theme throughout the operation of the INEEL has been a wide range of testing activities, including full-scale nuclear safety testing in operating nuclear reactors, prototype testing of national security and defense applications, and proof of principle of environmental and waste management applications.

Types of Hazards

Numerous hazards are involved in our environment of research and development, manufacturing, engineering, maintenance, waste management, fuel processing, construction, security, and reactor operation.

The hazards include radiation, temperature extremes, electricity, hoisting and rigging, working at heights, chemicals, heavy metals, petroleum products, cryogenics, materials handling, noise, airborne contaminants, confined spaces, asbestos, lead, lasers, operation of small hand tools, rotating parts on equipment, ergonomics, and typical construction concerns. Some of the hazards are created by acts of nature, such as snow- and ice-covered walkways and roadways, range fires, and high winds.

Standard Industrial Classification Codes[a]

Company	4953 (Refuse Systems)
BLS 1998 total recordable case rate	11.0
BLS 1998 total lost workday case rate	6.0
Subcontractor	154 (Nonresidential Building Construction)
BLS 1998 total recordable case rate	9.5
BLS 1998 total lost workday case rate	4.3

[a] BLS indicated that insufficient data were collected to develop the statistics to the fourth digit, therefore the numbers listed are for the general Standard Industrial Classification Code 4950.

Injury Incidence Rate[a]

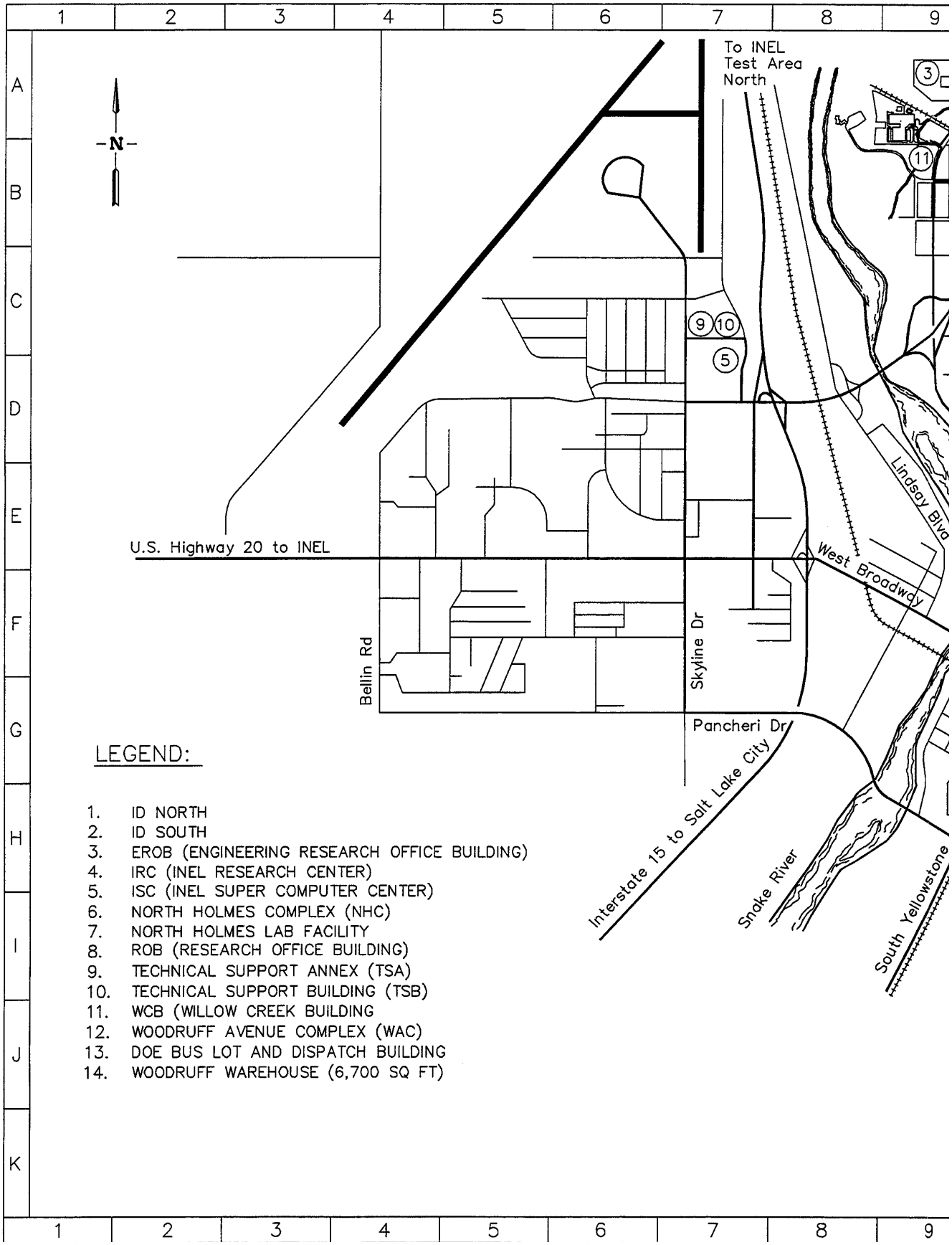
Year	Company	Construction Subcontractors
1997		
Work hours	10,967,526	201,059
Recordable cases	256	7
Incidence rate	4.67	6.96
1998		
Work hours	10,778,813	94,160
Recordable cases	245[a]	9
Incidence rate	4.55	19.12
1999		
Work hours	11,189,942	146,937
Recordable cases	221	9
Incidence rate	3.95	12.25
Average Incidence Rate	4.38	11.30

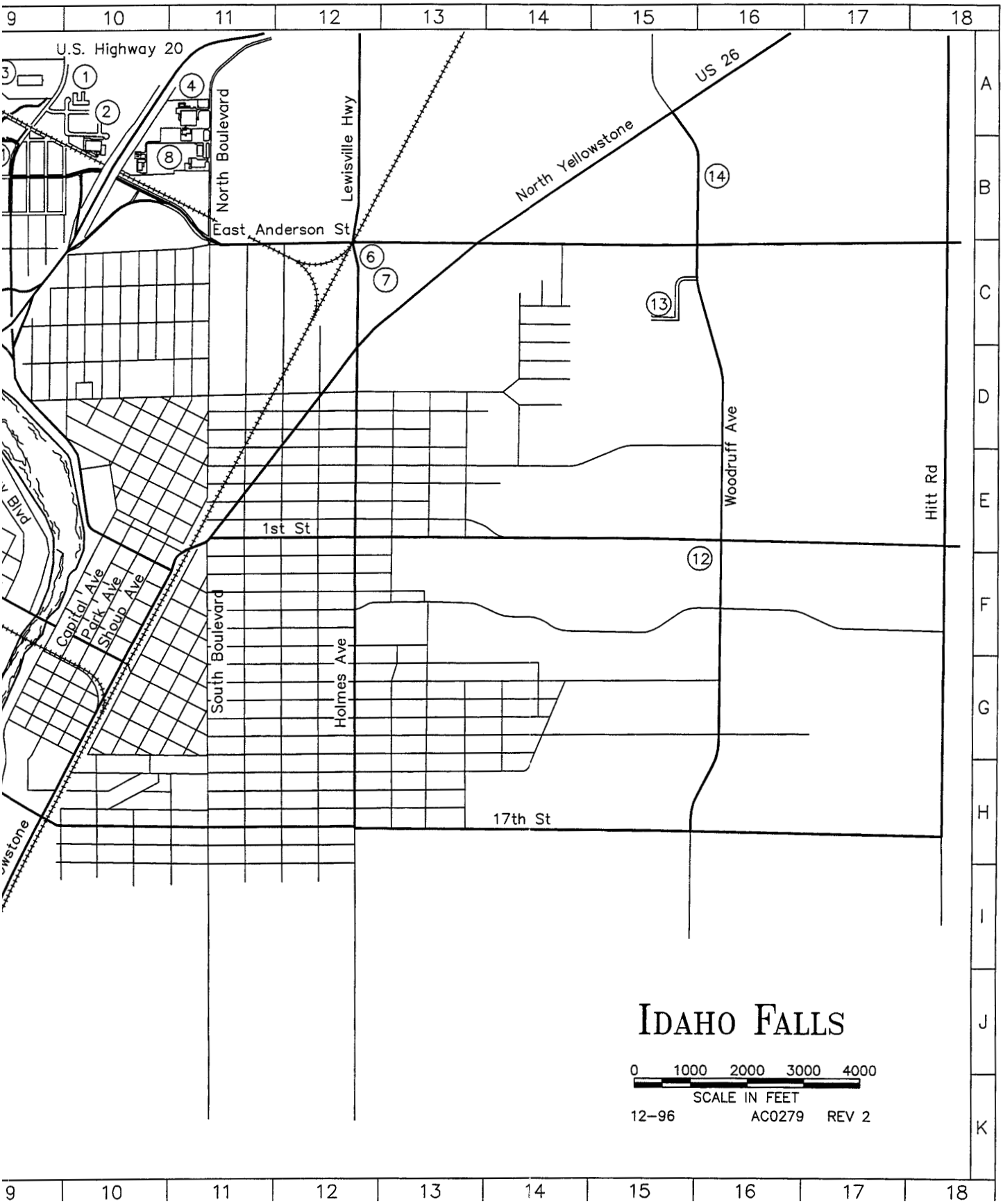
[a] Includes one fatality, 7/28/98. BBWI's Construction Management Plan for Reducing Injuries and Illness is produced as Attachment 1 under Element I, Subelement 7, page I-57.

Lost Workday Injury Case Rate[a]

Year	Company	Construction Subcontractors
1997		
Work hours	10,967,526	201,059
Recordable cases	114	0
Incidence rate	2.08	0
1998		
Work hours	10,778,813	94,160
Recordable cases	103	3
Incidence rate	1.91	6.37
1999		
Work hours	11,189,942	146,937
Recordable cases	79	3
Incidence rate	1.41	4.08
Average Incidence Rate	1.79	2.71

[a] Includes cases resulting in days away from work or days of restricted work, or both.


To INEL
Test Area
North
U.S. Highway 20 to INEL
Bellin Rd
Skyline Dr
Pancheri Dr
West Broadway
Lindsay Blvd
Interstate 15 to Salt Lake City
Snake River
South Yellowstone
N
LEGEND:
1. ID NORTH
2. ID SOUTH
3. EROB (ENGINEERING RESEARCH OFFICE BUILDING)
4. IRC (INEL RESEARCH CENTER)
5. ISC (INEL SUPER COMPUTER CENTER)
6. NORTH HOLMES COMPLEX (NHC)
7. NORTH HOLMES LAB FACILITY
8. ROB (RESEARCH OFFICE BUILDING)
9. TECHNICAL SUPPORT ANNEX (TSA)
10. TECHNICAL SUPPORT BUILDING (TSB)
11. WCB (WILLOW CREEK BUILDING
12. WOODRUFF AVENUE COMPLEX (WAC)
13. DOE BUS LOT AND DISPATCH BUILDING
14. WOODRUFF WAREHOUSE (6,700 SQ FT)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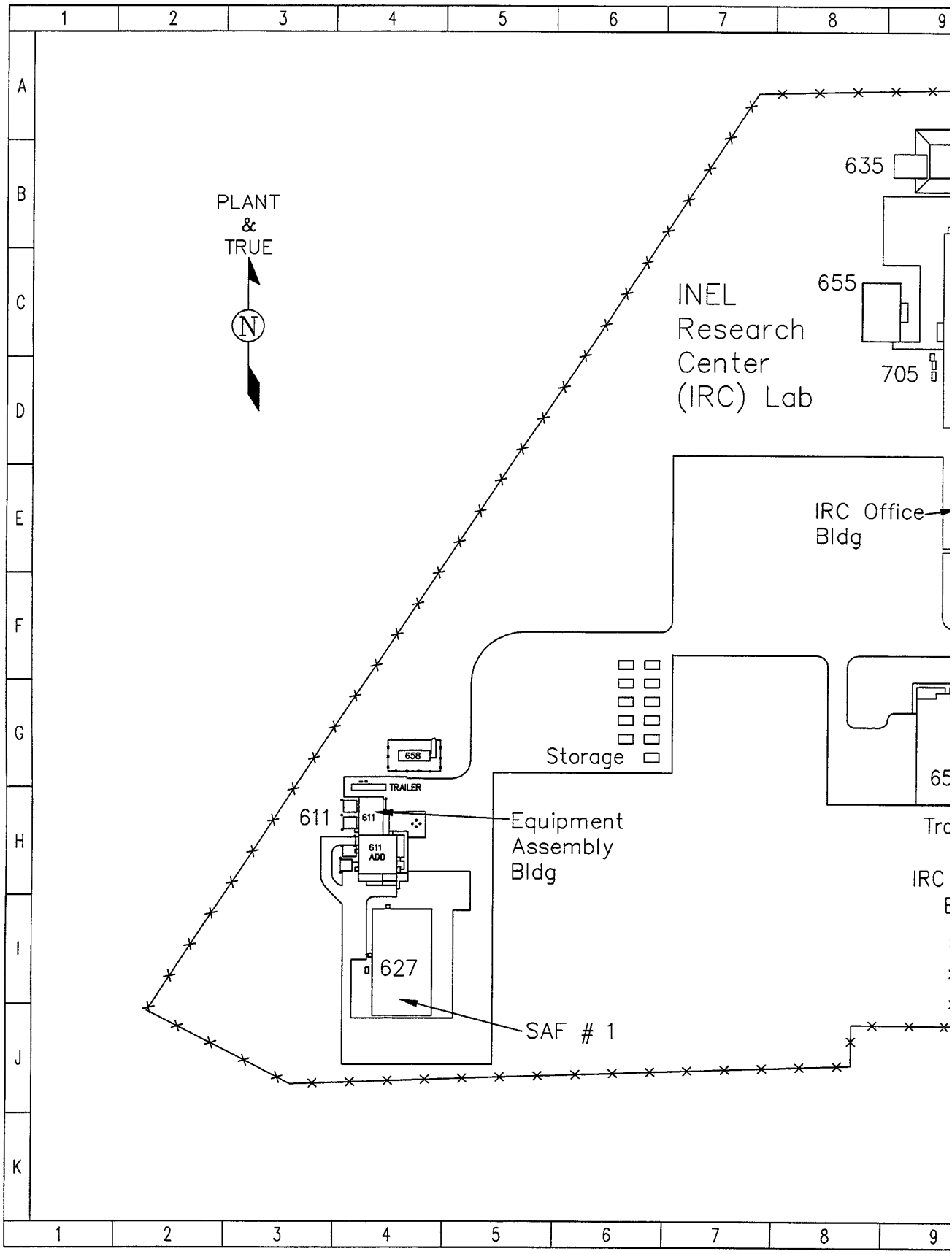
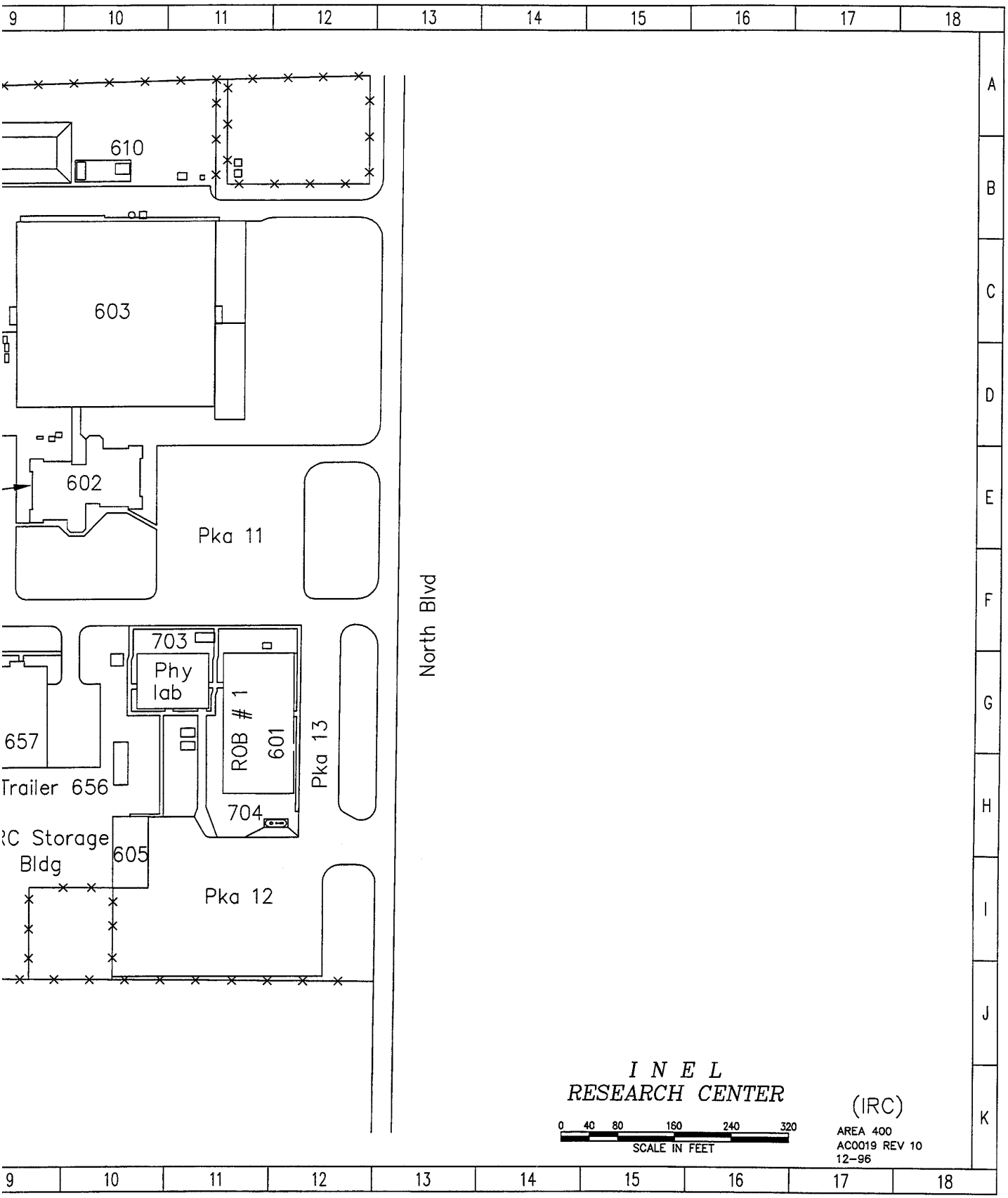
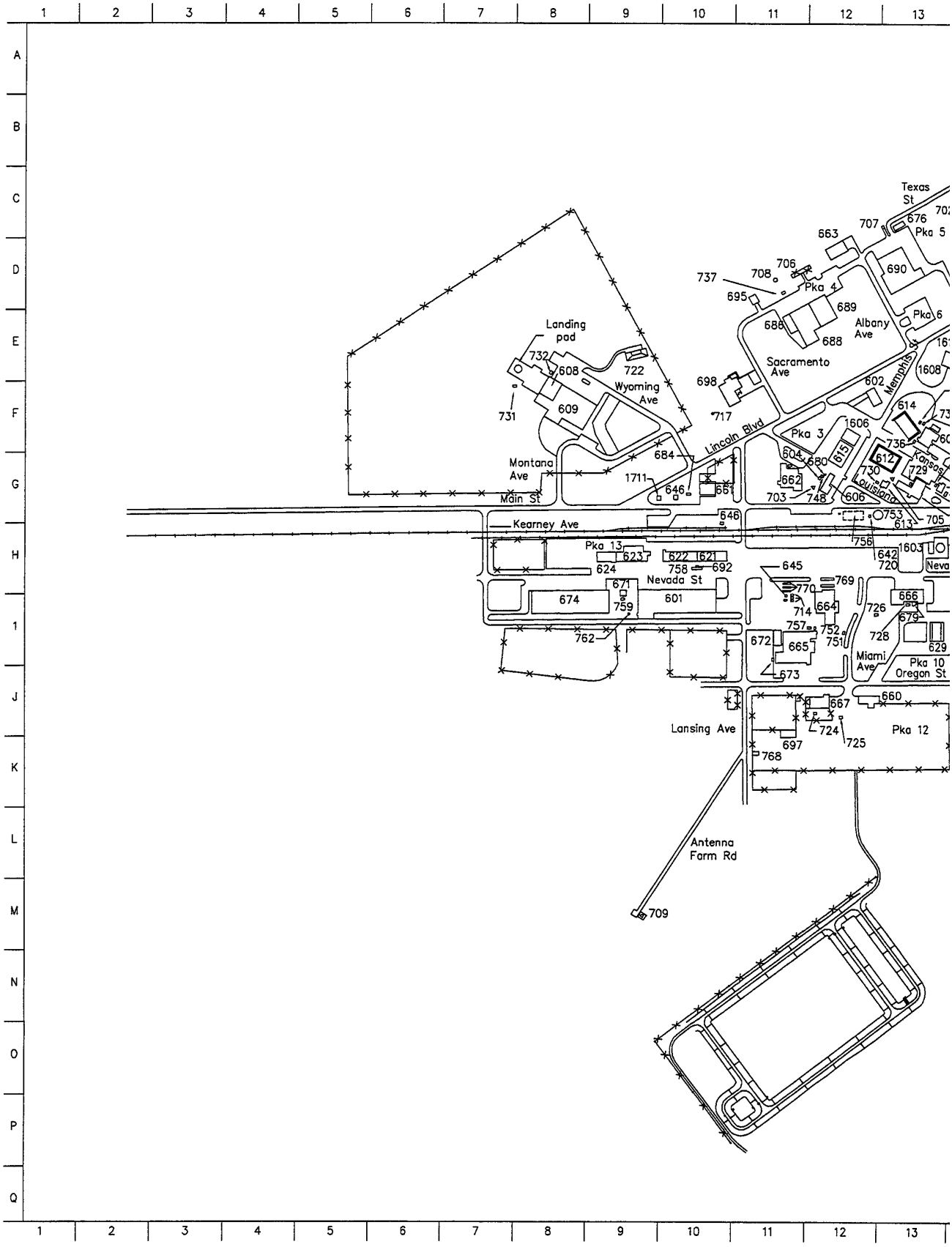
North Boulevard
Lewisville Hwy
North Yellowstone
US 26
East Anderson St
1st St
17th St
Woodruff Ave
Hitt Rd
Capital Ave
Park Ave
Shoup Ave
South Boulevard
Holmes Ave
IDAHO FALLS
0 1000 2000 3000 4000
SCALE IN FEET
12–96 AC0279 REV 2


PLANT
&
TRUE
N
INEL
Research
Center
(IRC) Lab
635
655
705
IRC Office
Bldg
Storage
658
TRAILER
611
611
611
ADD
Equipment
Assembly
Bldg
627
SAF # 1


9
10
11
12
13
14
15
16
17
18
A
B
C
D
E
F
G
H
I
J
K
610
603
602
Pka 11
North Blvd
703
Phy lab
ROB # 1
601
Pka 13
657
Trailer 656
704
RC Storage Bldg
605
Pka 12
I N E L
RESEARCH CENTER
(IRC)
0 40 80 160 240 320
SCALE IN FEET
AREA 400
AC0019 REV 10
12-96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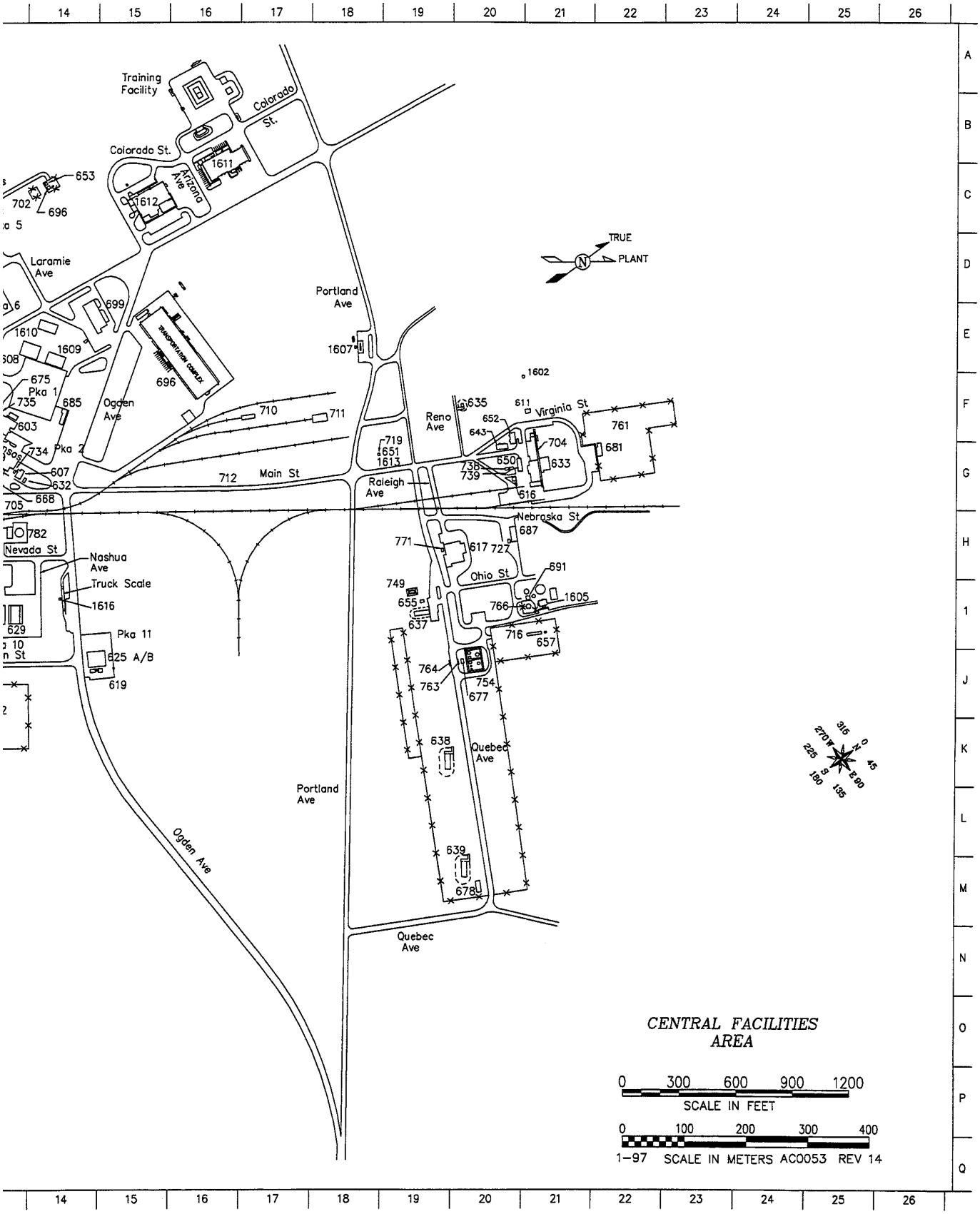
Pka 5
Pka 4
Albany Ave
Pka 6
Sacramento Ave
Memphis St
Landing pad
Wyoming Ave
Lincoln Blvd
Pka 3
Montana Ave
Main St
Kearney Ave
Pka 13
Nevada St
Miami Ave
Pka 10
Oregon St
Lansing Ave
Pka 12
Antenna Farm Rd


Training Facility
Colorado St.
Colorado St.
Arizona Ave
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1612
653
702
696
Laramie Ave
699
1610
1609
675
Pka 1
735
685
Ogden Ave
696
TRANSPORTATION COMPLEX
710
711
603
734
Pka 2
607
632
668
705
712
Main St
782
Nevada St
Nashua Ave
Truck Scale
1616
629
Pka 11
625 A/B
619
Portland Ave
1607
1602
TRUE
PLANT
N
Reno Ave
635
611
Virginia St
652
643
704
761
681
719
651
1613
650
633
738
739
616
Raleigh Ave
Nebraska St
687
771
617
727
Ohio St
691
749
655
637
766
1605
716
657
764
763
754
677
638
Quebec Ave
Portland Ave
Ogden Ave
639
678
Quebec Ave
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SCALE IN FEET
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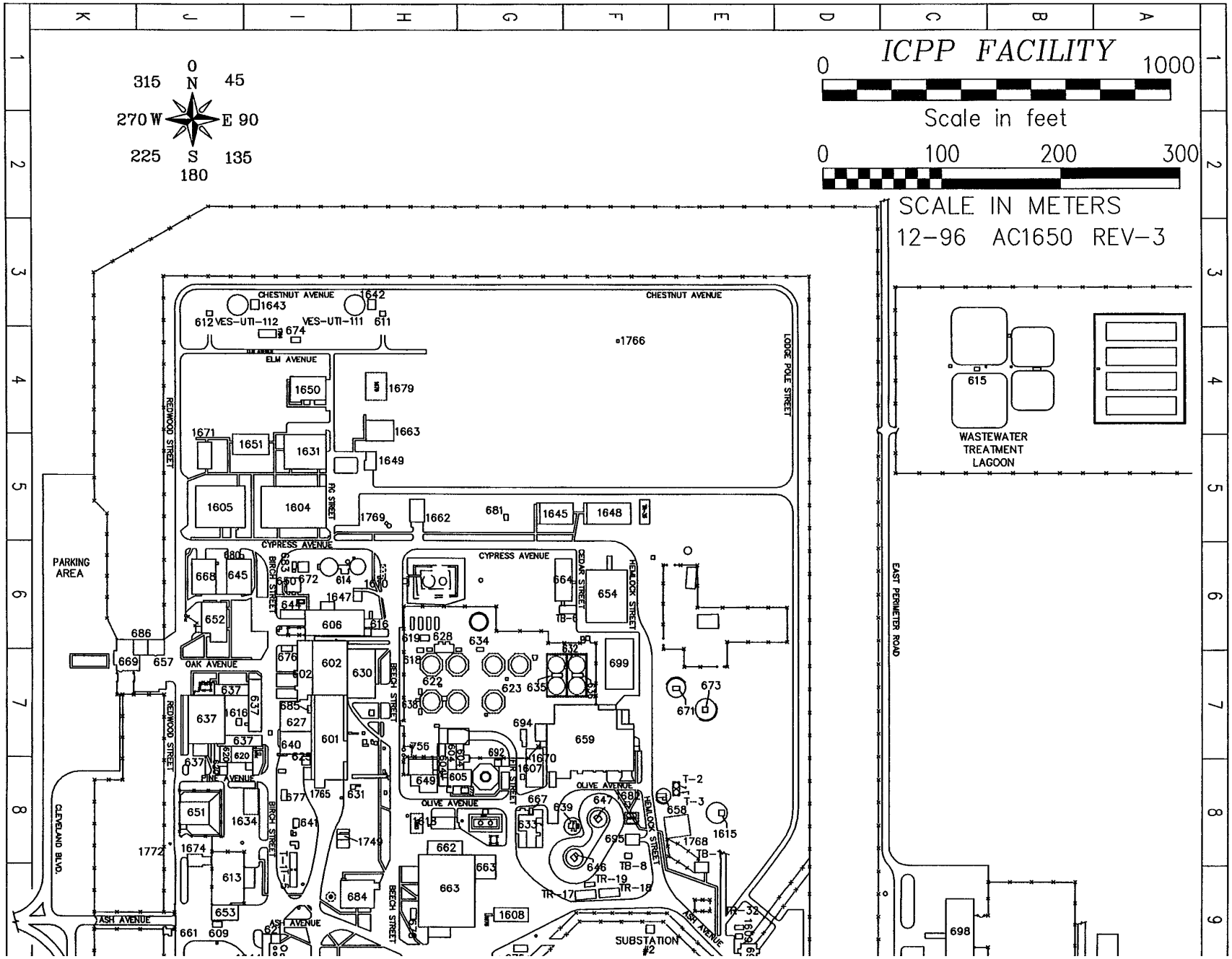
1-97 SCALE IN METERS AC0053 REV 14


ICPP FACILITY
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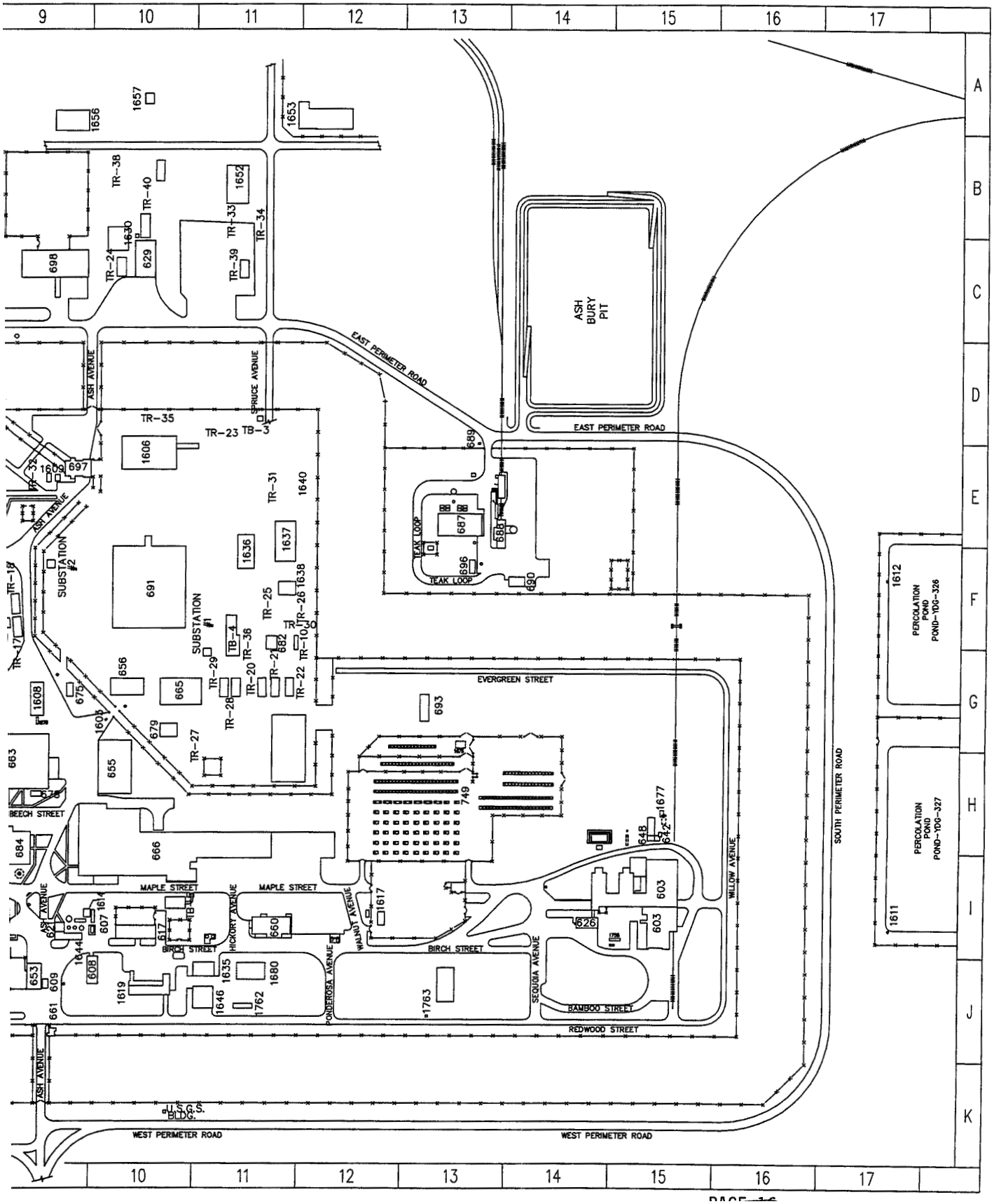
1000
Scale in feet
0
100
200
300
SCALE IN METERS
12-96 AC1650 REV-3
0
N
45
315
270 W
E 90
225
S
135
180
CHESTNUT AVENUE
ELM AVENUE
CYPRESS AVENUE
OAK AVENUE
PINE AVENUE
OLIVE AVENUE
ASH AVENUE
REDWOOD STREET
BIRCH STREET
BEECH STREET
FIG STREET
CEDAR STREET
HEMLOCK STREET
LODGE POLE STREET
EAST PERIMETER ROAD
CLEVELAND BLVD.
PARKING AREA
WASTEWATER TREATMENT LAGOON
SUBSTATION #2
VES-UTI-112
VES-UTI-111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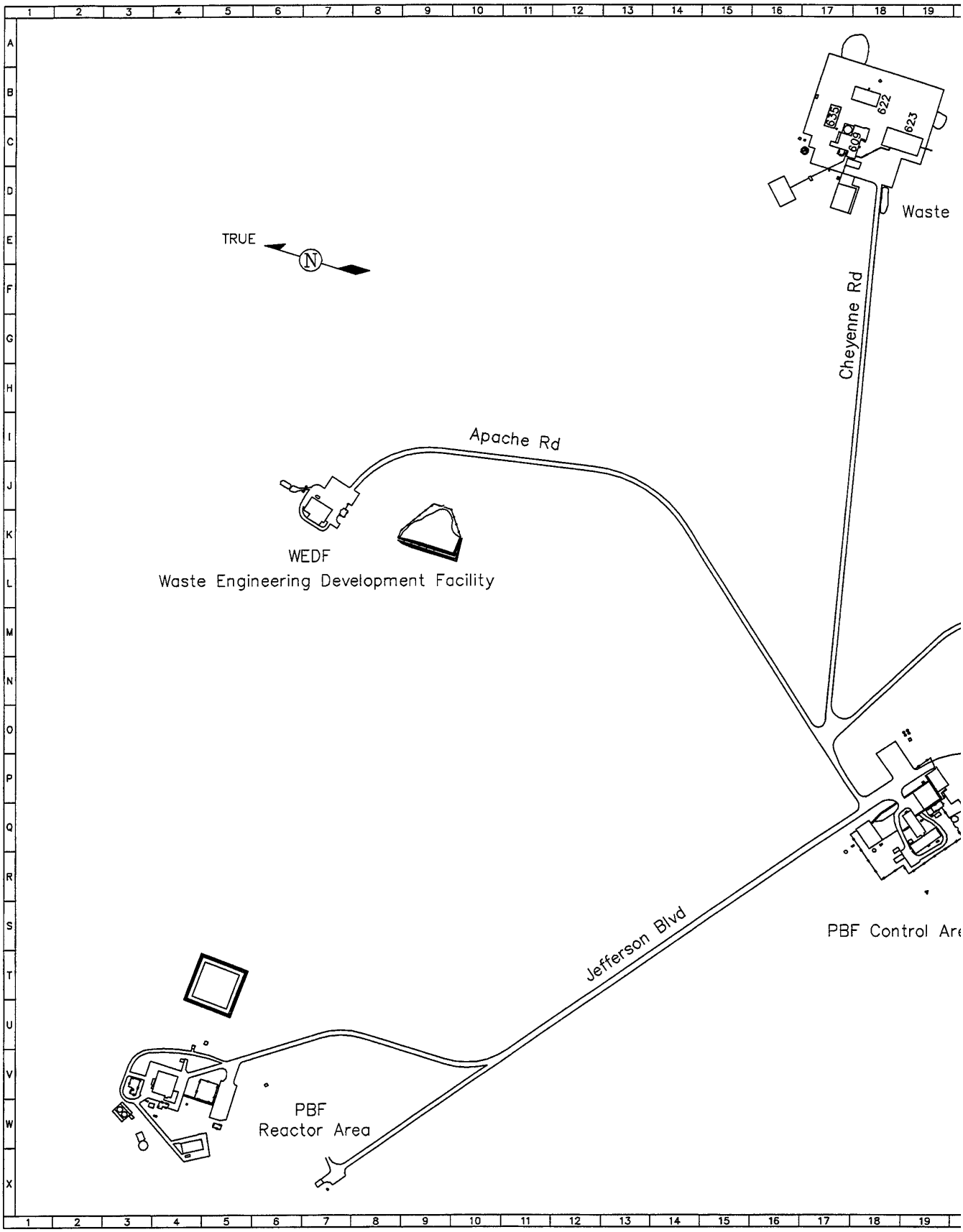
EAST PERIMETER ROAD
SOUTH PERIMETER ROAD
WEST PERIMETER ROAD
EVERGREEN STREET
MAPLE STREET
BIRCH STREET
BAMBOO STREET
REDWOOD STREET
BEECH STREET
ASH AVENUE
SPRUCE AVENUE
HICKORY AVENUE
PONDEROSA AVENUE
WALNUT AVENUE
SEQUOIA AVENUE
WILLOW AVENUE
TEAK LOOP
SUBSTATION #1
SUBSTATION #2
PERCOLATION POND POND-100-326
PERCOLATION POND POND-100-327
J.S.G.S. BLDG.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WEDF
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Cheyenne Rd
Waste
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623
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609
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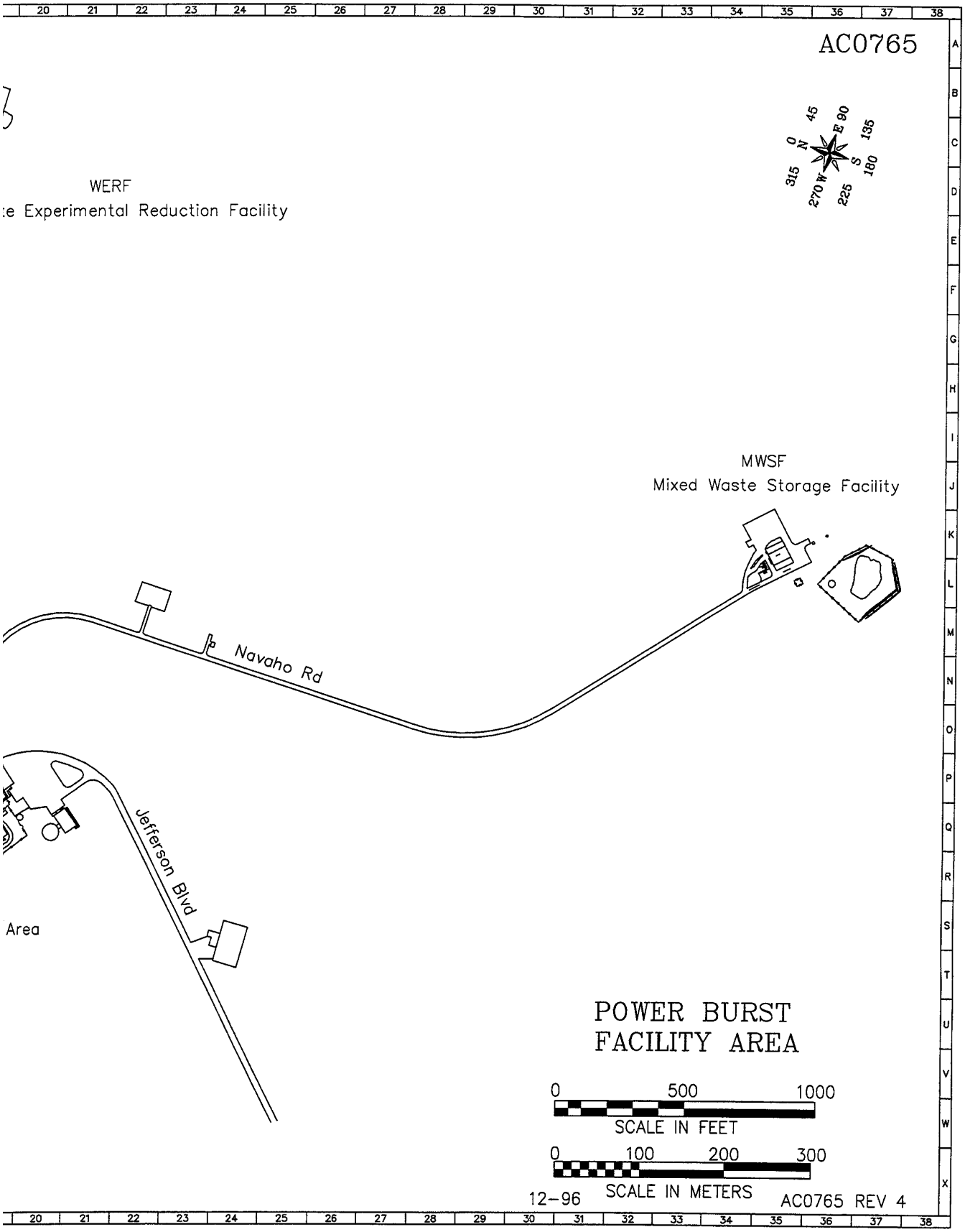
PBF Control Are
PBF
Reactor Area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MWSF
Mixed Waste Storage Facility
Navaho Rd
Jefferson Blvd
Area
POWER BURST
FACILITY AREA
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0 100 200 300
SCALE IN METERS
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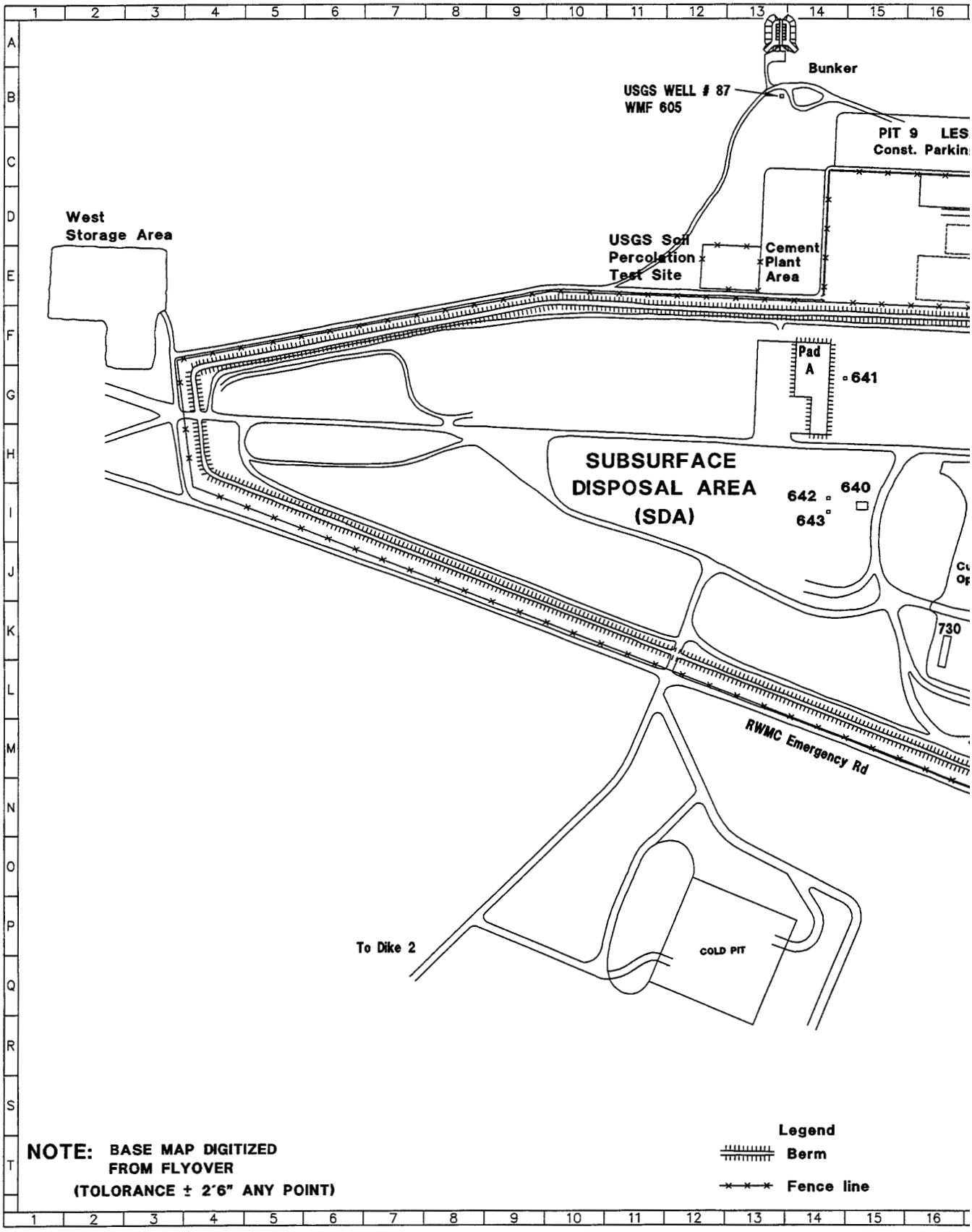
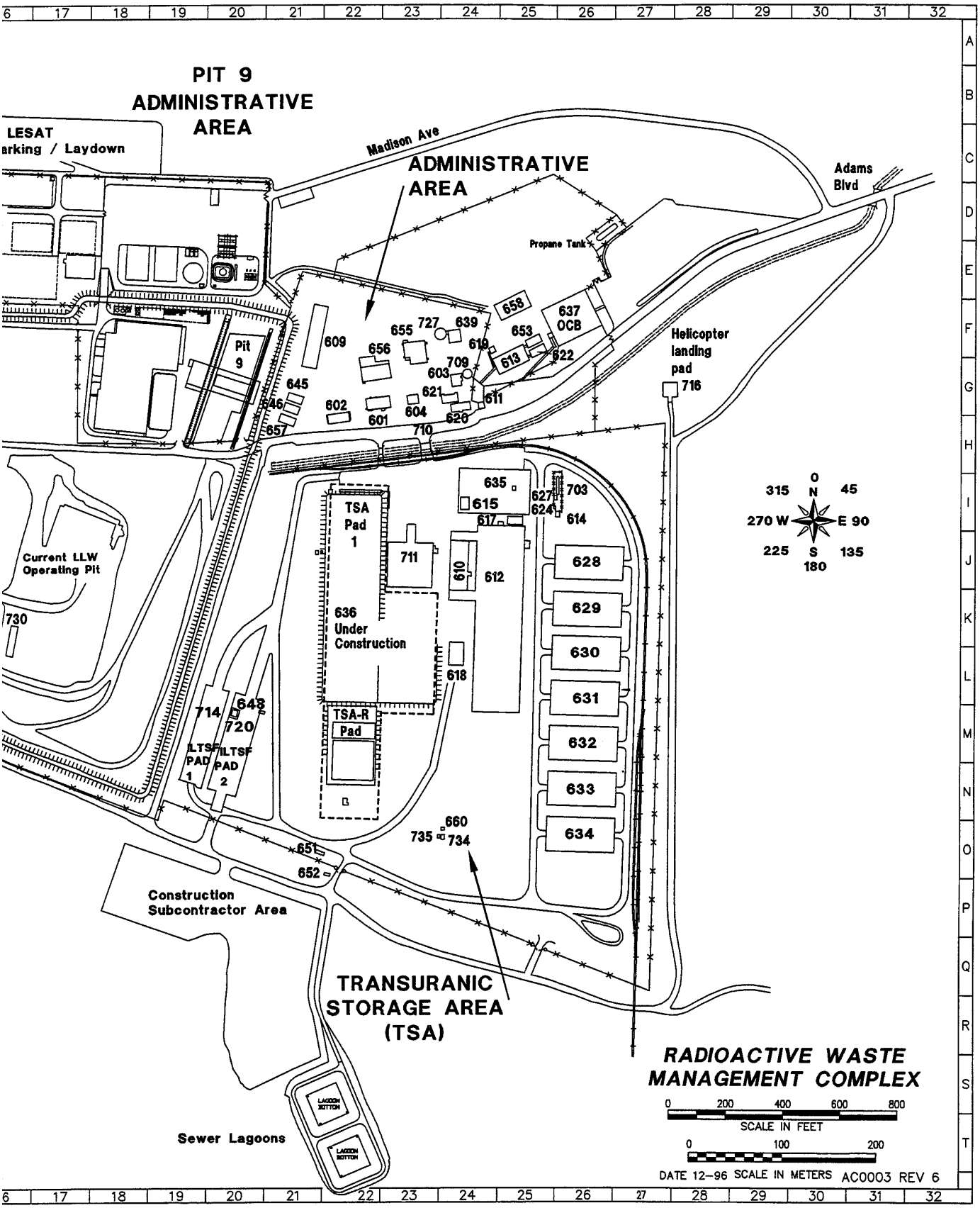
AC0765 REV 4



NOTE: BASE MAP DIGITIZED FROM FLYOVER (TOLORANCE ± 2'6" ANY POINT)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AREA
LESAT
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ADMINISTRATIVE
AREA
Adams
Blvd
Propane Tank
Helicopter
landing
pad
716
Pit
9
609
655
727
639
656
619
653
658
637
OCB
613
622
709
603
621
611
645
646
657
602
601
604
620
710
635
615
617
627
624
703
614
TSA
Pad
1
711
610
612
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629
630
631
632
633
634
636
Under
Construction
618
TSA-R
Pad
714
643
720
ILTSF
PAD
1
ILTSF
PAD
2
Current LLW
Operating Pit
730
651
652
660
735
734
Construction
Subcontractor Area
TRANSURANIC
STORAGE AREA
(TSA)
Sewer Lagoons
LAGOON BOTTOM
LAGOON BOTTOM
0
N
45
315
270 W
E 90
225
S
135
180
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MANAGEMENT COMPLEX
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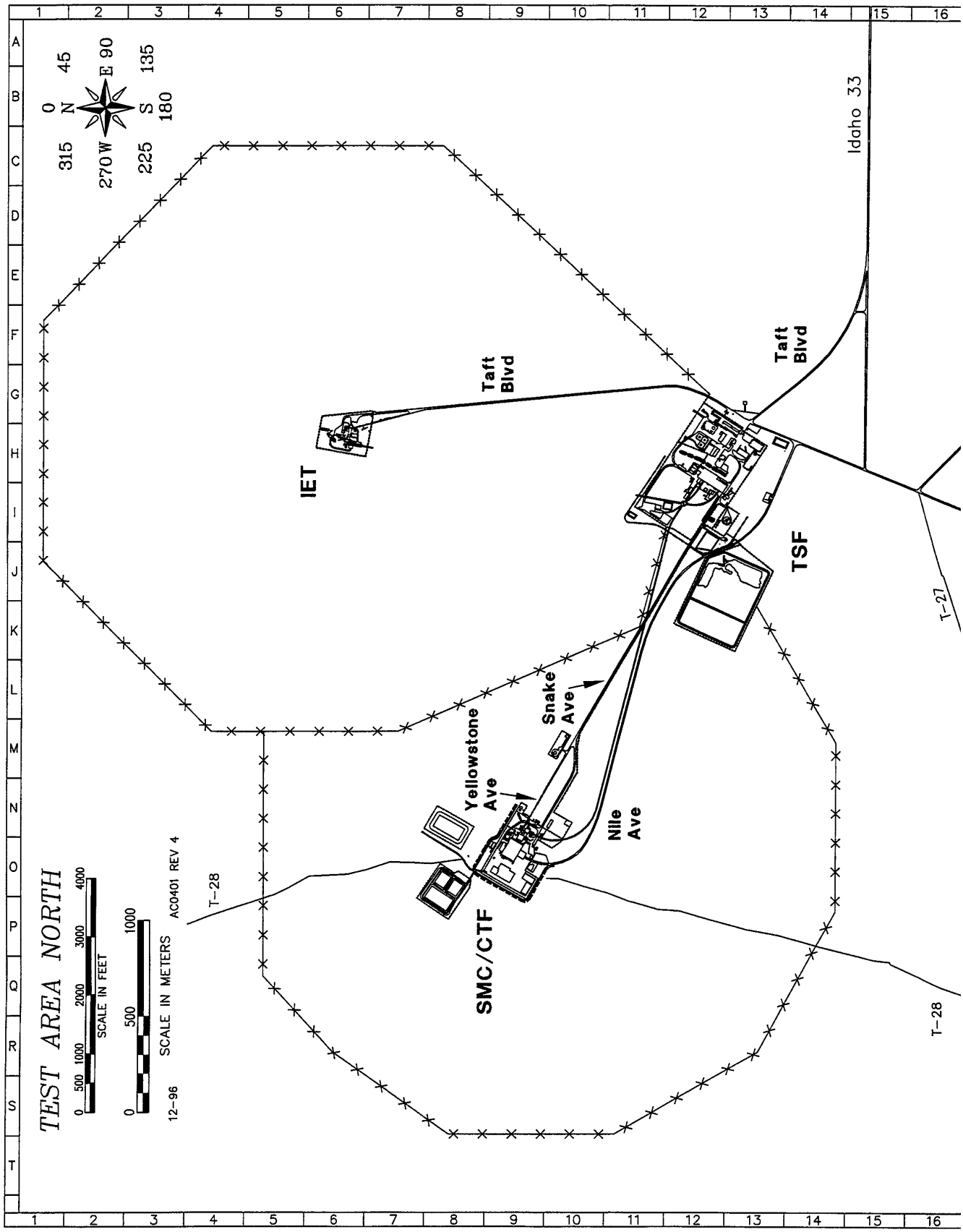
DATE 12-96 SCALE IN METERS AC0003 REV 6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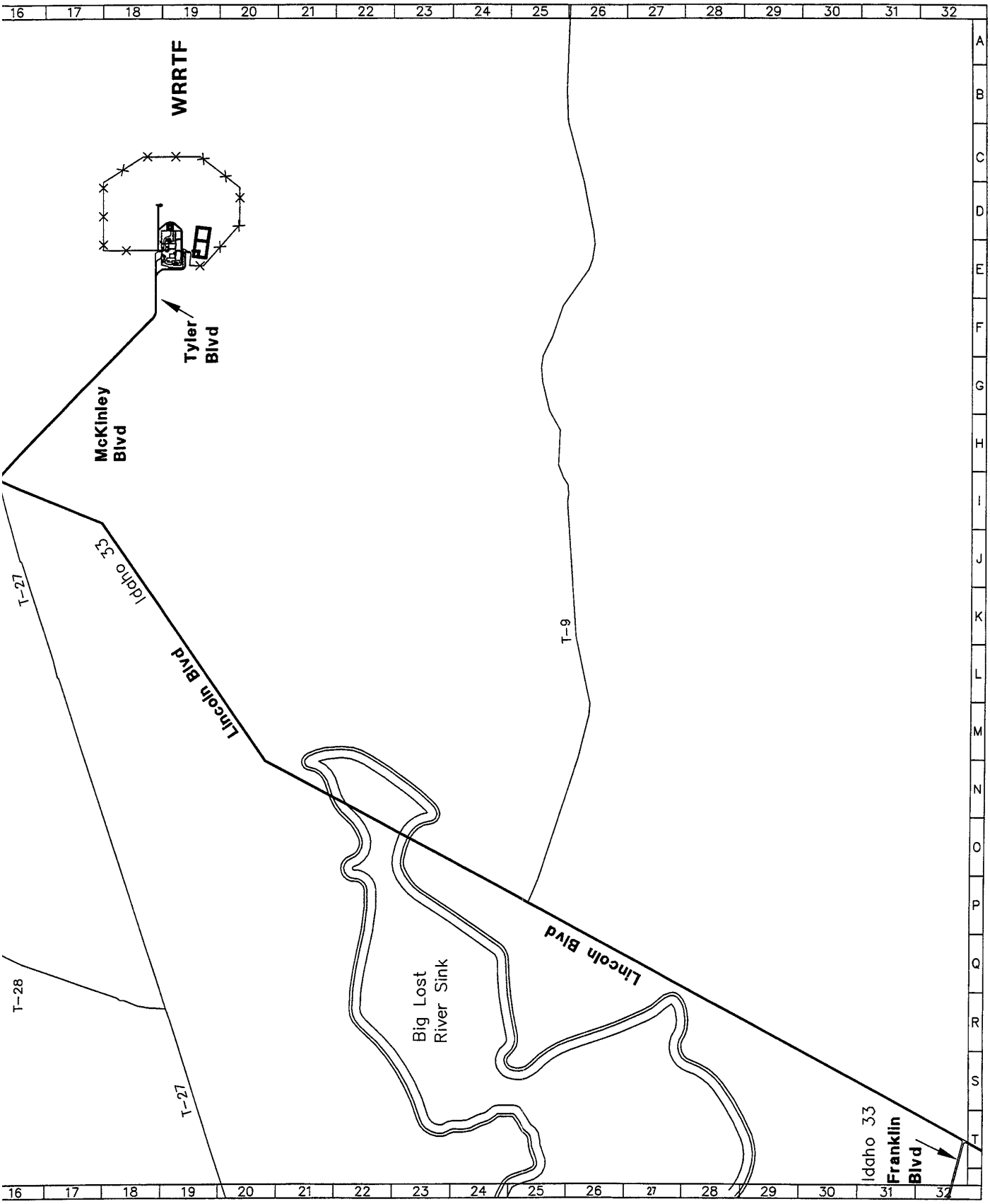
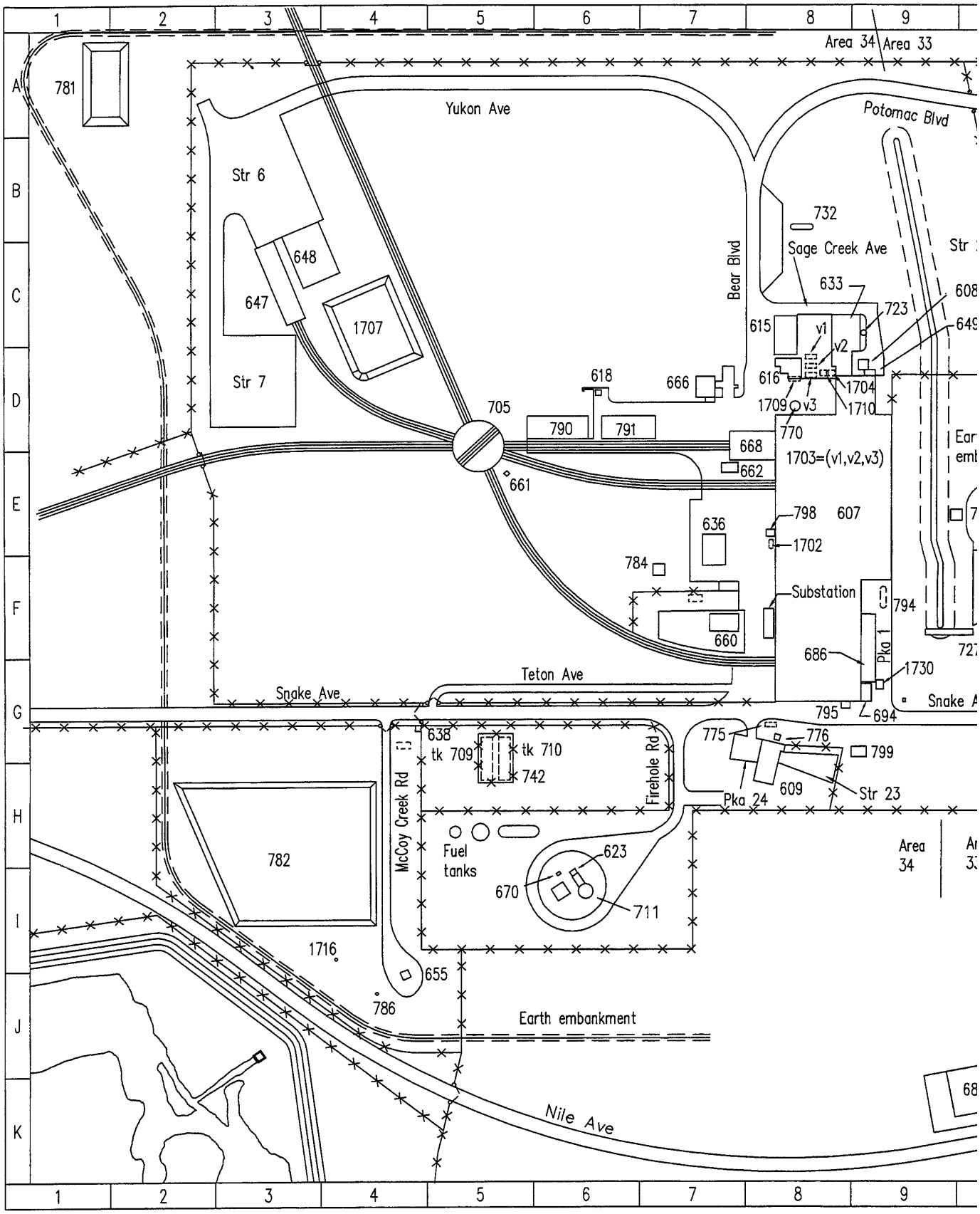
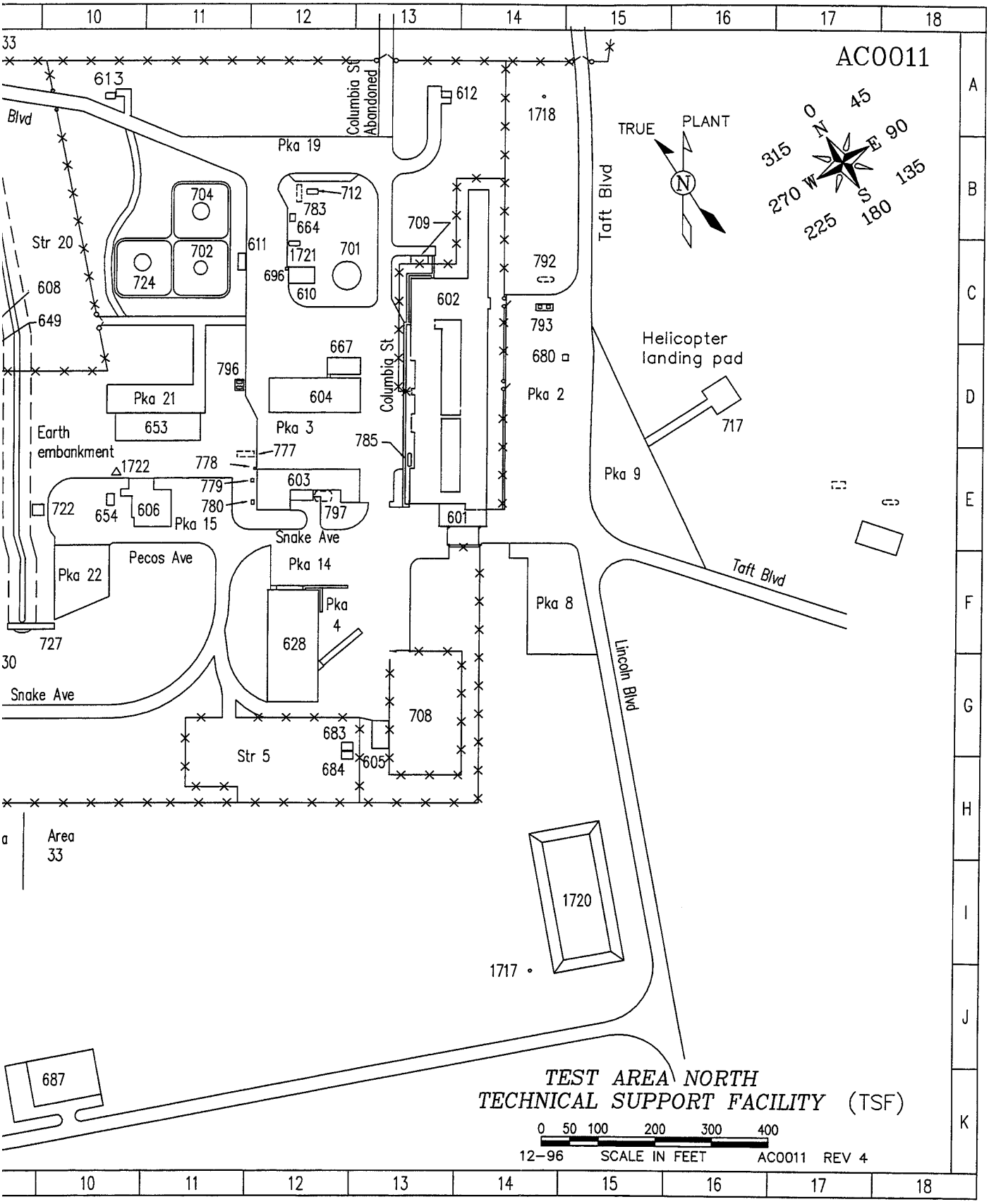
SCALE IN FEET
0 500 1000
SCALE IN METERS
12-96
AC0401 REV 4
0 N 45
E 90
135 S 180
225
270 W
315
IET
Taft Blvd
Taft Blvd
Idaho 33
TSF
T-27
T-28
T-28
Snake Ave
Yellowstone Ave
Nile Ave
SMC/CTF


WRRTF
Tyler Blvd
McKinley Blvd
Idaho 33
Lincoln Blvd
T-27
T-28
T-27
T-9
Big Lost River Sink
Lincoln Blvd
Idaho 33
Franklin Blvd
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32
A B C D E F G H I J K L M N O P Q R S T


Area 34
Area 33
Yukon Ave
Potomac Blvd
Str 6
Str 7
648
647
1707
781
732
Sage Creek Ave
633
723
608
649
615
v1
v2
616
1704
1709
v3
1710
770
1703=(v1,v2,v3)
Bear Blvd
618
666
705
790
791
668
662
661
636
798
607
1702
784
Substation
794
660
686
Pka 1
1730
727
Teton Ave
Snake Ave
795
694
638
tk 709
tk 710
742
775
776
799
609
Pka 24
Str 23
McCoy Creek Rd
Firehole Rd
Fuel tanks
623
670
711
782
1716
655
786
Earth embankment
Nile Ave
Area 34


AC0011
TRUE
PLANT
N
0
45
90
135
180
225
270
315
Columbia St Abandoned
Columbia St
Taft Blvd
Helicopter landing pad
Pka 19
Pka 21
Pka 3
Pka 2
Pka 9
Pka 15
Pka 14
Pka 22
Pka 4
Pka 8
Pka 5
Str 20
Str 5
Earth embankment
Snake Ave
Pecos Ave
Lincoln Blvd
Area 33
613
612
1718
704
702
724
611
712
783
664
1721
701
696
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780
1722
722
654
606
603
797
601
628
727
708
683
684
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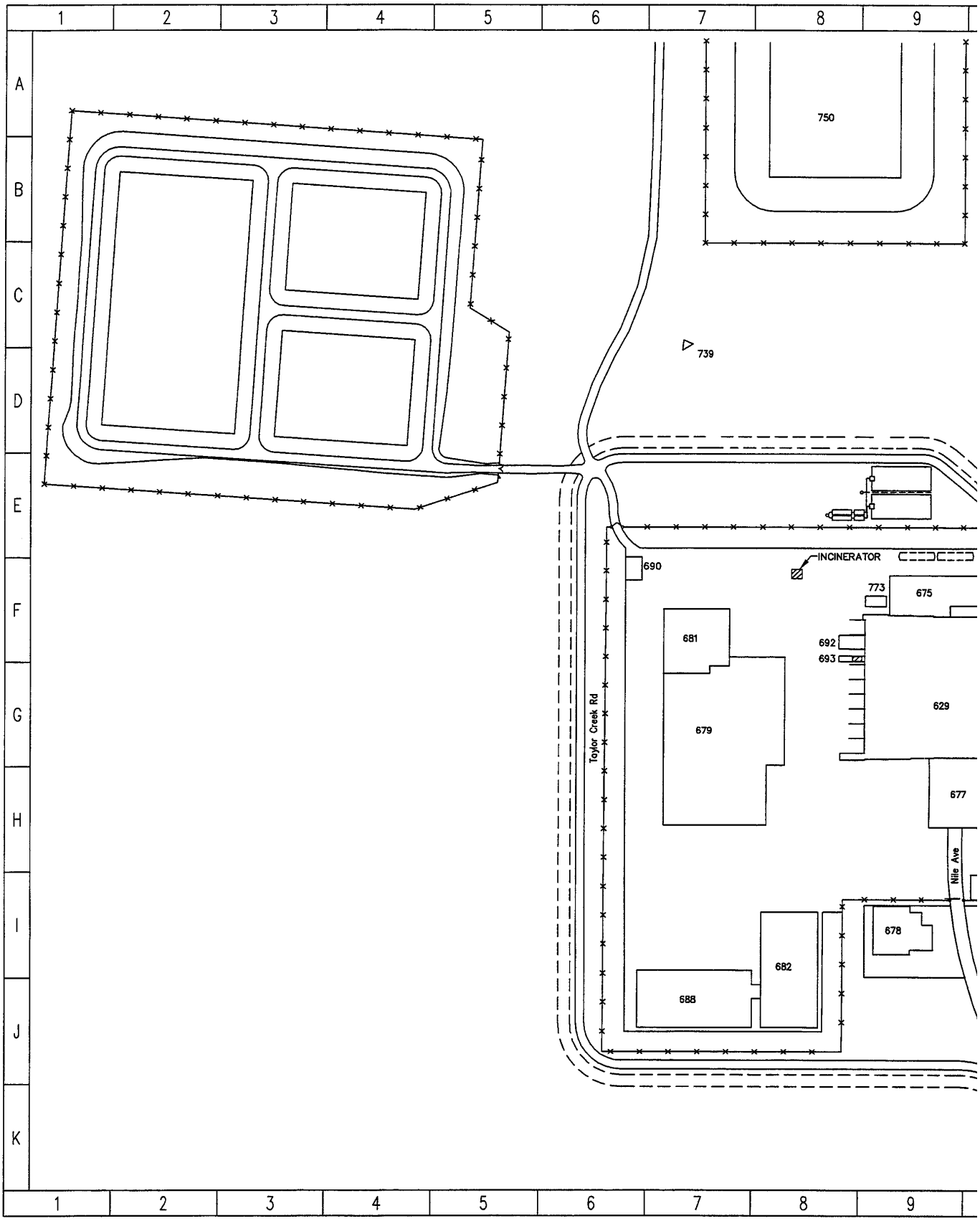
1
2
3
4
5
6
7
8
9
A
B
C
D
E
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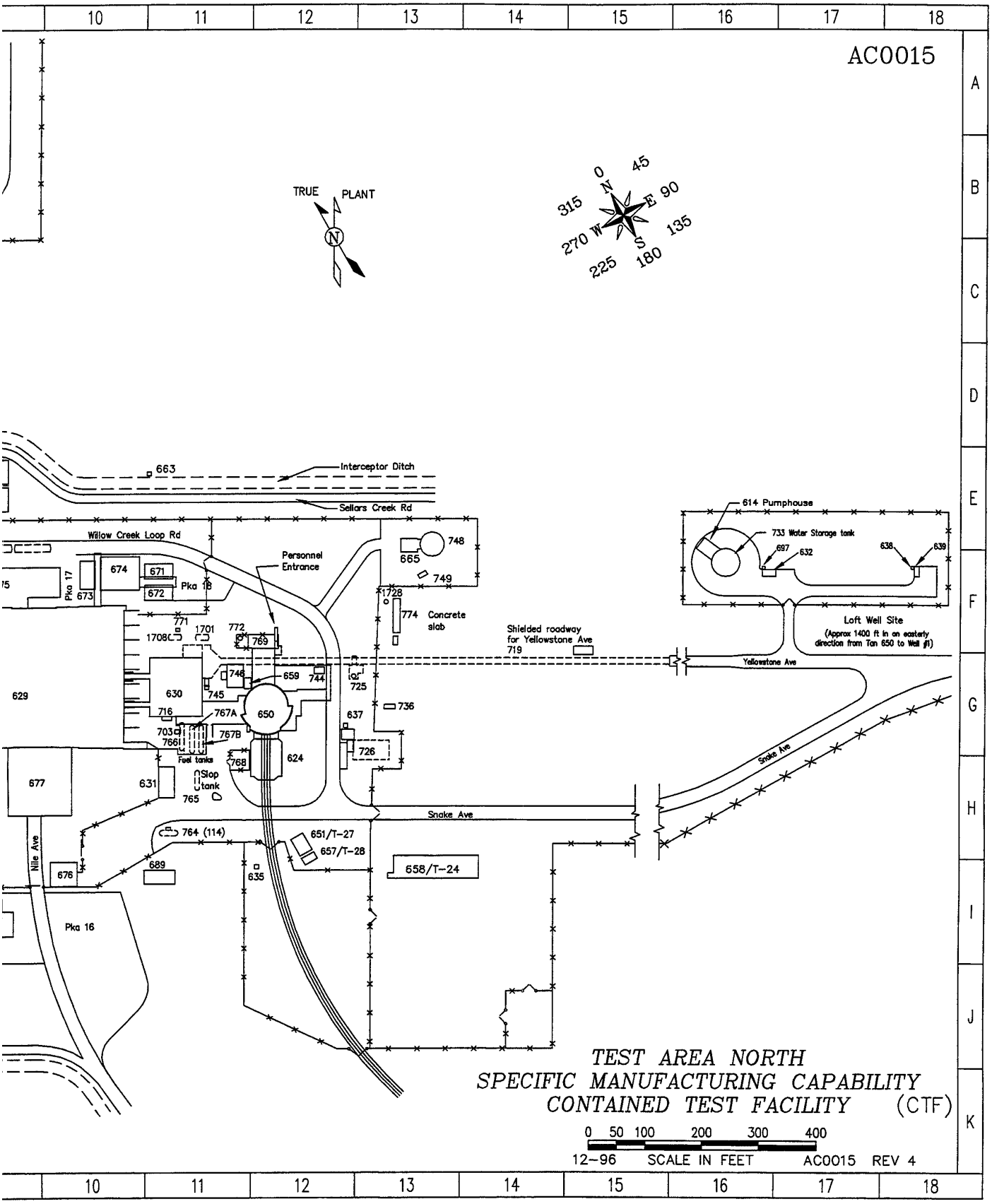
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767B
Fuel tanks
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614 Pumphouse
733 Water Storage tank
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Loft Well Site
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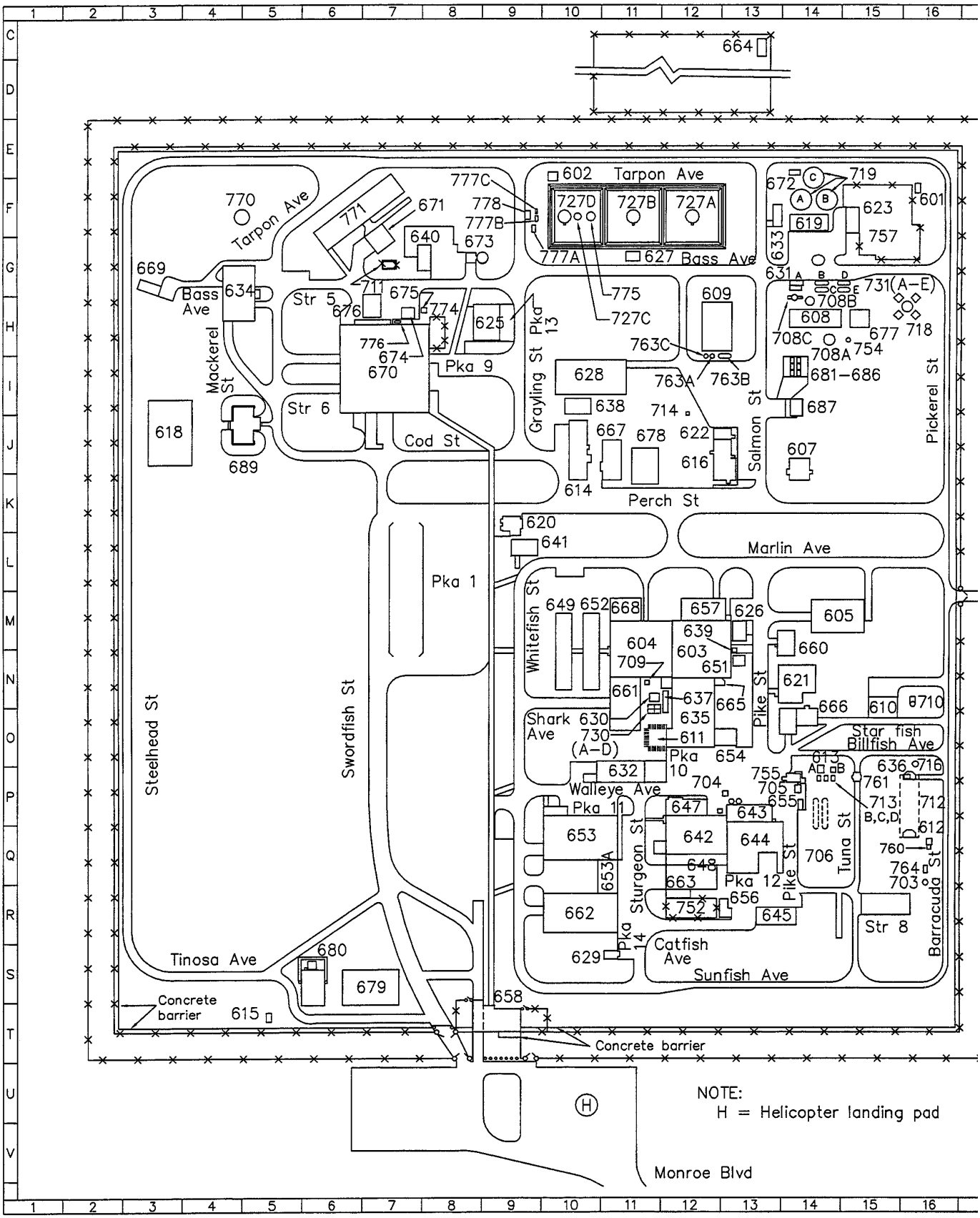
12-96 SCALE IN FEET AC0015 REV 4


Tarpon Ave
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Concrete barrier
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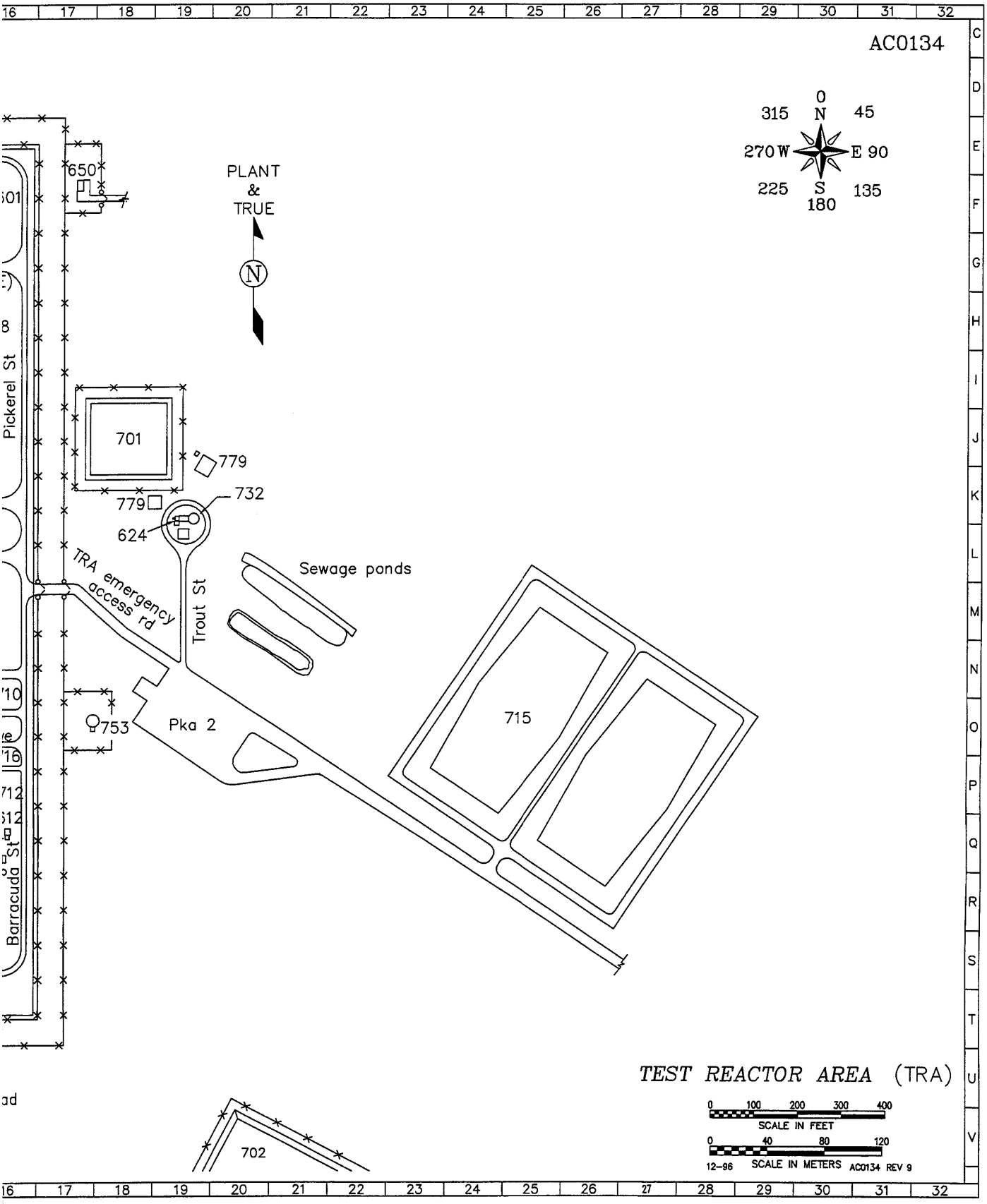
NOTE:
H = Helicopter landing pad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12-96
AC0134 REV 9

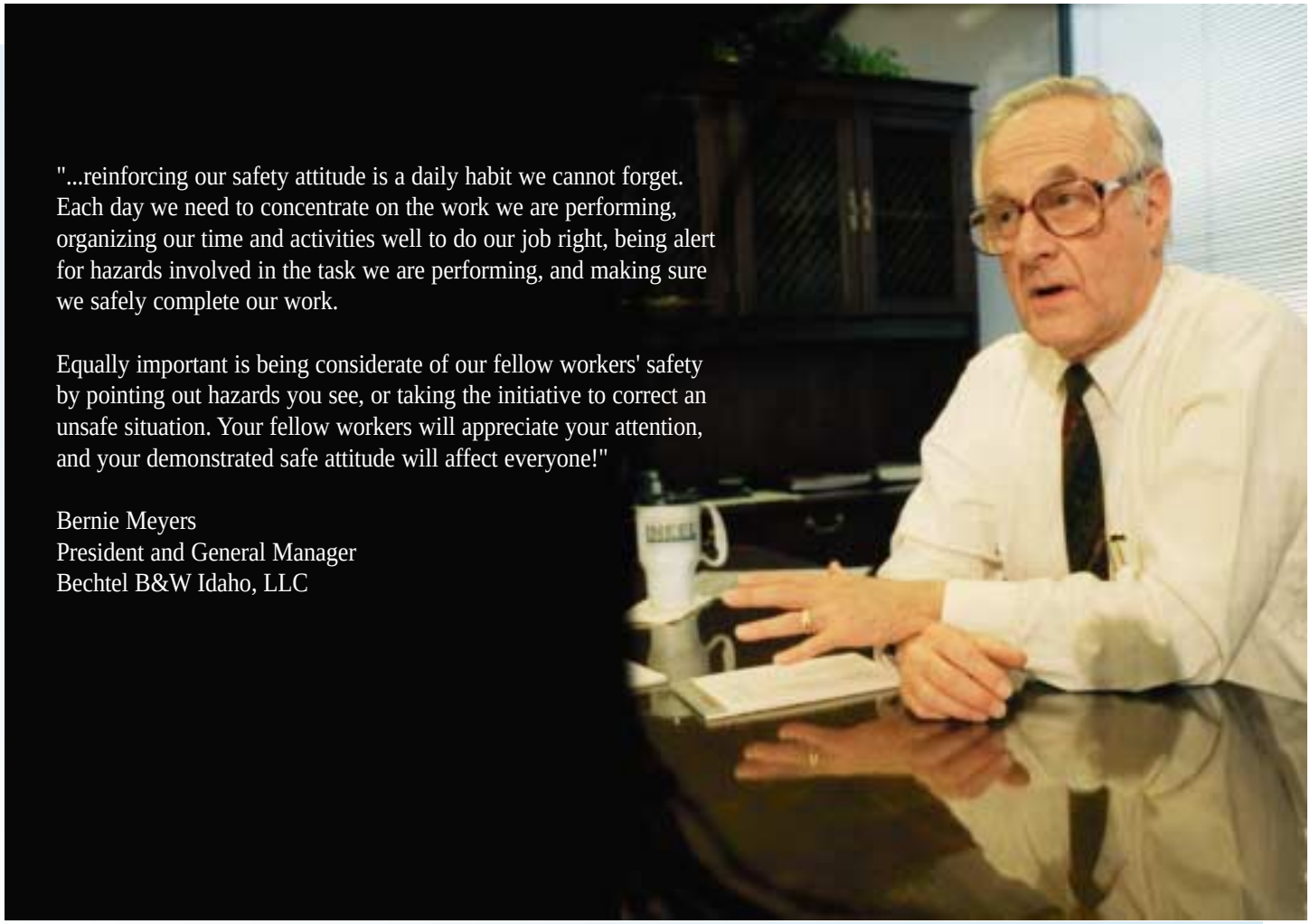
Acronyms

Acronyms

ACL	administrative control level
ACLS	advanced cardiac life support
ADA	Americans with Disabilities Act
AL	action level
ALARA	as low as reasonably achievable
ANSI	American National Standards Institute
ASP	associate safety professional
ATU	Amalgamated Transit Union
BBWI	Bechtel BWXT Idaho, LLC
BLS	Bureau of Labor Statistics
BS	Bachelor of Science (degree)
CEM	certified emergency manager
CEST	Company Employee Safety Team
CFA	Central Facilities Area
CFR	Code of Federal Regulations
CHMM	certified hazardous material manager
CIH	certified industrial hygienist
CP	command post
CPE	certified professional ergonomist
CPR	cardio-pulmonary resuscitation
CSI	construction safety inspection
CSS	certified safety specialist
CTS	commitment tracking system
CWA	construction work authorization
D&D	decontamination and demolition/dismantlement
DAR	document action request
DMCS	Document Management Control System
DO IT	define, observe, intervene, test
DOE	Department of Energy
DOE-HQ	Department of Energy-Headquarters
DOE-ID	Department of Energy-Idaho Operations Office
DOH	Department of Occupational Health
EAL	emergency action levels
EAM	emergency action manager
EAP	Employee Assistance Program
EBR	Experimental Breeder Reactor
EC	emergency coordinator
ECC	Emergency Control Center
ED	emergency director
EM	environmental management
EM	environmental management
EMR	employee modification rate
EMT	emergency medical technologist
EOC	Emergency Operations Center
EOY	end of year
EP	emergency preparedness
EPI	emergency plan implementing procedure
ERO	Emergency Response Organization
ES&H	Environmental, Safety, and Health
ES&HQA	Environmental, Safety, Health, and Quality Assurance
EST	employee safety team
EWP	enhanced work planning
F/U/M	facilities/utilities maintenance
FHA	fire hazard assessment
FHPA	fall hazard prevention analysis
FPA	fire protection assessment
FYI	for your information
GERT	General Employee Radiological Training
HASP	health and safety plan
HASS	Hazard Analysis Sampling System

HAZWOPER	Hazardous Waste Operations and Emergency Response
HEPA	high-efficiency particulate air (filter)
HVAC	heating, ventilation, and air conditioning
I&IP	Innovations and Improvements Process
ICARE	Issues Communication and Resolution Environment
ICPP	Idaho Chemical Processing Plant (now named INTEC)
ICS	Test Incident Command System
IFSF	Irradiated Fuel Storage Facility
IHRG	Independent Hazard Review Group
IMED	Management Electronic Database
INEEL	Idaho National Engineering and Environmental Laboratory [formerly Idaho National Engineering Laboratory (INEL)]
INEL	Idaho National Engineering Laboratory (now named INEEL)
INTEC	Idaho Nuclear Technology and Engineering Complex (formerly named ICPP)
IPA	Independent Performance Assessment
IRB	Institution Review Board
ISM	Integrated Safety Management
IWCP	Integrated Work Control Process
JRC	job requirements checklist
JSA	job safety analysis
LPN	licensed practical nurse
LTFR	lost time frequency rate
LWSR	lost workday severity rate
MCP	management control procedure
MD	doctor of medicine
MIP	maintenance implementation plan
MORT	management oversight risk tree
MS	Master of Science
MSDS	material safety data sheet
NEPA	National Environmental Policy Act
NOAA	National Oceanic and Atmospheric Administration
NRF	Naval Reactor Facility
NRRP	National Registry of Radiological Protection Technicians
OCAW	Oil, Chemical, and Atomic Workers
OJT	on-the-job training
OMP	Occupational Medical Program
OR	occurrence report
ORPS	Occurrence Reporting and Processing System
ORR	operational readiness review
OSHA	Occupational Safety and Health Administration
P/CM	Project/Construction Management
PA	protective action
PACE	Paper, Allied-Industrial, Chemical and Energy Workers International Union
PAR	protective action recommendation
PBF	Power Burst Facility
PDD	program description document
PE	professional engineer
PEL	permissible exposure level
PHA	preliminary hazards assessment
PhD	doctor of philosophy
PM	preventive maintenance
PMP	project management plan
POD	plan-of-the-day
POL	policy
PPE	personal protective equipment
PRD	program requirements document
RadCon	radiological control
RCIMS	Radiological Control Information Management System
RCM	Radiological Control Manual

RCRA	Resource Conservation and Recovery Act
R&D	Research and Development
RFP	Requests for Proposal
RIR	recordable incident rate
RN	registered nurse
RR	readiness review
RRPT	registered radiation protection technologist
RWMC	Radioactive Waste Management Complex
RWP	radiation work permit
S&H	Safety and Health
SAD	site area director
SAM	supervisor and manager
SAR	safety analysis report
SARA	system analysis and risk assessment
SAT	systematic approach to training
SCBA	self-contained breathing apparatus
SI	severity index
SIC	standard industrial classification
SO	systems operability
SOD	Site Operations Director
SPES	Supplier Performance Evaluation System
SRC	Safety Recognition Committee
SRM	Subcontractors Requirements Manual
SWP	safe work permit
TAN	Test Area North
TLV	threshold limit value
TPR	technical procedure
TQM	Total Quality Management
TRA	Test Reactor Area
TRAIN	Training Records and Information Network
TS	technical specification
TSC	total safety culture
TSR	technical safety requirement
Unicall	unified budget call
UPGWA	United Plant Guard Workers of America
USQ	unreviewed safety question
VPP	Voluntary Protection Program
WCB	Willow Creek Building
WCC	Warning Communications Center
WERF	Waste Experimental Reduction Facility
WO	work order
WROC	Waste Reduction Operations Complex (formerly WERF)



"...reinforcing our safety attitude is a daily habit we cannot forget. Each day we need to concentrate on the work we are performing, organizing our time and activities well to do our job right, being alert for hazards involved in the task we are performing, and making sure we safely complete our work.

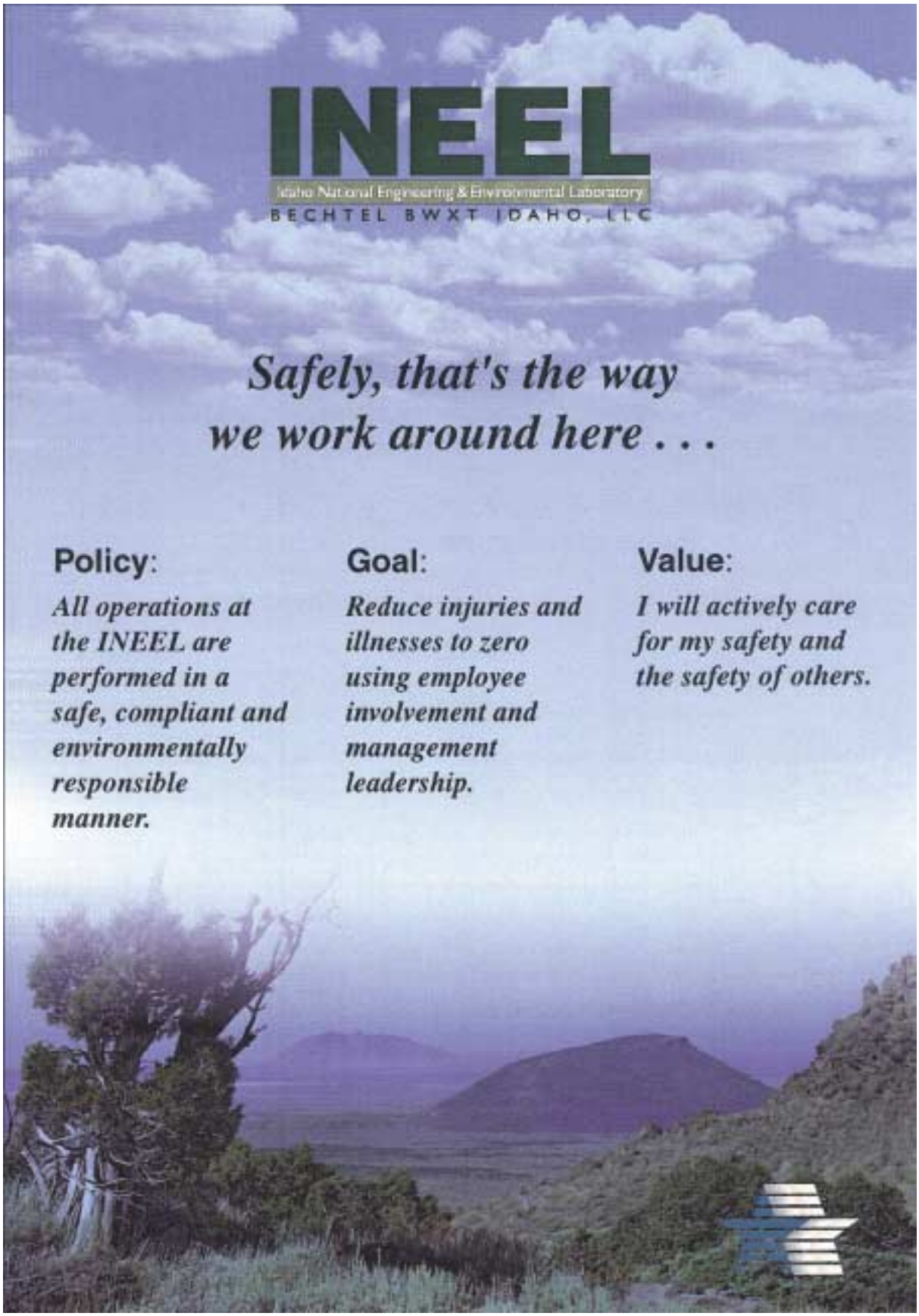
Equally important is being considerate of our fellow workers' safety by pointing out hazards you see, or taking the initiative to correct an unsafe situation. Your fellow workers will appreciate your attention, and your demonstrated safe attitude will affect everyone!"

Bernie Meyers
President and General Manager
Bechtel B&W Idaho, LLC

Voluntary Protection Program Application

I. Management Leadership

I. Management Leadership



Program Element I: Management Leadership

1. Commitment

Required Information:

Provide a narrative describing the site's management approach to the occupational safety and health policy.

Describe the system in place for communicating the policy to all employees.

Describe the system used to set goals and objectives.

Describe how goals and objectives are communicated to all employees.

Describe how top management is visibly involved in the safety and health program.

Attach the current year's goal and objectives.

Additional Guidance:

Attach the site's occupational safety and health policy, goals, and objectives for current year. This section should not include specific safety and health programs, such as confined space entry, but rather the site's overall occupational safety and health policy.

Objectives should be aimed at specific areas of performance that can be measured or verified.

Examples of management participation include an "open door" policy, participation in formal and informal inspections, participation in regular safety meetings, and insistence on accountability.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

I. Management Leadership

1. Commitment

Statement of Fact

BBWI management vigorously endorses and supports a strong safety and health culture by funding, developing, and implementing on-going safety and health programs and processes for the INEEL and the community. Management has issued the safety policy, goal, and value statement and demonstrates their commitment through active, day-to-day involvement in workplace activities. Management has effectively communicated the message that "Safely—that's the way we do work around here."

Narrative Response to Yellow Page

Site Management Approach to the Occupational Safety and Health Policy

Bechtel has a long history of supporting safety and health. When Warren A. Bechtel and his son Steve Bechtel, Sr. helped build Hoover Dam more than 60 years ago, their team was the first to make wearing hard hats mandatory on the job. That focus on safety has continued ever since. In 1998, Bechtel enjoyed its safest year ever, avoiding lost-time accidents on 90% of its projects. Notable achievements include the

- RoSPA Gold Award from the National Safety Association
- Annual Safety Achievement Award for Outstanding Safety Performance from the National Contractors Association
- Thomas J. Reynolds Award for Excellence in Construction Safety and Health from the National Steel Erectors Association

Bechtel BWXT Idaho, LLC (BBWI) continues that tradition at the Idaho National Engineering and Environmental Laboratory (INEEL). A *can do* attitude is evident in a shared commitment to Integrated Safety Management (ISM) and the Voluntary Protection Program (VPP). BBWI is committed to the principles and philosophy of ISM and VPP. BBWI's vision is that the workforce drives the INEEL's Environment, Safety, Health and Quality Assurance (ESH&QA) program. We accomplish this by talking to each other, being open with each other, and being constructive participants in the process.

All BBWI organizations and employees are responsible for maintaining a safe and healthful work environment. Strict adherence to BBWI safe practices and guidelines is to the benefit of all. Employees have a duty to immediately report any safety or health concerns to their supervisors, managers, or site safety personnel. BBWI policy strictly forbids retaliation or reprisals against an employee for reporting a safety concern.

The fundamental premise of the INEEL Integrated Safety Management System

Reflection of Commitment

The Idaho National Engineering and Environmental Laboratory met another important milestone September 22 when the final four facilities raised VPP "STAR READY" flags.

Employees at Central Facilities Area, the Idaho Nuclear Technology and Engineering Center, Test Reactor Area and Test Area North raised the flag and celebrated the accomplishment to acknowledge that the facilities passed their STAR READY status for the Voluntary Protection Program.

Seven other facilities earlier met the necessary criteria and raised their flags on July 7 and 8.

"When we set this goal for ourselves last year, it seemed impossible and overwhelming," said Sharon Chivers, manager of the VPP Project Office. "Now, all eleven facilities are STAR READY."

(ISMS) is to perform work safely. Companywide program description document PDD-1004, INEEL Integrated Safety Management System, describes the engineering model that prescribes the procedures and processes necessary to do work safely. PDD-1004 also describes the basis for BBWI's development of work processes, which are guided by the ISMS five core functions and eight guiding principles, and which permeate the organization, with primary focus on the worker.

The result of the INEEL ISMS is a coherent and comprehensive methodology for achieving world-class safety performance. The ISMS protocol directs that all work be done safely through formal work planning and execution. Planning and execution are driven by worker safety requirements that demand the necessary tools, training, procedures, and equipment. When the work is completed, formal feedback mechanisms are used to improve the work planning process, including the analysis and control of hazards, thus achieving continuous improvement. Throughout this entire process, we acknowledge that the workforce, particularly at the craft and operations level, is the fundamental ingredient.

It is crucial that BBWI employees work safely and in compliance with all laws, regulations, contractual obligations, and company policies and procedures. The foundation for company policies and procedures is the company's prime contract with the Department of Energy, Idaho Operations Office (DOE-ID), and the associated List A, Laws and Regulations, and List B, DOE Directive. These lists specify the applicable regulatory (primarily the Code of Federal Regulations and public law) requirements and DOE requirements with which the company is contractually obligated to comply and implement. Within this hierarchy of external and internal requirements and constraints, we work and live to the following simple principles:

- ***We work safely at all times.*** Safety is the responsibility of every employee at the INEEL. Ensuring a safe workplace requires all employees to be involved and to take appropriate actions to protect themselves and their fellow workers. Working safely is a job requirement.

- ***We conduct disciplined, cost-effective work operations.*** We use the appropriate tools, including detailed planning, thorough hazard analysis, innovative engineering, precise plans and procedures, exacting preparation and work control, and postjob assessment and feedback. These are common-sense elements of safety management, and they help us to ensure a high-quality, high-performance work environment so that we can go home safely at the end of each workday.

- ***We make sure we are familiar with the responsibilities of our positions.*** This includes being familiar with applicable legal requirements (particularly in the areas of environment, safety, and health), contractual obligations, and company policies and procedures. Our zero tolerance for neglect; for lack of concern for one's own safety or the safety of fellow employees; and for violations of policies, procedures, or legal requirements result in an appropriate level of discipline.

System for Communicating the Policy to All Employees

The main means of communicating the safety policy to employees is through required training to all safety-related procedures. The safety policy is built into the work control process and into the procedures. The policy is also modeled by management, from the company president to the foreman on the job-site. The policy is more than a written statement in a program description document; it is an expectation of management for work performed at the INEEL.

There are various avenues for communicating the safety policy and direction at BBWI:

- Wall posters
- Employee cards
- ESH&QA annual refresher training
- Employee handbooks and pamphlets
- Safety manuals
- Safety meetings
- All-hands meetings
- All-employee correspondence from management.

System Used to Set Goals and Objectives

The company safety and health goal is to "reduce injuries and illnesses to zero using employee involvement and management leadership." However, because this goal cannot be achieved instantaneously, there are interim fiscal-year safety goals and performance indicators for the organizations and VPP Units. One goal is the Severity Index. The company goal for FY-99 was an index number of 9.0. The company exceeded this goal with an actual FY-99 index number of 8.2, thus indicating definite movement toward the ultimate goal of zero injuries and illnesses.

Specific safety and health goals are set yearly. In the first quarter of each fiscal year, the Company Employee Safety Team (CEST) develops their safety and health goals and objectives for the year. These goals and objectives are disseminated to the 11 VPP unit employee safety teams (ESTs) as information to consider as they develop VPP unit-level goals and objectives. During the same quarter, the EST subteams responsible for the goals and objectives develop and issue their VPP unit-level safety and health goals. These they develop using trending data and the results of the annual program evaluation,

and by considering the companywide and CEST goals. The unit goals and objectives are presented to the entire EST and the responsible site area director for their concurrence. Once the goals and objectives are final, the EST subteam communicates them to the employee population, as discussed in the next section.

Each nonrepresented employee develops safety and health goals as a part of the Annual Review process. Individual goals and actions directly and indirectly support the unit-level goals and objectives.

Represented employees live by a statement of compliance, which is integrated into the working agreements between the company and the unions. An example is the working agreement of the Paper, Allied-Industrial, Chemical, and Energy Workers Union Local 2-652, which states,

All employees shall cooperate by following safe work practices and complying with health and safety rules during employment, the proven violation of which shall be cause of disciplinary action.

How Goals and Objectives are Communicated to All Employees

The yearly CEST safety and health goals and objectives are communicated to the 11 VPP unit ESTs by the safety team chain-of-command, that is, by the CEST members who are also chairpersons of their VPP unit-level ESTs. Once the goals and objectives of each VPP unit EST are final, the EST communicates them to the employees within their respective unit by such mechanisms as

- VPP homepages
- Posters
- E-mail notices
- Personal cards.

Periodically, the CEST and ESTs report the status of the goals and objectives to the workforce using the same communication methods.

How Top Management is Visibly Involved in the Safety and Health Program

Senior management is committed to and expects operations to be performed safely and to comply with all regulatory standards and requirements, and accomplished cost effectively. Top management is involved in the Safety and Health Program in many ways. Senior managers are directly involved in operational safety activities such as the INEEL Facility Excellence Program. They serve as team leads as well as participants in these facility walkthroughs, as indicated by an attachment. Middle management is involved in items such as their management self-assessment, also indicated by an attachment. The company president is a co-chairperson of the CEST. The ESH&QA general manager reports directly to the company president, and keeps him informed of safety and health needs and requirements. Most of the Site Area Directors (SAD) serve as VPP Unit management champions. The exception is at the Idaho Falls (intown) facilities, where there is only one director; therefore, other champions are selected from management. These management champions interface directly with their respective VPP points-of-contact (individual contributors) and their area environmental, safety, and health (ES&H) facility managers (safety professionals).

Management serves as a resource to the CEST and the unit-level ESTs and provides support and resources to accomplish safety and health goals. Management personnel (either hard-line or matrix) also participate in day-to-day activities such as performing inspections, self-assessments, and injury and illness investigations; and in resolving employee-reported concerns. Managers also promote Safety Shares at staff meetings, thus providing the opportunity for each employee to communicate safety experiences. Managers are also visible at awareness activities such as safety luncheons and celebrations.

The Union Summit is an excellent method for management, DOE, and represented workers to unite to discuss and resolve safety issues. It is a partnership in the vision of safety and health. The Union Summit includes officials from DOE-ID, BBWI senior management, union leadership, and the subcontract community. Sitewide issues are brought forth in this forum, input is received, decisions are made, and action items are assigned to the responsible parties. DOE Assistant Secretary for Environmental Management, Carolyn Huntoon, attended the October 1999 meeting, where she stated that

> *VPP and ISM should be in every phase of every operation. We should do it every day in everything we do. I'm going to send everyone (from the DOE complex) here (Idaho) to see how to do it. This is an impressive operation, and I applaud and congratulate all of you.*

Management also allows and actively supports employee participation in safety learning experiences, such as the Safety Bowl, INEEL Occupational Safety and Health Council, Facility Excellence Walkdowns, Celebration of Safety Week, and the Passport to Excellence.

Safety Bowl. The Safety Bowl is an opportunity for hundreds of employees to participate in an activity to learn and demonstrate their knowledge of safety requirements and regulations. Employees are divided into five-person teams and given the references to study. The teams compete at the VPP unit level; then the unit winners compete in the final Safety Bowl play-offs to determine the first-place team. Line management are present at the unit play-offs, and the company president has been at the final Safety Bowl.

Celebration of Safety Week. Each February, a week is designated as Safety Week. Employees, subcontractors, and DOE are given an opportunity to enjoy a special speaker, such as Charlie Morecraft. During the week, the units have luncheons, safety booths, safety contests, and other events to increase employee awareness of safety. Management is seen serving lunches and presenting recognition to employees for their safety contribution. Management also introduces the guest speakers.

Passport to Excellence. The Passport to Excellence is an activity-based safety program. Each employee is issued a small booklet containing over 20 activities from which to select 20. Activities include performing walkabouts, reviewing safety goals, reviewing training plans, and conducting observations. After completing at least the required 20 activities, the participants are recognized for their achievement. Managers meet with employees to verify their completion of activities.

Management Support of Mentoring, Seminars, Conferences, and Community Outreach

Management offers numerous opportunities for employees to share the safety message and expand the safety culture beyond company boundaries. Examples of these opportunities are mentoring, conferences and seminars, and community safety events.

Mentoring. The following non-DOE organizations have solicited us for Safety and Health Program information:

- State of Idaho Transportation Department
- Weyerhaeuser Paper Co., Longview, Washington
- J. R. Simplot Company, Pocatello, Idaho.
- Hoechst Celanese
- Yellowstone National Park
- Walker Produce, Menan, Idaho.

We also visited other organizations and facilities to benchmark from their successful safety and health programs and solicit useful information. Organizations and facilities benchmarked include

- Motorola, Scottsdale, Arizona
- City of Scottsdale, Scottsdale, Arizona
- Potlatch Paper, Lewiston, Idaho
- Star Enterprises, Port Arthur, Texas
- Agrium, Soda Springs, Idaho
- Kerr-McGee, Soda Springs, Idaho
- J. R. Simplot Company, Soda Springs, Idaho
- Monsanto, Soda Springs, Idaho.

Conferences and Seminars. Over the past 3 years, over 125 employees have attended the National Voluntary Protection Program Participants Association conferences. During that same time period, over 50 employees attended the Regional Voluntary Protection Program Participants Association conferences. We also sponsored, and employees attended, a DOE-VPP conference titled, Managing Safety Through Change. This conference was held in Idaho Falls, and attendees came from across the DOE complex and from the local community.

Over 400 employees (safety professionals, EST members, line management, and general employees) attended a presentation by Mr. John Drebinger titled, Communication Skills for a Safe Workplace.

Community Safety Events. One such event is the annual Safety Expo, which is held at a local shopping mall. The Safety Expo comprises over 40 safety-related booths and activities.

Community safety events have included

- A simulated car crash, geared toward the teenagers
- An exit drill in the home (EDITH; smoke-filled house)
- Bicycle safety
- Red Cross first aid
- Electrical safety
- Environmental awareness.

The booths and activities are designed to be interactive, and significant focus is placed on involving the local schools and young people. This made last year's Safety Expo highly successful, attracting over 6000 attendees and participants, over 2000 of whom were local school children.

Attachments

1. "Safety Takes Top Billing at First INEEL State of the Laboratory Address," (Intranet) http://ihome.inel.gov/iNotes/Attac...108.01.00_stateofthelab.ADDRESS.htm.

2. "CEST Safety and Health Goals, Objectives and Performance Metrics."

3. Lotus Note: "Accept the Challenge," Bernard L. Meyers to all employees, May 12, 2000.

4. "INEEL Facility Excellence Program: Facility Rating: Walkdown 8."

5. "INEEL Facility Excellence Program: Facility Rating: Walkdown 6."

6. "Doug Kuhns...WAG1 Management Assessment Schedule."

7. "INTEC Safety & Health Goals and Objectives, CY 2000," http://home.inel.gov/safety-health/VPP/intec/Goals.html, August 10, 2000.

8. "Unit 9 Goals for FY-2000," Rev. 5, June 28, 2000.

9. “Charlie Chebul — ER SH&QA Department Manager Management Assessment Schedule.”

10. “Lee Smith...ER Director Management Assessment Schedule.”

11. “Senior Supervisory Watch for August.

Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program. The attachments in Appendix A for Element I, Subelement 1, “Commitments” are as follows:

I-1. Commitment

1. “Safely, that’s the way we work around here . . . ”
2. “CFA Safety & Health Goals and Objectives Year 2000.”
3. “Safety & Health Goals.”
4. “Employee Information, Section 1,” Companywide Guide GDE-10, p. 1-14 of 1-65.
5. The Voluntary Protection Program 1999 (Internet), homepage, 1/24/00. http://home.inel.gov/safety-health/vpp/vppindex.htm
6. “LMITCO Celebration of Safety Week March 9,” Starburst, Vol. 2, No. 2/4, Summer 1998.
7. “Annual Safety Expo gives kids hands-on view of safety,” Star, May 25, 1999, p. 6.
8. “Celebrating Safety Week,” Star, Mar 2, 1999, p. 9.
9. “INEEL Celebration of Safety Week: Let the good times roll . . . ,” iNews, Feb 15, 2000, p. 3.
10. “Safety Bowl competition in full swing,” Star, Mar 6, 1999, p. 5.
11. “Union Safety Summit: A partnership in the vision of safety and health,” Star, Oct 26, 1999, p. 3.
12. “1999 Employee Survey: Fourth year of data shows improvement in many areas,” Star, Apr 27, 1999.
13. “DOE-VPP Workshop in Idaho Focuses on Employee Safety and Health,” Synergy, Assistant Secretary for Environment, Safety, and Health, U.S. DOE, winter 1997, p. 1.
14. iNotes, Nov—Dec 1999.

Safety Takes Top Billing at first

INEEL State of the Laboratory Address

by Rick Bolton

iNews staff

Safety took top billing at the INEEL's first State of the Lab address July 18 at the Shilo Inn.

"The single most important thing is to make this the safest place possible," Bernie Meyers, INEEL president and general manager, told a gathering of several hundred managers.

As he drew attention to an overhead slide showing the decline in recordable workplace injuries in the contractor's first year, Meyers said, "We're going in the right direction, and that's due to everyone paying attention to safety."

In reviewing INEEL safety statistics, the INEEL Institutional Plan, recent DOE and headquarters audits and the first six-month DOE performance evaluation, the company president pointed to the 90.6 percent award fee as the single best indicator of improvements in the past year.

The 15 noteworthy practices identified at the INEEL in the recent Integrated Safety Management System audit confirmed employees and management have taken strides to improve the safety culture.

DOE headquarters officials told Meyers they were surprised at the good job being done at all levels. And the expected achievement of Voluntary Protection Program Star status this fall will authenticate how seriously employees take safety.

"We are doing the right things, and we need to continue to do the right things," he said.

At the presentation he billed as "a celebration of a great first year" and a look forward to challenges and opportunities, Meyers called his first year at the INEEL "enlightening, exciting and kind of wonderful. This Lab is our ticket to something really important."

That important thing, he said, is making the Idaho National Engineering and Environmental Laboratory "an enduring national resource.

"To accomplish this, we need to continue to work in a safe, cost-effective, environmentally sound way, and do this on time and under budget."

Tom Hash, Meyers' boss at Bechtel National, Inc., thanked managers and other employees for the safety improvements. "All of you have worked hard to drive down the injury numbers and get co-workers home safely. Thanks for your performance."

Hash, Bechtel National president, explained that Bechtel considers the INEEL a key part of its strategic plan to become a more sophisticated technology company. Bechtel and its partners targeted the INEEL contract because they have strong backgrounds in the infrastructure, research and operations needs of the Lab.

In his address, Meyers outlined the contractor's successes, challenges, philosophy and future initiatives.

The next six months' performance rating is based on a clear, objective set of rules so the contractor and DOE understand what is required and expected.

CEST Safety and Health Goals, Objectives, and Performance Metrics

***Goal:* Reduce the occupational injuries and illness to zero**

Reduce Recordables, First Aids, Lost days, & Lost day Cases by 33% per year.

Objectives:

1. Conduct Quarterly DO IT's
   Actions:
   a. Establish "DO IT" Subteam 1/19/00 COMPLETE
   b. Subteam announce quarterly schedule 2/16/00 COMPLETE
   c. Subteam announce topics 2/16/00 COMPLETE

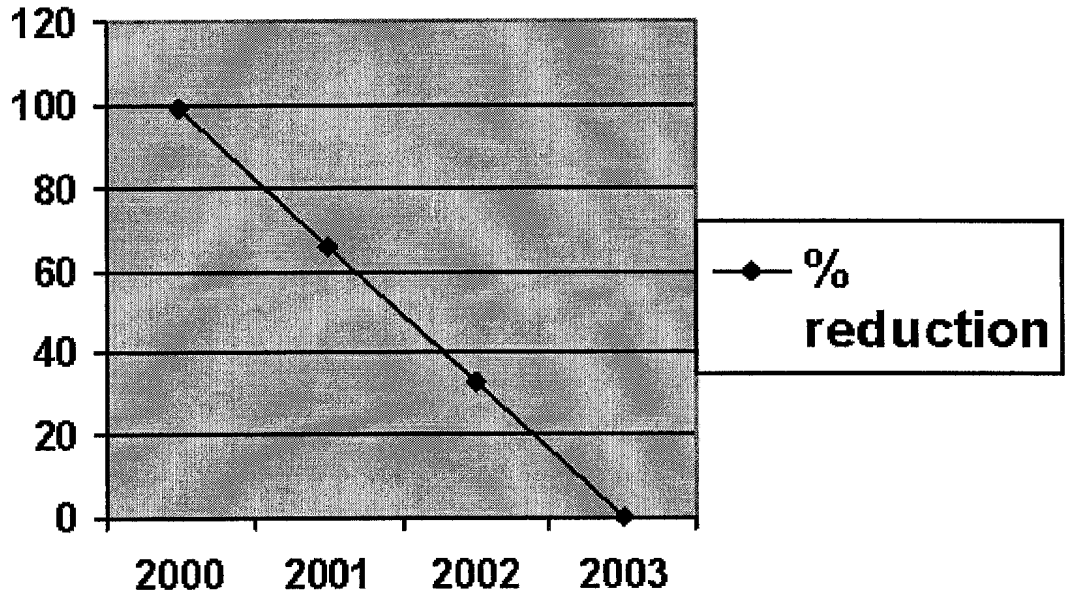
2. Evaluate potential Incentive Award programs
   Actions:
   a. Establish Incentive Subteam 1/3/00 COMPLETE
   b. Evaluate programs and submit recommendations to CEST 4/19/00

3. CEST in conjunction with Sr. management develop 2000 goals and objectives 12/30/99 COMPLETE

4. CEST initiate participation in the Union Safety Summit 12/30/99 COMPLETE

5. Sponsor a company wide stretching program with 100% participation by employees.
   Actions:
   a. Develop written program with the Project office taking the lead by 1/2/2000 COMPLETE
   b. Unit EST's identify Unit stretch leaders by 1/19/2000 COMPLETE
   c. VPP Program Office conduct stretch leader training by 2/29/2000 COMPLETE
   d. All Units providing stretching opportunities by 3/30/99

Perfomance Metrics:



Goal: Achieve 100% active employee involvement in Safety

Objective:

1. Conduct 3000 WASP observations during the fiscal year
   Actions:
   a. WASP committee implement a special recognition process to reward employees for performing observations by 1/2/2000 COMPLETE
   b. WASP committee provide an "Overview" of the process to 80% of the employees by 5/30/2000
   c. WASP committee develop a company level chart demonstrating progress toward the 3000 observations by 4/15/2000

Performance Metrics:

1. Via a random survey, have > 50% of the employees involved by May, 2000
2. Via a random survey, have >75% of the employees involved by August, 2000
3. Via a random survey, have 100% of the employees involved by October, 2000

Bernard L Meyers
05/12/2000 11:28 AM

Sent by: Danette Brophy

To: All Emp
cc:

Subject: Accept The Challenge

Date: May 12, 2000

To: All Employees

From: B. L. Meyers

Subject: ACCEPT THE CHALLENGE

You have made significant progress toward creating a culture where we do not accept things that are wrong, and I thank you. I am writing now to ask you to accept the challenge of "Zero Accidents," "Zero Tolerance for Noncompliance," and "Nonacceptance."

Zero accidents and zero tolerance for noncompliance are phrases many of you have heard. Nonacceptance is a phrase you have not heard from me. I would like to take this opportunity to explain each of these phrases.

Zero accidents means that you and I will not accept accidents and will do our very best to achieve that goal. It is an attitude. If an accident occurs, we must look more closely at the cause and take positive steps to ensure it won't happen again at the INEEL.

Zero tolerance for noncompliance means all, regardless of position, will do their very best to comply with all legal requirements, all prime contract requirements (including DOE orders referenced in our contract with DOE), and BBWI policies and procedures. If you find direction that you cannot comply with, don't disregard the direction. Make the problem known and ask for assistance. We all need to comply, and we need to help each other when there is an obstacle to the compliance.

Nonacceptance means we will not accept things that are not right. We won't accept a water leak that exists for a lengthy period of time. We will not accept procedures that simply do not work. We will not accept excessive delays in getting work done. Accepting the challenge to work constructively to fix things ultimately means not accepting things that are wrong. If you believe a requirement or procedure is excessive, please involve management in helping solve the problem.

It is important to recognize that the three principles--zero accidents, zero tolerance for noncompliance and nonacceptance--are co-equal and compatible with one another. Please accept the challenge as we move forward.

INEEL Facility Excellence Program

FACILITY RATING

Walkdown Date: February 01, 00

Walkdown Number: 00-08

Facility/Building: TRA-661

Site Area Director: Dave Lucoff

Team Leader: Lee Watkins/ Dick Watkins (Circle One)

Circle One Health & Safety	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 Good		10 Gold
Circle One Environmental	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 Good	9 Good	
Circle One Conduct of Operations	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 Good		10 Gold
Circle One Conduct of Maintenance	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair			10 Gold
Circle One Housekeeping	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair		9 Good	10 Gold
Composite Total	=	+	+	+	+	+	+	+	+	+

COMPOSITE TOTAL

INEEL Facility Excellence Program

FACILITY RATING

Walkdown Date: February,1 00

Walkdown Number: 00-06

Facility/Building: TRA-605

Site Area Director: Dave Lucoff

Team Leader: Paul Divjak

Circle One Health & Safety	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 Good		10 Gold
Circle One Environmental	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 Good	9 Good	
Circle One Conduct of Operations	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 Good		10 Gold
Circle One Conduct of Maintenance	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 G	9 d	10 Gold
Circle One Housekeeping	1 Unsat	2 Poor	3 Poor	4 Poor	5 Poor	6 Fair	7 Fair	8 Good	9 G	10 d
Composite Total	=	+	+	+	+	+	+	+	+	+

COMPOSITE TOTAL

DOUG KUHNS .....WAG 1 *MANAGEMENT* ASSESSMENT SCHEDULE

REQUIRED QUARTERLY *MANAGEMENT* ASSESSMENT	DUE DATE
• Complete Safety inspection per MCP-3449 ** (When project is a continuous activity, the safety inspections must be done monthly.)	3-31-00 Complete 6-30-00 Complete 9-29-00
REQUIRED SEMI-ANNUAL *MANAGEMENT* ASSESSMENTS	
• Evaluate results of EM in town safety committee assessments for trends.	3-31-00 Complete 9-29-00
REQUIRED ANNUAL *MANAGEMENT* ASSESSMENTS	
• Evaluate post-job review process for at least one complete task.	9-29-00
• Evaluate compliance with HASP associated with project tasks.	9-29-00
• Evaluate ongoing project for compliance with Conduct of Operations requirements.	9-29-00
• Evaluate compliance with Conduct of Maintenance requirements.	9-29-00
• Evaluate compliance with Emergency Preparedness requirements.	9-29-00
• Evaluate adequacy of work control documents and compliance with those documents.	9-29-00
• Evaluate currency of ER Program employee individual training plans as per MCP-27.	9-29-00
• Verify completion of Field Team Leader (FTL) Checklist or Deactivation and D&D Checklist for each field task.	9-29-00
TARGETED ANNUAL *MANAGEMENT* ASSESSMENTS	
• Verify job site walk-downs completed as required by STD-101 or MCP-3562 for each field task.	9-29-00
• Evaluate field training to ensure all project training requirements are met.	Once for each WBS for each field task during that task.

INTEC
Safety & Health Goals & Objectives
CY-2000

Goals

- Reduce recordable injuries to an average of 3 or less a month
  (This is a 25% reduction from 1999 actuals)
- Reduce day-away cases by 25%
  (Average time between day-away cases greater then 55 days)
- Improve physical working conditions within INTEC
- Provide implementation of ISMS principle of employee involvement through the Total Safety Culture Observation Program
- INTEC ALARA Goal of 27.75 person /rem or less

Objectives

- Develop an incentive program to reward safety conscience behavior & change
- Implement Adopt-A-Sidewalk Program by 10/15/00 for winter season 2000-2001
- Actively Support the INEEL Stretching Program
- 50% WASP Training for all employees
- 24 WASP Observations per department (i.e., two per month per department)

Goal Status

INTEC Safety Goals, Targets and Objectives

CY-2000

(As of July 20, 2000)

INTEC's Goal: Zero Injuries and Illness

INTEC's Targets	Current Status	Actions
1. Reduce recordables injuries to an average of 3 or less a month	Current average of 2 recordables per month through June.	Actively support the INEEL Stretching program.
2. Reduce Day Away cases by 25% (average time between day away cases greater than 55 days)	Three day away cases through June with and average of 67 days between cases.	Have a crew plow and sand sidewalks before workers arrive in the morning.
		Continue Adopt-a-sidewalk program.
		Implement Adopt-a-sidewalk for winter 2000-2001 by October 15, 2000
		Develop an incentive program to reward safety conscience behavior.
		Train at least one employee from each department on computer workstation ergonomic assessments

3. Improve physical working conditions within INTEC	Fewer accidents occurred due to slips on ice. Fewer concerns submitted concerning HVAC. Fewer slip and falls on walking surfaces	Have a crew plow and sand sidewalks before workers arrive in the morning Repave torn up sidewalks and pave main traffic pathways that have been identified Sponsor INTEC Pride Day for cleaning up trash Have a representative from landlord services provide status to the INTEC EST on requested maintenance items. Provide recommendations on locations for painted walkways
4. Provide implementation of ISMS principle of employee involvement through the Total Safety Culture observation program.	ISM implementation was verified June 2000.	Have 50% of INTEC employees WASP trained. 24 WASP observations per department (i.e. two a month) Perform quarterly site-wide "do-its" and report results to the INTEC EST.

Unit 9 Goals for FY-2000
Rev. 5 – June-28, 2000

Strains/Sprains/CTDs (Hazard Prevention & Control: Methods of HP&C)

Goal:
Reduce the number and severity of injuries and illnesses in Unit 9 in FY-2000 by targeting the most common problems as indicated by FY-1999 trends, namely Strains & Sprains and Cumulative Trauma Disorders (CTDs).

Objective: (owner – Tina Cutforth)
Reduce the severity and likelihood of strains and sprains by including at least 200 Unit 9 employees in a regular stretching program as promoted by the Company Employee Safety Team.

Objective: (owner – Kalli Brunt)
Promote awareness and improve mitigation of ergonomic hazards by identifying 75% of the at-risk, requesting, or new employees within Unit 9 and conducting work station assessments for them.

Objective: (owner – Bill Shelton - Unit 9 POC)
Use safety shares and safety meetings as educational forums for discussion of timely tips for hazard recognition, prevention, and control.

Safety Action Responsiveness (Employee Involvement: General Requirements)

Goal:
Improve responsiveness to safety related concerns and findings and increase employee participation in corrective actions by implementing Unit 9 guidelines for addressing concerns, conducting inspections, and investigating incidents.

Objective: (owner – Isabel Waddell)
Unit 9 VPP Safety Team members contact and discuss concerns with at least 30% of all ICARE SCR originators within 60 days of SCR submittal to promote employee ownership of safety issues and associated corrective actions by personalizing Unit 9 use of the company tracking system.

Objective: (owner – Rebecca Lords – Unit 9 POC)
Unit 9 Inspection trending will verify timely resolution of inspection findings by demonstrating that for a sampling of reported findings at least 75% of the findings are either corrected or entered as an ICARE Inspect/Assess SCR within 30 days of the inspection.

Objective: (owner - Rebecca Lords Unit 9 POC)
Help management to complete investigation (electronic form 231.01) of at least 60% of all injuries and illnesses in Unit 9 prior to issuance of the company's injury and illness statistics for that month and of at least 90% within 10 weeks of occurrence.

Total Safety Culture (Worksite Analysis: General Hazard Control and Compliance Verifications)

Goal:
Unit 9 will improve participation in Total Safety Culture processes for observation and intervention.

Objective: (past owner – Heidi Smith, Unit 9 WASP Liaison)
Have at least 760 Unit 9 residents trained in the Work Applied Safety Program (WASP) observation process by March 31, 2000.

Objective: (current owner – Paula Terry, Unit 9 WASP Liaison)
Have at least 100 WASP observations completed in Unit 9 by September 29, 2000.

Recognition of Safety (Hazard Prevention & Control: Positive Reinforcement and Discipline)

Goal:
Encourage and reward safe behavior and recognize continuous improvement of safety processes within Unit 9.

Objective: (owner – Tammy Larson)
Have more than 50 people nominated for safety recognition, either through instant awards available through the Unit 9 VPP Safety Team or through the Unit 9 Safety Star program.

Objective: (owner - Unit 9 Chair, Michelle H. Johnson,)
Promote and have Unit 9 employees take part in quarterly company sponsored safety events (Safety Week, Safety Bowl, Safety Expo, etc.).

Objective: (owner – Unit 9 Chair, Michelle H. Johnson)
Distribute Unit 9 safety incentive items and facilitate Unit 9 participation in any Company incentive programs to celebrate accident prevention and to encourage use of good safety practices both at work and at home.

CHARLIE CHEBUL – ER SH& QA DEPARTMENT MANAGER *MANAGEMENT* ASSESSMENT SCHEDULE

REQUIRED QUARTERLY *MANAGEMENT* ASSESSMENTS	**DUE DATE**
• Complete Safety inspection per MCP-3449 ***(When project is a continuous activity, the safety inspections must be done monthly.)	3-31-00 Complete 6-30-00 Complete 9-29-00
REQUIRED SEMI-ANNUAL *MANAGEMENT* ASSESSMENTS	
• Evaluate results of VPP Unit 4 and 11 safety committee assessments for trends.	3-31-00 Complete 9-29-00
• Evaluate ongoing project for compliance with Conduct of Operations requirements.	3-31-00 Complete 9-29-00
• Conduct Integrated Assessment Program Review *(Performed as team with ESH&QA, TI, PS and ERPC).	3-31-00 Pending 9-29-00
REQUIRED ANNUAL *MANAGEMENT* ASSESSMENTS	
• Evaluate compliance with Fire Protection requirements.	9-29-00
• Verify completion of Field Team Leader (FTL) Checklist or Deactivation and D&D Checklist for each field task.	9-29-00
• Evaluate or have evaluated the office ergonomics of staff.	9-29-00
• Verify that periodic reviews and updates of SAR/ASA's are completed within the last 5 years as per MCP-8, Section 4.2.1.8 (B).	9-29-00
• Evaluate currency of ER Program employee individual training plans as per MCP-27.	9-29-00

LEE SMITH.....ER DIRECTOR *MANAGEMENT* ASSESSMENT SCHEDULE

REQUIRED QUARTERLY *MANAGEMENT* ASSESSMENTS	DUE DATE
• Complete safety inspection per MCP-3449	3-31-00 Complete 6-30-00 Complete 9-29-00

REQUIRED SEMI-ANNUAL *MANAGEMENT* ASSESSSMENTS

• Conduct integrated assessment program review* *(Performed as a team with ESH&QA,TI,PS, and ERPC)	4-30-00 Pending 10-31-00
• Evaluate results of VPP Unit 11 safety committee assessments for trends.	3-31-00 Complete 9-29-00

REQUIRED ANNUAL *MANAGEMENT* ASSESSMENTS

• Evaluate ongoing project for compliance with Conduct of Operations requirements.	9-29-00
• Complete Internal Control Questionnaire per DOE Order 413.1 and Order 224.1 by 6/30/2000.	9-29-00
• Evaluate currency of ER Program employee individual training plans as per MCP-27.	9-29-00

TARGETED ANNUAL *MANAGEMENT* ASSESSMENTS

• Evaluate ER Directorate activities and facilities for compliance to environment requirements. Performed by ESH & QA)	9-29-00
• Evaluate turn-around time on environmental sample results against the 120 day average requirement. (Performed by ESH & QA)	9-29-00

Senior Supervisory Watch for August

To: SSW
cc: Gregory L Jennings/GLJ/CC01/INEEL/US@INEL
Subject: SSW for August 2000

Following is your assignment to cover SSW for August. If you cannot perform this task on the day assigned, you need to trade with someone and notify Greg Jennings.

July 31 - Art Flores
Aug 1 - Jim Gregory
Aug 2 - Jay Hall - Supervisor
Aug 3 -Gene Hinsley - Manager

Aug 7 - Joe Mann
Aug 8 - Greg Merrell
Aug 9 - Keith Penny - Supervisor
Aug 10 - Bob Persky

Aug 14 - Mike Smith
Aug 15 - Steve Smith - Supervisor
Aug 16 - Vince Bowen
Aug 17 - Richard Cain - Supervisor

Aug 21 - Bruce Canfield - Supervisor
Aug 22 - Dave Ceci - Supervisor
Aug 23 - Brooks Clements
Aug 24 - Jim Coleman - Supervisor

Aug 28 - Dana Cooper - Supervisor
Aug 29 - Craig Dodd - Supervisor
Aug 30 - Art Flores
Aug 31 - Mike Huyck - Supervisor

Bowen, this is our Senior Supervisory Watch for August. This is management and trained individuals watching particular jobs each day. Obviously, they observe safe or unsafe practices. They fill out reports of what they have observed (I could get you some of these). Managers also participate in Facility Excellence Walkdowns.

Program Element I: Management Leadership

2. Organization

Required Information:

Provide a narrative describing how the site safety and health functions fit into the overall management organization.

Attach the overall organizational chart.

For larger sites, include a separate organizational chart for the safety and health functions.

Additional Guidance:

Names are not necessary on the organizational charts.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

2. Organization

Statement of Fact

BBWI's organizational structure of site area directors, ESH&Q area managers, and matrixed safety professionals is effective and adequately addresses the operational needs in the field. Technical safety expertise is available where needed throughout the organization.

Reflection of Organization

Dick Watkins, ESH&QA General Manager

My organization is tasked with providing technical resources to the operating groups.

Narrative Response to Yellow Page

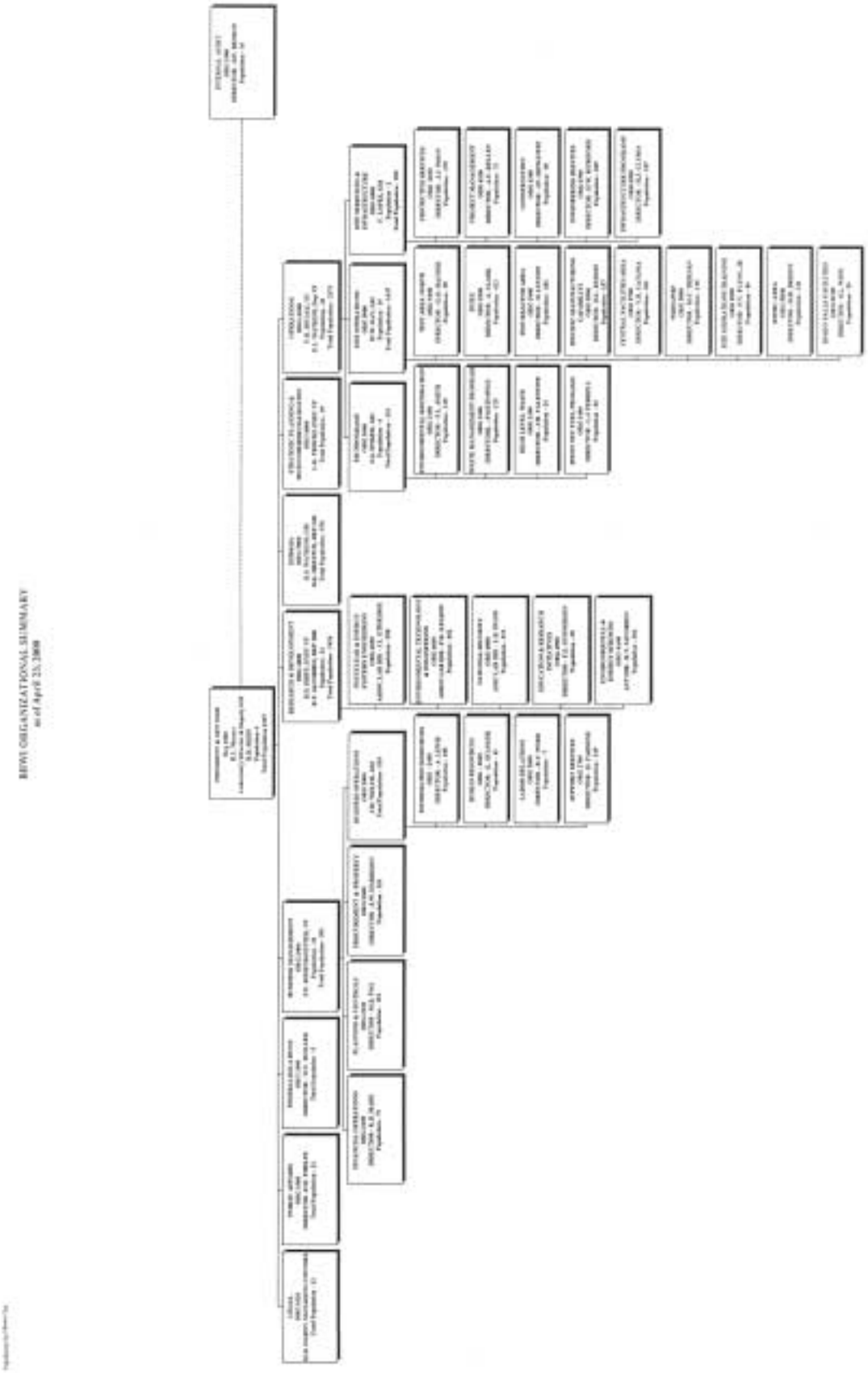
The Environment, Safety, Health and Quality Assurance (ESH&QA) general manager reports directly to the company president. The ESH&QA general manager has nine directors that report to him: Quality Systems, Performance Assurance, Occupational Medicine, Radiological Controls, Environmental Affairs, Emergency Preparedness, Integrated Safety Management (which includes VPP), Occupational Safety and Health, and ES&H Field Operations. The Occupational Safety and Health Directorate comprises Industrial Safety, Fire Protection, Industrial Hygiene, and Hazardous Agent Database Management.

Operationally, a Site Operations Director provides leadership and vision for Site Operations and is the INEEL Site Integration line manager for Conduct of Operations, Conduct of Maintenance, workforce training, and ISMS. Reporting to the Site Operations Director are the Site Area Directors, who are responsible for implementing site operations goals and expectations for achieving safe and efficient site operations. Area ESH&QA managers, in a support role, implement ESH&QA requirements at their respective areas. The ESH&QA managers are matrixed from the ESH&QA organization and take their day-to-day direction from their respective site area director. Safety professionals are hard-lined to the ESH&QA organization but are matrixed to the area ESH&QA manager, who coordinates work between the safety professionals and the various field operations. The occupational safety functions, roles, responsibilities, and interfaces are discussed in the Program Requirements Document, PRD-5060.

Attachments

Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. "BBWI Organization Summary," April 23, 2000.
2. "Environment, Safety, Health & Quality Assurance," 9/15/2000.
3. "Site Operations Manual," PDD-1005, Rev. 3, Figure 2.1, "Company Organization," p. 8 of 45.


BPWI ORGANIZATIONAL SUMMARY
as of April 23, 1998

09/15/00

ENVIRONMENTAL, SAFETY, HEALTH & QUALITY ASSURANCE
Dick Watkins, General Manager

QUALITY ASSURANCE
Dennis Dreyfus, Dpty. Gen. Mgr.

RESEARCH & DEVELOPMENT QUALITY
Greg Weatherby, Prog. Mrg.

QUALITY SYSTEMS
Lance Moony, Director

Special Projects

Calibration Services Dept.

Quality Field Support Dept.

PERFORMANCE ASSURANCE
Tom Lee, Director

Independent Oversight Dept.

Compliance Assurance Dept.

Issues Management

OCCUATIONAL SAFETY & HEALTH
Walter Carnes, Acting Director

- Industrial Safety
- Fire Protection
- Industrial Hygiene
- Hazards Agent Database Mgmt.

OCCUPATIONAL MEDICINE
Paul Creighton, Director

- Physicians
- Nursing Services
- Employee Assistance Program
- Health Promotion Program

RADIOLOGICAL CONTROLS
Skip Singer, Director

Radiological Engineering Dept.

Radiological Control Operations Dept.

Dosimetry

ENVIRONMENTAL AFFAIRS
Ron Guymon, Director

RCRA/TSCA/CERCLA (Policy, Permitting, and Integration) Dept.

Compliance Field Support Dept.

Air/Water /NEPA Policy & Permitting

ISMS
Walt Sullivan, Director
Joyce Fleischman-Gay, Dpty. Dir.

- VPP

EMERGENCY PREPAREDNESS
Scott Schum, Director

Program Development Dept.

Program Implementation Dept.

ES&H FIELD OPERATIONS
Kate O'Donnel, Director

ESH& Field Managers

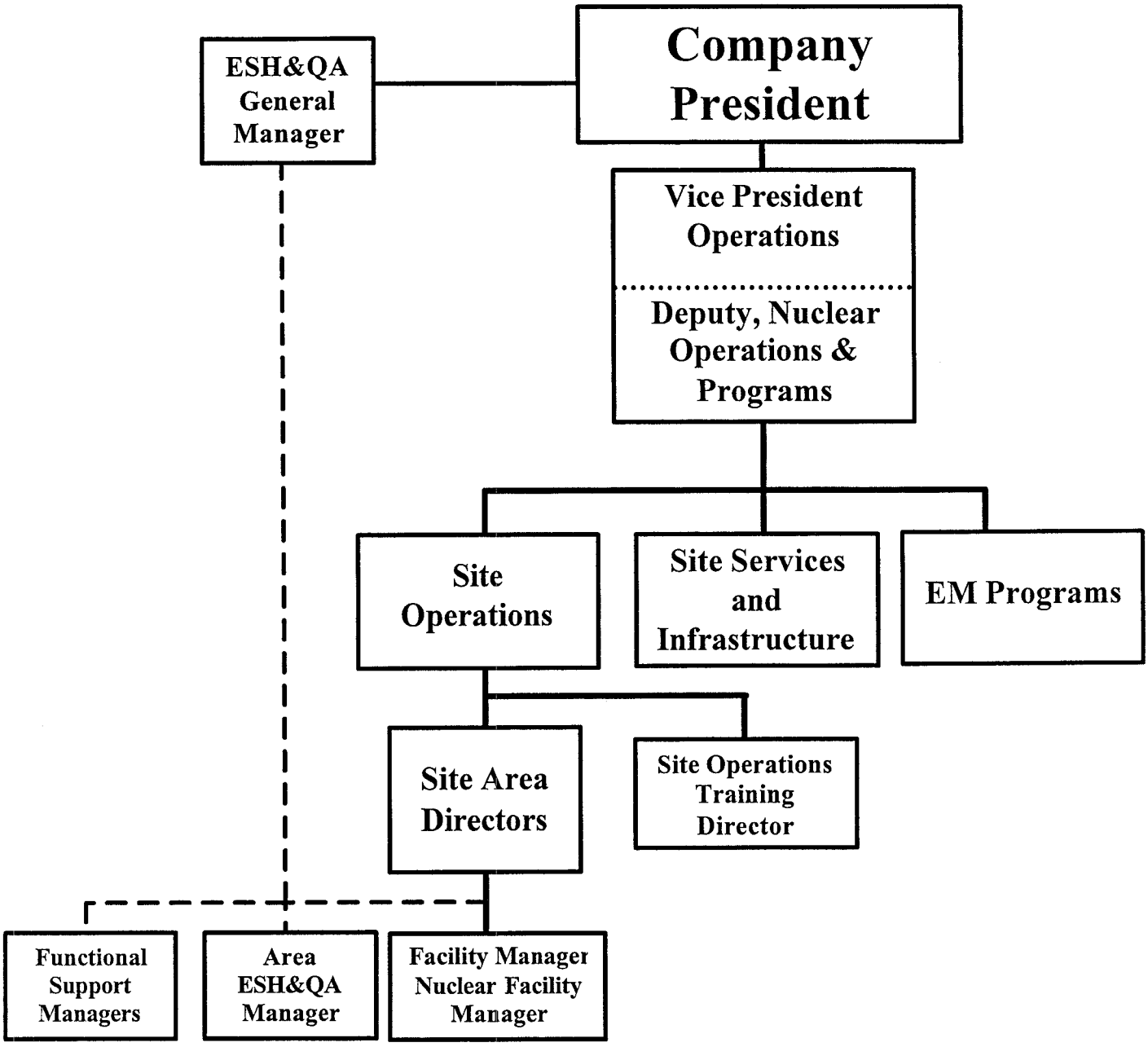


Figure 2.1 – Company Organization

Program Element I: Management Leadership

3. Responsibility

Required Information:

Describe the assignment of line and staff safety and health responsibility.

Attach previously established written material, such as job descriptions.

Additional Guidance:

Responsibility for safety and health at all levels should be clearly defined.

Any examples of authority provided to responsible persons would be helpful.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

3. Responsibility

Statement of Fact

Safety and Health Program roles and responsibilities are well defined in company documents and effectively communicated to all employees through documents, meetings, and training. From senior management to individual employees, safety and health responsibilities are clearly defined, and each employee has the authority commensurate with his or her level of responsibility.

Reflection of Responsibility

Workers are responsible for performing work safely, properly, and efficiently. They are accountable for

- Understanding company standards for safety, quality, and efficiency
- Identifying conditions that may impede implementation of these standards
- Initiating actions to correct these conditions, including stop work, if necessary.

Narrative Response to Yellow Page

Assignment of Line and Staff Safety and Health Responsibility

One of the guiding principles of Integrated Safety Management is to have clear roles and responsibilities. At the INEEL, these roles and responsibilities are defined in several documents. First are the R2A2s (Roles, Responsibilities, Accountabilities, and Authorities). R2A2s are a management tool to align roles, responsibilities, accountabilities, and authorities to the strategic direction of the INEEL. For example, from the Immediate Manager/Line Manager profile, the first responsibility listed is to "Ensure work is performed in a safe, secure, cost-effective, and compliant manner." Second is the *VPP Roles and Responsibilities* booklet, which is located on the VPP homepage. This document lists the responsibilities for

- Employees
- Managers and supervisors
- Safety professionals
- Senior VPP management champions
- VPP points of contact
- Chairpersons of the 11 VPP unit employee safety teams (ESTs)
- Company Employee Safety Team (CEST) chairpersons
- Site area directors
- Site Operations director.

Third is the companywide program description document, *Site Operations Manual*, PDD-1005. This document also lists the roles and responsibilities of the

- Site Operations director
- Site area directors
- Site Operations Training director
- Site maintenance, operations, programs, documents, initiatives, and configuration management coordinators
- Area Environment, Safety, Health, and Quality Assurance (ESH&QA) managers
- Functional (support) managers.

Fourth is the companywide program requirements document (PDD)-1004, *INEEL Integrated Safety Management System*. This document lists the work performance expectations for the workers, supervisors and foremen, department managers, directors and vice presidents, and the president and chief executive officer.

Workers. Workers are responsible for performing work safely, properly, and efficiently. They are accountable for

- Understanding company standards for safety, quality, and efficiency
- Identifying conditions that may impede implementation of these standards
- Initiating actions to correct these conditions, including stop work, if necessary.

Supervisors and Foremen. Supervisors and foremen are responsible for managing the environment in which workers perform work. They are accountable for

- Understanding company standards for safety, quality, and efficiency
- Ensuring that workers understand these standards and their expected role in their implementation
- Routinely communicating with workers and providing them the opportunity to identify barriers to achieving these standards

- Taking corrective actions to remove these barriers
- Performing field observations to independently assess the implementation of these standards.

Managers. Managers are responsible for ensuring that the work environments created by supervisors and foremen are producing results that support and advance company and customer objectives. Managers are accountable for

- Understanding company standards for safety, quality, and efficiency
- Ensuring that supervisors and foremen understand their expected role in the implementation of these standards
- Routinely communicating with supervisors and foremen in order to identify barriers to successful implementation of work execution standards
- Taking corrective actions to remove these barriers
- Performing field observations and communicating directly with workers to independently assess the effectiveness of supervisors and foremen in implementing company standards
- Monitoring and measuring work results to assess the effectiveness of standards implementation in achieving anticipated results.

Directors, General Manager, Vice Presidents. Directors and vice presidents are responsible for ensuring that company standards are established and implemented that meet customer expectations for executing work safely, properly, and efficiently. They are accountable for

- Understanding company standards for safety, quality, and efficiency in areas outside their area of functional accountability
- Establishing company standards in their area of functional accountability
- Ensuring that department managers understand their role in implementing these standards as an integral part of meeting company objectives and customer expectations
- Routinely communicating with department managers in all areas of the company in order to identify barriers to successful application of work execution standards that meet company objectives and customer expectations
- Taking corrective actions to remove barriers
- Performing field observations and communicating directly with workers, supervisors, and foremen to independently assess the effectiveness of the department manager in applying company standards
- Initiating, communicating, and implementing changes in company standards as necessary to continually improve achievement of company objectives and customer expectations.

President and General Manager. The BBWI president and CEO is responsible for the overall management and operation of the INEEL and is supported by his management staff.

The fourth document is the program requirements document PRD-5060, *Occupational Safety Functions, Roles, Responsibilities, and Interfaces.* This document describes the functions and interfaces of the Occupational Safety and Fire Protection organization at the INEEL. It also describes the role of the employee in executing Occupational Safety and Fire Protection activities.

Part of the company operational philosophy is to establish and maintain an effective and mature safety culture. This is accomplished through active involvement of employees in the ongoing processes and through the successful application of the following attributes (or anticipated roles and responsibilities):

- People recognize safety as a *value* and freely and actively participate in safety activities such as employee safety teams, procedure development, and safety inspections.
- People clearly understand their own authority, responsibility, accountability, and interfaces and those of others.
- People understand that safety, health, and environmental requirements take precedence over production and schedule requirements.
- People help prepare and follow procedures. If a procedure is in error, they stop and resolve the deficiency before resuming the activity.
- People are aware of hazards and use this knowledge to work safely. If the expected does not happen, they stop the activity until the issues are resolved.
- People question work practices before accepting them as the normal and established standard. They take the initiative to make things better.
- People continually improve standards, procedures, and processes through free and open communication and teamwork.
- People do not knowingly work outside of established limits.
- People are free to request needed resources and receive the resources required to accomplish safe production.
- People working safely and reliably contribute to a high level of performance.
- People voluntarily report incidents, near misses, barriers, safety concerns, and other safety-related information; and they receive timely responses.

- Peer influence reinforces, rather than undermines, safety.
- Incident analysis is viewed as an opportunity to identify system failures and improve the systems.

Attachments

1. “Immediate Manager/Line Manager Profile,” (Intranet), accessed 9/19/00, http://opm.inel.gov/r2a2/R2A2immed.html.

Appendix A presents attachments to further indicate the depth and spirit of our commitment to the VPP values and program.

Immediate Manager/Line Manager Profile

Role:

Manage assigned staff and resources to execute organizational plans and deliver quality products and services. (PDD-1004/DOE 450.4-1: Line management is any management level that is responsible for directing and conducting work.)

Responsibilities:

- Ensure work is performed in a safe, secure, cost-effective, and compliant manner.
- Ensure effective integration of ESH&QA, business management, and compliance policies into all work activities.
- Establish effective working relationships with staff, management, peers, and customers.
- Execute organizational plans within defined cost, scope, and schedule.
- Ensure quality of products and services delivered.
- Manage performance to support attainment of INEEL missions and Critical Outcomes, as outlined in the INEEL Institutional Plan and Performance Evaluation Measurement Plan.
- Select and retain a highly qualified and diverse staff.
- Make staff assignments.
- Support effective implementation of matrix management at the INEEL.
- Ensure staff is competent, trained, and qualified for assigned work.
- Assist staff in their professional development in concert with Company needs and overall strategy.
- Establish a work culture consistent with the INEEL mission, vision, and values.

Accountabilities:

- To manager for execution of assigned responsibilities to a level of performance that meets or exceeds expectations.
- To manager for execution of organizational plans on schedule, on budget, and within regulatory requirements.
- To manager for stewardship of assigned resources.
- To manager and customer for quality of products and services.
- To manager and staff for safe, secure, cost-effective, and compliant operations.
- To management and staff for effectively integrating ESH&QA, business, and compliance systems and processes into all work process.
- To assigned staff for training and resources required to complete assigned responsibilities.
- To assigned staff for support in pursuing professional development opportunities in concert with company needs and overall strategy.

Authorities:

- Hire, compensate, promote, and recognize staff consistent with INEEL policy.
- Allocate assigned resources to achieve INEEL objectives.
- Hold staff accountable for performance.
- Administer staff reward, recognition, and discipline systems consistent with INEEL policy.
- Authorize commitment of assigned funds.
- Take needed action to ensure safe, secure, cost-effective, and compliant operations.
- Approve time sheets.

Program Element I: Management Leadership

4. Accountability

Required Information:

Describe the system used for holding line managers and supervisors accountable for safety and health and how that system is documented.

Attach blank performance appraisal forms for managers and supervisors.

Additional Guidance:

Previously established written material, such as management objectives or performance evaluations for managers, supervisors, and employees, may be attached.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

4. Accountability

Statement of Fact

Employees at all levels (nonunion) are held accountable for their safety actions and contributions through a personal annual review. Each employee has an ES&H Personal Action Plan that supports the unit's health goals and objectives.

Narrative Response to Yellow Page

The BBWI annual review holds all employees, including managers and supervisors, accountable for their performance in safety- and health-related areas. The Annual Review form (see Attachment 1) is used for all employees, supervisors, and managers. One major performance area for all BBWI employees is their understanding and participation in safety and health programs. The accountability process is basically as follows: (1) senior management, in conjunction with the company employee safety team, establish company-level safety and health goals; (2) VPP units develop goals, objectives, and action plans; (3) each nonrepresented person develops an action plan to support the company and organizational goals.

Action Plans for nonrepresented employees are documented in ES&H personal action plans. Each employee, regardless of whether he or she is an individual contributor or a manager, is held formally accountable for the performance measures during annual review, which includes the ES&H personal action plan. ES&H performance can have either a positive or a negative impact on the employee. Significant contributions to the safety and health program can result in higher merit pay increases. Less-than-average performance could result in little, if any, increase. Other opportunities are available to recognize employees for positive contributions or involvement in the safety program. These opportunities are discussed more in Element IV, Subelement 3, Safety and Health Rules.

Safety accountability for represented employees is discussed in their working agreement between the union and BBWI. For example, the working agreement between BBWI and Paper, Allied-Industrial, Chemical and Energy Workers International Union Local Number 2-652, which represents the largest body of represented workers, states that "All employees shall cooperate by following safe work practices and complying with health and safety rules during employment, the proven violation of which shall be cause for disciplinary action" (Article 19).

Reflection of Accountability

331.07
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Rev. 00

S&H PERSONAL GOALS & ACTION PLAN

FY- _____

Name: _____ Employee #: _____

Position: _____ Organization: _____

Goals	Year End Results
Actions To Achieve Goals	**Year End Results**
Approvals	**Approvals**
Employee _____ Date ___/___/___	Employee _____ Date ___/___/___
Supervisor _____ Date ___/___/___	Supervisor _____ Date ___/___/___
Supervisor's Supervisor _____ Date ___/___/___	Supervisor's Supervisor _____ Date ___/___/___

Accountability is communicated to all employees through staff meetings, safety meetings, training, and annual reviews. President and General Manager, Bernie Meyers, stresses the importance of safety in the work place in POL-19, *Accountability*, with the following simple principles:

- Work safely at all times
- Be committed to Integrated Safety Management as a way of doing business
- Be familiar with the responsibilities of your positions, including applicable legal requirements, contractual obligations, and company policies and procedures. . . . Neglect, lack of concern for one's own safety or the safety of fellow employees, or violations of policies, procedures, or legal requirements will result in an appropriate level of discipline.

Attachments

Attached is the required annual review form. Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. "Annual Review."

ANNUAL REVIEW

GUIDELINES:

The review is intended to be a simple process that focuses on discussion between employee and supervisor. These guidelines are aimed at facilitating this process.

The process/discussion addresses three key themes essential to individual and organizational success:

1. Performance **2. Growth & Development** **3. Career Interests**

The process is designed to enhance employee understanding of how the employee's performance is measured and to provide feedback regarding overall job performance and career potential as perceived by the immediate supervisor and reviewing manager. Information regarding action plans, development, career path and the like are intended as general guidelines and are dependent on factors such as employee performance, business needs, workload, staffing requirements, requisite skills, etc.

PLEASE TYPE OR PRINT INFORMATION CLEARLY IN INK. SIGNATURES MUST BE IN INK.

Performance feedback should address how well the employee performed against specific performance expectations discussed during the course of the performance period.

DEFINITIONS: **Evaluator:** Supervisor or technical leader responsible for conducting the review.
Reviewing Authority/Manager: Home organization Department Manager or above.

EVALUATOR:
Initiates process by asking employee to complete Section 1 of the form.

EMPLOYEE:
1. Complete Section 1 of the form as directed. If you require more space, either complete electronically and expand form length as necessary or add additional sheet(s).
2. When completed, sign and date the form as indicated, and pass it on to your evaluator.

EVALUATOR:
1. Review the employee's input in Section 1 and comment in the *Performance Summary on Goals and Objectives and Trend* section of the form. Complete remaining portions.
2. Using the definitions below, assign a Performance Rating (A, B, C, or D) for each of the Performance Standards shown on the form.

   i) ***Safety & Health*** - executes and promotes safety in the workplace and the integration of VPP and ISM

   ii) ***Diversity*** - consistent and visibly integrates diversity/EEO principles into daily business

   iii) ***Accountability*** - takes responsibility for actions and getting the job done

   iv) ***Quality of Work*** - performs work to a consistently high standard and with good judgement

   v) ***Communication*** - expresses ideas clearly and actively listens

   vi) ***Teamwork*** - functions as a dependable and cooperative contributor to team goals

   vii) ***Initiative*** - approaches job challenges with enthusiasm and creativity

   viii) ***Leadership*** - demonstrates the behaviors described in the Bechtel Leadership Values

   The ratings signify the following level of performance:

   A = ***Exceptional*** - consistently exceeds performance standards

   B = ***Fully Performing*** - consistently meets performance standards

   C = ***Contributing*** - meets performance standards some of the time

   D = ***Poor Performance*** - substantial improvement required

3. When complete, sign and date the form.
4. Forward to reviewing manager for input.
5. Arrange to meet with the employee following input by reviewing manager.

EMPLOYEE AND EVALUATOR:
1. Meet to discuss employee's performance and development needs and finalize performance goals/objectives for next 12 months.
2. Following this meeting, make any necessary changes to the form. Employee should add comments, if desired, sign and enter the date of discussion on the form.
3. Evaluator forwards ANNUAL REVIEW to the reviewing manager for signature.
4. When the reviewing manager has signed the form, the evaluator should retain a copy, send a copy to the employee and send the original to Human Resources for transmission to the master personnel file, MS 3201.

ANNUAL REVIEW

OFFICIAL USE ONLY

Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption 6.
Approval by the Department of Energy prior to public release is required. Reviewed by K. C. Gerard.

Employee Name: _____ Employee Number: _____ Review Period: _____ To _____

Work Org. No.: _____ Evaluator: _____

Section 1 – To Be Completed By The Employee

Summary of Accomplishments *(Summarize your accomplishments vs. goals/objectives over the last year.)*
Strengths *(Describe your strengths and how they have contributed to the current assignment.)*
Development Needs and Actions *(Identify areas needing improvement and appropriate development actions.)*
Job/Career Interests *(List job enhancement opportunities. If interested in job change, list preferences including type of position, desired timing and location, or interest in foreign assignment.)*
Performance Goals/Objectives *(As agreed upon with supervisor for next 12 months including ES&H Personal Action Plan.)*

_____ Employee Signature _____ Date

ANNUAL REVIEW

OFFICIAL USE ONLY

Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption 6. Approval by the Department of Energy prior to public release is required. Reviewed by K. C. Gerard.

Employee Name: _____ Employee Number: _____ Review Period: _____ To _____

Home Organization Manager: _____ Evaluator: _____

Section 2 – To Be Completed By Evaluator

Information should be solicited from other sources as appropriate (matrix managers, prior managers if transferred during the reporting period, etc.) Have discussions been held? If not applicable check NA. ☐ Yes ☐ No ☐ NA

List Those Contacted: _____

_____

_____

Performance Summary on Goals and Objectives and Trend *(Summarize your view of employee's accomplishments vs. goals/objectives in the past year and comment on performance trend during this period including ES&H Personal Action Goals.)*
Strengths *(Describe employee's strengths and how they have contributed to the current assignment.)*
Actions for Performance Enhancement *(Identify specific areas needing improvement and development actions you feel would enhance the employee's current or future performance.)*
Job/Career Recommendations *(Identify next potential job assignment, if appropriate, and timing. Discuss your view of employee's potential and career path.)*

Annual Review Evaluation (A, B, C, D, +/-)

Safety & Health	Diversity	Accountability	Quality of Work	Communication	Teamwork	Initiative	Leadership	Overall Rating

Employee Comments:

Evaluator Print/Typed Name	Evaluator Signature	Date Prepared	Date Discussed With Employee

Employee Signature	Date

Reviewing Manager Print/Typed Name	Reviewing Manager Signature	Date

Program Element I: **Management Leadership**

5. Resources

Required Information:

Provide a narrative summary of personnel, equipment, budget, capital investments (if any), and other resources devoted to the safety and health program, including the radiological control program.

Include the current fiscal year site budget and the percentage devoted to safety and health programs.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

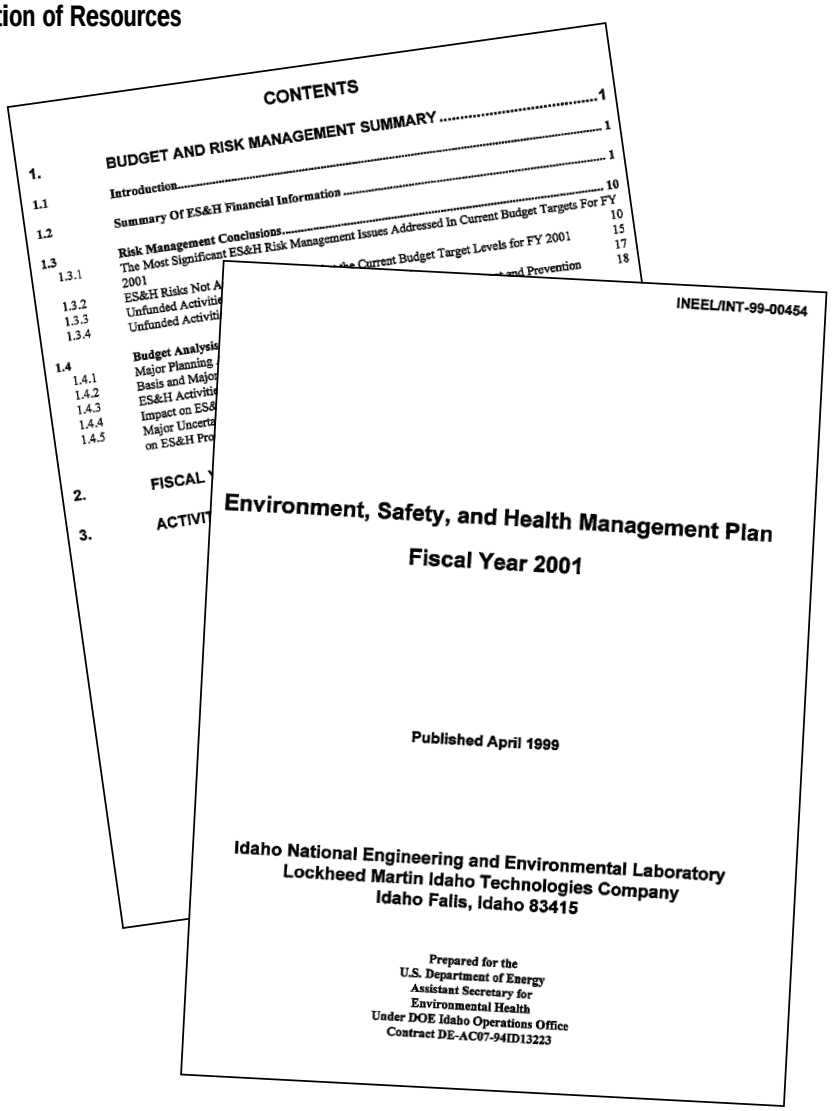
Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

5. Resources

Statement of Fact

The INEEL includes numerous facilities, processes, and disciplines. To ensure safe and successful operation, we have made and continue to make considerable investment in personnel and equipment resources. These resources are maintained and upgraded to ensure effective support of BBWI safety and health needs.

Reflection of Resources



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the Current Budget Target Levels for FY 2001
and Prevention

INEEL/INT-99-00454

Environment, Safety, and Health Management Plan

Fiscal Year 2001

Published April 1999

Idaho National Engineering and Environmental Laboratory
Lockheed Martin Idaho Technologies Company
Idaho Falls, Idaho 83415

Prepared for the
U.S. Department of Energy
Assistant Secretary for
Environmental Health
Under DOE Idaho Operations Office
Contract DE-AC07-94ID13223

Narrative Response to Yellow Page

Personnel

Bechtel BWXT Idaho, LLC uses a matrixed organization to support the diverse safety and health needs of the various operations at the INEEL. Technical assignments are very fluid within the matrixed organization, which allows management to shift resources and adapt to funding and work volume demands. Following is a summary of BBWI 's safety and health (S&H) support based on functional areas:

Emergency Preparedness	24
Fire Protection	83[a]
Industrial Hygiene	32
Industrial Hygiene Technicians	8
Industrial Safety	33
Medical Services	39
Radiation Protection	194
Management and Oversight	62

[a.] Includes 69 full-time employees from the INEEL Fire Department

In addition to the professional staff, other personnel resources are readily available, such as facility Environment, Safety, and Health (ES&H) managers, 11 VPP points of contact, 11 VPP management champions, 2 VPP senior management champions, employee safety teams, and various standing and ad hoc subcommittees.

Equipment

The necessary resources to perform safety and health duties include office space, equipment storage space, training room space, desks, computers, software, reference materials, and such equipment as the following:

- Calibrators
- Sampling pumps
- Flowmeters
- Pressure gauges
- Sound level meters
- Octave band analyzers
- Personal audio dosimeters
- Aerosol monitors
- Gas and oxygen meters
- Combustible gas detectors
- Mercury vapor analyzers
- Carbon monoxide meters
- Portable infrared analyzers
- Velocity meters

- Photoionization detectors (HN-Us)
- Radio frequency meters
- Personal oxygen indicators
- Heat stress meters
- Microwave detectors
- Detector tubes
- Hand and foot monitors
- Rate and count meters
- Continuous air monitors
- Remote area monitors
- Dosimeters
- Portable radiation instrumentation
- Criticality instruments
- Fully equipped, state-of-the-art medical facilities
- Satellite nursing stations
- Emergency response equipment
- Atmospheric testing devices
- Respirator fit testing apparatus
- Emergency vehicles
- Personal protective equipment
- Ventilation testing devices
- Fire system testing devices
- Ambulances
- Fire trucks and other vehicles.

Although this list is not complete and does not include all protective and hazard evaluation or mitigation equipment in use, it does reflect the various types of equipment resources dedicated to safety and health.

Budget

The BBWI Site budget is $625 million. Using the end of the year safety and health total of $48.3 million, the Safety and Health program budget is approximately 8% of the total Site budget.

Environmental. This includes costs associated with developing, implementing, and maintaining effluent controls, environmental monitoring and surveillance, permitting, auditing, and evaluation to ensure environmental compliance and pollution prevention. The category does not include waste storage activities. Performed routinely, these activities maintain compliance with federal, state, and local regulations, as well as applicable DOE orders and directives. The category includes the following:

Auditing and Evaluation. Audits are a routine mechanism to ensure environmental compliance with internal and external directives, including the National Environmental Policy Act (NEPA). It encompasses costs associated with implementing the Environmental, Safety, and Health Compliance Assessment activities (such as related Tiger Team activities). It also includes developing performance objectives and environmental auditing procedures.

Effluent and Environmental Monitoring and Surveillance. Monitoring activities include database monitoring, as required by DOE directive, or compliance monitoring, as required by the environmental regulatory authorities, such as air and water monitoring (actual sample analysis should be included in Laboratory Support or Other Technical Support Activities).

Permitting. Permitting includes activities involved in reporting the results of environmental monitoring, analysis, and evaluation. These activities are necessary to obtain permits from regulatory agencies regarding plant releases and discharges.

Safety and Health. This includes costs associated with safety and health programs, such as emergency preparedness, fire protection, industrial hygiene, industrial safety, occupational medical services, nuclear safety, work-smart programs, radiation protection, transportation safety (but not traffic management, which is included in logistics), and management oversight. Further definitions are as follows:

Emergency Preparedness. Emergency preparedness includes all activities intended to give personnel special capability to respond to incidents and accidents. Activities include maintenance inspection of emergency facilities and equipment, emergency response team personnel training, drills, and exercises; maintaining and updating current emergency plans based on site-specific hazard assessment; and coordinating with state and local authorities and federal agencies. Plant equipment, such as heating, ventilation, and air conditioning and process monitors, that is, parts of the safety systems relied upon to prevent or mitigate accidents are not included in this area but are addressed in Industrial Safety or Nuclear Safety. The physical plant equipment for normal and emergency egress is addressed in Industrial Safety.

Fire Protection. Fire protection includes all activities intended to prevent, detect, alert, and suppress fires. Activities include fire prevention; fire detection; fire suppression systems; related inspections and testing; fire fighting and emergency response; loss prevention; operation of ambulances and fire fighting equipment; testing and inspection of fire protection equipment and alarm systems; flammable and explosive material control; training certification to NFPA, state, and local requirements; review of construction and design for fire hazards; and mutual-aid agreements with local authorities. This area excludes fire protection activities and systems that solely benefit or protect nuclear systems, storage areas, or processes (such as glove box inerting systems). These excluded activities are included in Nuclear Safety.

Industrial Hygiene. Industrial Hygiene includes all activities intended to protect workers from physical and physiological

hazards. Activities include engineering and design of tasks, ventilation, substitution for less hazardous materials (such as asbestos abatement program administration but not removal), written and verbal communication of real and perceived hazards, personnel protection, laser protection, and physiological stress. This area does not include medical surveillance, employee medical records, or exposure of workers to radioactivity (note, however, that nonionizing radiation is included).

Industrial Safety. Industrial safety includes all activities intended to protect workers from physical trauma. Activities include electrical safety; machinery and machine guarding; personal protection and accident investigation; compressed gas and pressure system safety; hoisting, rigging, material handling, and lockout/tagout; confined-space controls; platform, manlift, and scaffolding usage; safe surfaces for walking and working; cutting, welding, and boring safety; hand and portable power tool safety; explosives and hazardous material handling, storage, and use; construction safety; firearms safety; and facility egress.

Occupational Medical Services. Occupational medical services include all activities intended to provide a comprehensive occupational medical program. Activities include employee health examinations such as preplacement and qualification, periodic, return to work, fitness for duty, and termination examinations; diagnosis and treatment of occupational illnesses and injuries; employee health counseling (employee assistance program and wellness); maintenance of medical records, emergency medical treatment and triage; special medical equipment; and immunization programs.

Nuclear Safety. Nuclear safety includes all activities intended to maintain criticality safety and nuclear operations safety. Activities include control of systems and parameters within subcritical limits and use of systems, procedures, equipment, analyses, programs, and personnel to ensure safe nuclear reactor and nuclear nonreactor operations. Physical systems, personnel, and programs to provide nuclear material accountability, safeguards, and security are not included in the Safety and Health Five-year Plan.

Radiation Protection. Radiation protection includes all activities necessary to control exposures of workers and the public to radioactivity. Activities include control equipment and procedures for radiation sources; interlocks, instrumentation, and shielding for radiation-generating devices; equipment and procedures used to minimize or mitigate external exposure; personnel dosimetry, bioassay, and programs designed to keep radiation exposure as low as reasonably achievable (ALARA) programs; control of paths for inhalation or ingestion of radiation; radiation exposure records; fixed and portable instrumentation for radiation detection and measurement; contamination control; effluent monitoring and release; and environmental monitoring and remediation.

Transportation Safety. Transportation safety includes all activities intended to ensure safe packaging and transportation. Activities include packaging certification; coordination of intrabuilding and on-Site movements and transfers; off-Site and international shipments; transportation (including marking and labeling) of hazardous material; inspection maintenance of transportation equipment; testing and technology of transportation operators; and aviation, motor vehicle, water craft, and rail safety.

Management and Oversight. Management and oversight includes all activities intended to coordinate, direct, integrate, and control safety and health activities across multiple areas. Activities include safety and health documentation and document control activities; configuration management; safety and health performance trending, analyses, and lessons-learned feedback; corrective action tracking; safety and health self-assessment activities; dedicated internal safety and health personnel; coordination and communication with DOE, state, and local authorities; internal audits and surveillance; external safety and health reviews; operational readiness reviews; and performance and documentation of comprehensive safety analyses. Nuclear safety analyses are in Nuclear Safety. Program elements such as quality assurance, management systems, oversight, and physical infrastructure are inherent to all areas and are accounted for in the specific areas.

Capital Investments for Active Projects During 1999

General Plant Projects	
INTEC boiler feed water piping replacement	$ 1,754,000
CFA-601 warehouse upgrade	1,720,000
IF-603 water distribution upgrade	900,000
CFA communications upgrade	1,264,000
IRC firewater loop upgrade	599,000
TRA-604 stack monitoring upgrade	308,000
TAN-733 tank replacement	1,676,000
Water disinfection facilities	523,000
TRA liquid nitrogen tank replacement	493,000
INEEL proprietary supervising station	1,721,000
INEEL security alarm consolidation	1,740,000
INTEC-687 roof replacement	311,000
INTEC-637 modifications	1,822,000
IFSF west wall	1,070,000
IFSF crane upgrade	1,600,000
INTEC safety access to utility tunnel	684,000
INTEC process water treatment	2,180,000
INTEC telecommunications switchgear facility	4,824,000
INTEC trailer row improvements	317,000
INTEC-606 upgrades	2,040,000
INTEC valve box C40	1,918,000
ATR built-in leak rate system	404,000
ATR 40-ton crane upgrade	252,300

Line-Item Construction Projects	
INEEL emergency response facilities	$ 11,430,000
INEEL electrical distribution upgrade	10,756,000
Long-term storage of Three-Mile Island fuel	28,000,000
ICPP security facility consolidation	$ 15,100.000
INEEL electrical utility system upgrade	53,452,000
INEEL road rehabilitation	10,800,000
Health physics instrumentation laboratory	11,790,000
TRA fire and life safety upgrade	15,446,000

General Purpose Capital Equipment	
Fire truck	$3 00,000
Ambulance	140,000
Bucket truck	180,000
INEEL backup radio paging terminal	45,970
INEEL video surveillance system	300,000
Universal calibration system	24,500
Digital temperature calibration system	30,430
Temperature data acquisition system	28,500
Special purpose armored vehicle	180,000
Card reader upgrade for Idaho Falls	396,400
INEEL seismic data acquisition system	110,000
Gamma spectrometer system	45,370
Utility control system upgrade	63,380
OC-12 VTBM circuit pack	368,000
ATLAS server replacement	233,100

Attachments

Appendix A presents attachments, offered to further indicate the depth and spirit of our commitment to the VPP values and program.

Program Element I: **Management Leadership**

6. Planning

Required Information:

Describe how safety and health are a part of management planning.

Additional Guidance:

Portions of actual planning documents can be attached.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

6. Planning

Statement of Fact

Safety, health, and the environment are the primary considerations integrated into the INEEL planning processes from top, companywide strategic planning down through the planning for each job.

Narrative Response to Yellow Page

How Safety and Health are Part of Management Planning

Inclusion of safety and health in management planning begins with company-level documents such as the *Idaho National Engineering and Environmental Laboratory Long-Range Plan*. The first guiding principle in the INEEL Long-Range Plan, which governs the INEEL mission and vision, is environmental, safety, and health excellence.

> *All INEEL activities are conducted with environment, safety, and health being the first priority. Safe, environmentally compliant operations define operational excellence at the INEEL. Its commitment to excellence is embodied in its full implementation of Integrated Safety Management principles.*

The Vision for the INEEL also emphasizes the importance of safety, targeting such goals as

- Zero accidents
- Safety and compliance integration into all operations
- A compliance attitude that supports safety
- Institutionalization of a laboratory-wide safety culture.

Managers of programs and projects plan and outline Environment, Safety, and Health support as part of their program or project workscope. This is accomplished using Environment, Safety, and Health (ES&H)-specific work planning packages. ES&H cross-cutting support is discussed in the Financial Operations Planning Preparation Requirements for FY-2000. The program or project ES&H workscope is submitted as part of the ES&H Management Plan and entered into an automated data system as part of the Unified Budget Call (Unicall) budget process. Thus, program and project ES&H support requirements are identified and integrated into the overall, site-wide ES&H plan.

Refection of Planning

Environment, Safety, and Health

The INEEL's environment, safety, and health program is being implemented within the framework of a comprehensive commitment to operational excellence. Operational excellence is a vision founded on the integration of Integrated Safety Management System (ISMS) concepts with Conduct of Operations and Conduct of Maintenance philosophies, and tied to achieving Voluntary Protection Program (VPP) STAR status.

Vision

Environment, safety, health, and quality assurance (ESH&QA) excellence is characterized by:

- *Leadership* that ensures worker, public, facility, and environmental safety
- *ESH&QA functional programs* that support and enable line management to successfully and safely meet program requirements
- *Comprehensive employee involvement* in ESH&QA programs and in the planning, control, and execution of work.

The ability of the INEEL to achieve this vision and demonstrate its performance is fundamental to its reputation and, therefore, to the ability of the INEEL to achieve its mission. Although funds must be provided to the INEEL for cleanup associated with legacy operations, additional work and money assigned to the INEEL will be significantly influenced by its ESH&Q reputation. ESH&QA excellence must be demonstrated in all activities: cleanup, operations, and research and development. The achievement of ESH&QA excellence is necessary for the successful and timely completion of the INEEL cleanup mission and for the full achievement of the science and technology vision.

The INEEL uses the ES&H management planning process guidance set forth in the Department of Energy (DOE) Guidance Manual and the Unicall process, and also environmental management (EM) program-specific guidance to identify, analyze, prioritize, and communicate ES&H risks associated with budget development and other planning activities. This approach allows integration of ES&H data and issues with the strategic plan, analysis of addressed risks and vulnerabilities, and verification of skill mix. ES&H management planning uses the EM Integrated Priority List to align ES&H skill mix and budget resources for the planning period. Planning is done in conjunction with Financial Operations to reflect current funding levels. In the planning process, significant risk issues are identified and addressed. Appropriate support is provided for each of the identified issues through the planning process, as outlined in the EM Risk Data Sheets and ES&H Risk Data Sheets.

At the day-to-day working level, employees and subcontractors who perform or support maintenance, construction, and decontamination and dismantlement activities comply with the Integrated Work Control Process (IWCP) specified in companywide standard STD-101, Integrated Work Control Process. The IWCP offers management a standard approach to hazard analysis and work planning, with the following basic steps:

- Identify a need on a work control form
- Determine the category of work [such as maintenance-related; type 1, type 2, or type 3 work order; or preventive maintenance (PM)]
- Perform the hazard analysis
- Determine the planning level
- Develop the work control package as needed
- Perform a workability walkdown or prework briefing, or both
- Perform the work
- Conduct a postwork review
- Document and closeout the work, lessons learned, and history file.

The process for performing hazard identification, analysis, and control for operational activities is stated in MCP-3562, *Hazard Identification, Analysis, and Control of Operational Activities*, and in MCP-3571, *Independent Hazard Review*. This process is discussed in Element III, Worksite Analysis.

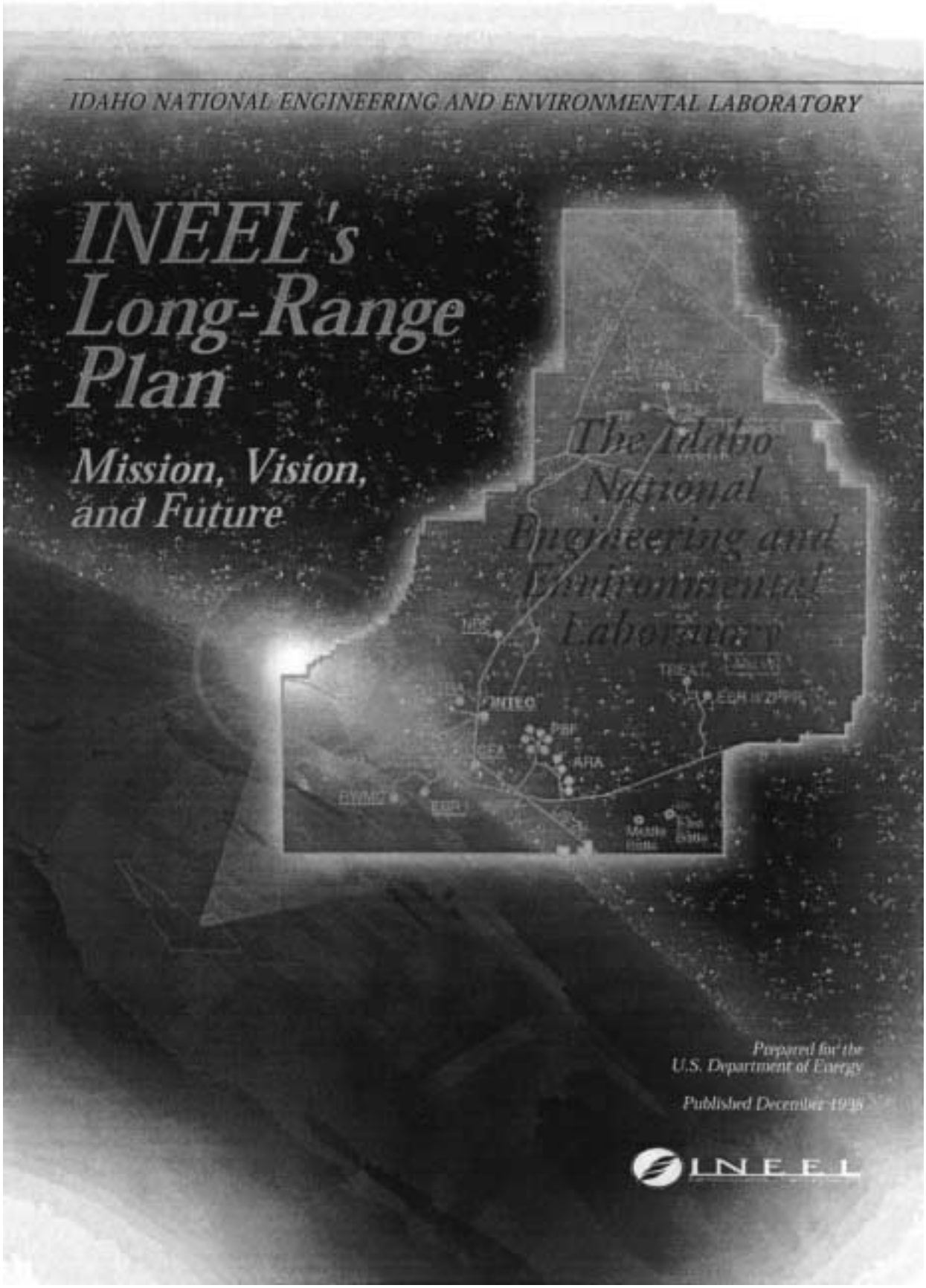
Attachments

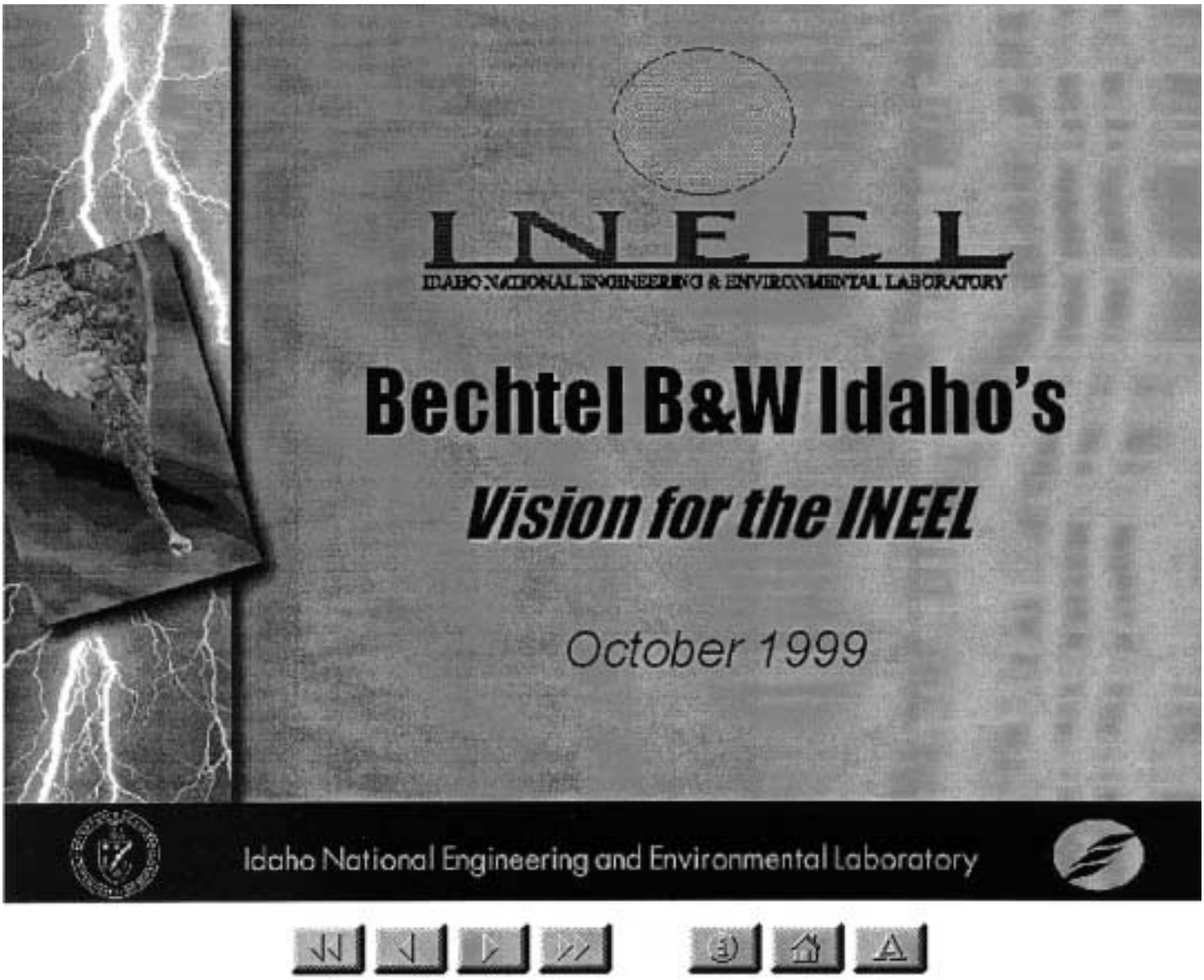
1. *INEEL's Long-Range Plan: Mission, Vision, and Future*, "Guiding Principles: Environmental, Safety, and Health Excellence," December 1998.

2. "Bechtel B&W Idaho's Vision for the INEEL," slide presentation, October 1999.

3. *FY 2000-2004 Institutional Plan*, "Operations and Infrastructure: Environment, Safety, and Health," Idaho National Engineering and Environmental Laboratory.

4. *FY 2000 Planning Preparation Requirements*, "Section 8.1 Environmental, Safety and Health Cross-Cutting Support," Idaho National Engineering and Environmental Laboratory, June 14, 1999.


IDAHO NATIONAL ENGINEERING AND ENVIRONMENTAL LABORATORY
INEEL's Long-Range Plan
Mission, Vision, and Future
The Idaho National Engineering and Environmental Laboratory
Prepared for the U.S. Department of Energy
Published December 1998
INEEL


INEEL
IDAHO NATIONAL ENGINEERING & ENVIRONMENTAL LABORATORY
Bechtel B&W Idaho's
Vision for the INEEL
October 1999
Idaho National Engineering and Environmental Laboratory

Slide 1 of 25

We must first perform!
Safety – zero accidents – ISMS
With zero tolerance for noncompliance
Using fully integrated lifecycle plans
Efficiently, with integrated, proven business models
On schedule and within budget
Applying science and technology to solve real problems
Using comprehensive self-assessment
Idaho National Engineering and Environmental Laboratory

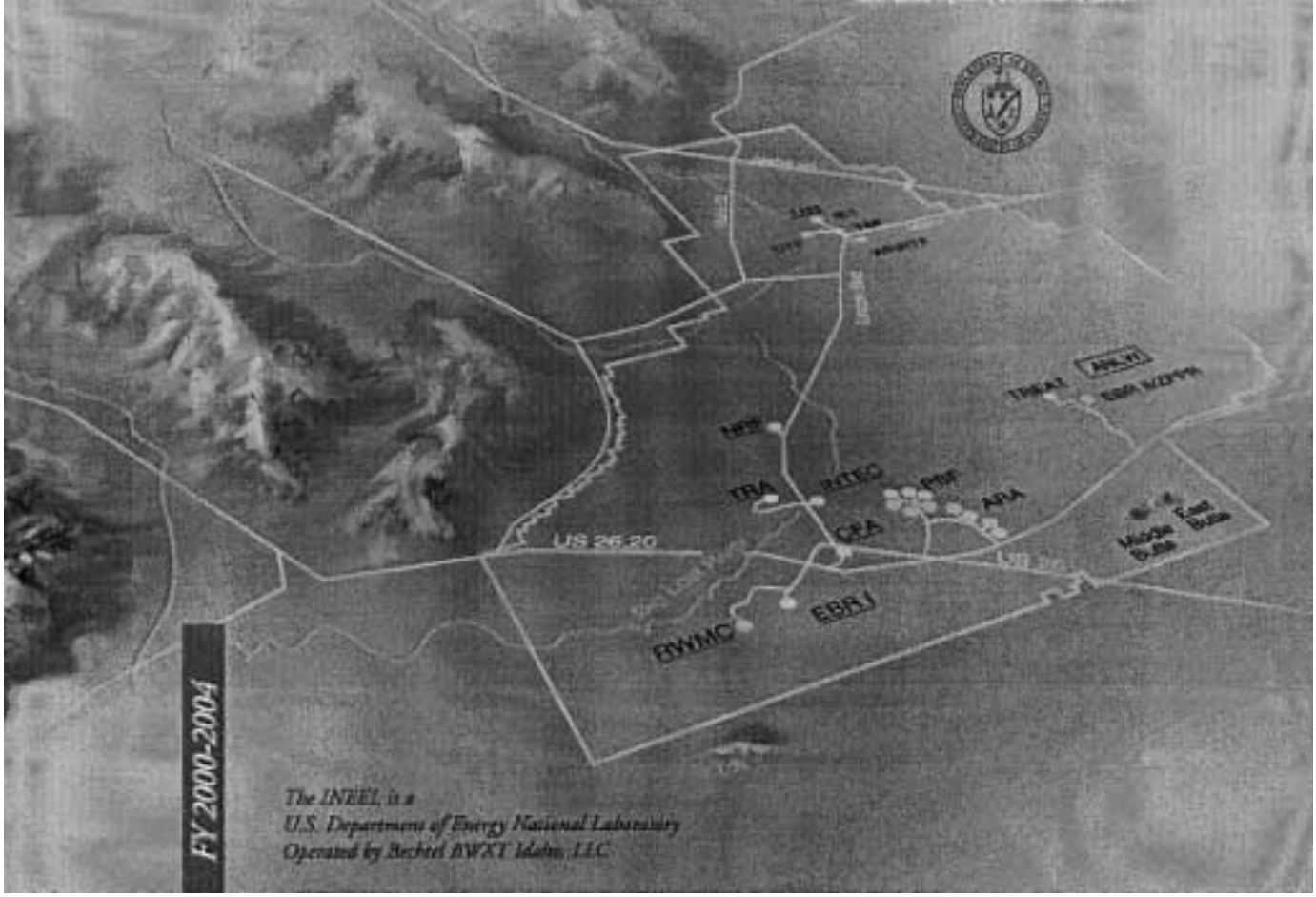
Slide 5 of 25

Slide 18 of 25

Idaho National Engineering and Environmental Laboratory

Institutional Plan

INEEL



FY 2000-2004

The INEEL is a
U.S. Department of Energy National Laboratory
Operated by Bechtel BWXT Idaho, LLC

Activities undertaken to improve safety and compliance include implementation of DOE's VPP; an ISO 14001 Environmental Management System; an effective, compliant Quality Assurance Program (QAP); and an ISMS. Significant progress has been made in implementing all four of these programs at the INEEL. Noteworthy strengths observed while implementing these programs include:

- Management commitment to successful implementation
- Employee involvement and support
- Projectization of implementation efforts
- Comprehensive involvement of ESH&QA functional managers and subject matter experts.

Challenges to successfully implementing these programs include institutionalizing the comprehensive changes required by these programs and building the necessary cultural attributes, particularly a compliance culture.

Strategic Objectives

The INEEL ESH&QA program has identified four objectives to realize its vision:

1. A VPP that satisfies criteria for STAR status (September 2000)
2. An environmental management system that satisfies criteria for ISO 14001 (June 2002)
3. An effective QAP that complies with DOE orders and regulations (FY 2000)
4. An ISMS that satisfies DOE criteria (May 2000).

Performance Measures

Measures for ESH&QA performance include successful implementation of the ISMS, VPP, QAP, and ISO 14001 by established due dates; meeting metrics associated with employee involvement, injury and illness targets (Severity Index, Lost Workday Case Rate, and Total Recordable Case Rate), and event and accident rates; environmental noncompliance and fines; and regulatory noncompliance and fines.

B. Stakeholder Communications and Trust

Vision

The long-term success of the INEEL depends on the interest and support of internal and external stakeholders. Communication, openness, and credibility are vital to the INEEL. If the INEEL is to perform its science-based missions and contribute to regional economic development and diversification, it must have the confidence of all involved parties.

FIGURE 26. The INEEL has strong ties to the community and to its elected officials, as seen here during the 50th anniversary celebration.

Revision 0

Planning Preparation Requirements

June 14, 1999

Prepared by
Program Controls
and
Financial Operations

Point of contact: Bonnie Griffin, 526-7375

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FY 2000 Planning Preparation Requirements	Section 8 Supplemental Functional Requirements	Revision 0 06-14-99

8.1 Environmental, Safety and Health Cross-Cutting Support

Programs/projects should plan and outline Environmental, Safety and Health (ES&H) compliance requirements within their specific work/planning packages. Discipline-specific ES&H supervisors are available to discuss program specific requirements and assist in the preparation of planning documents.

The Company has chosen the Integrated Safety Management System (ISMS) in conjunction with the Voluntary Protection Program (VPP) as the process by which to create and maintain a workplace free from illness or injury. Excellence in the following five areas are needed to achieve this goal: Management Leadership, Employee Involvement, Worksite Analysis, Hazard Prevention and Control, and Safety and Health Training.

ES&H support activities, primarily performed by the ESH&Q Branch, are aimed at assisting line management in creating a workplace free of recognized hazards and dedicated to protecting personnel, the general public, the environment, and property. This is accomplished by:

- Implementing and maintaining ES&H workplace programs
- Providing leadership and guidance to line management for ES&H programs.
- Establishing and executing site-wide ES&H standards and procedures.
- Supporting internal and external audit efforts and assisting with development of corrective action plans.
- Providing technical/engineering consulting services by researching and supplying expert interpretations of regulatory codes and standard day-to-day operations/projects and document reviews.
- Supporting and assisting line management in specific function/discipline element areas.
- Review and approve, when appropriate, work documentation, e.g., safe work permits, site work requests, purchase requisitions, cutting and welding permits.
- Performing walkdowns/inspections in support of facility/project operations.
- Provide subject matter expert (SME) services to ES&H training.

ES&H includes the following functions/disciplines:

- Emergency Preparedness
- Industrial Safety
- Industrial Hygiene
- Fire Protection
- Radiation Protection
- Environmental Protection
- Occupational Medical Program (OMP)

Specific program elements and functions include but are not limited to:

8-1

Caption

Program Element I: **Management Leadership**

7. Contract Workers

Required Information:

Describe how past performance in safety and health is taken into account in selecting contractors.

Describe the methods used for oversight, coordination, and enforcement to ensure that the contractor safety and health program is adequate and is implemented properly. Specify site entry and exit procedures for contractors.

Describe the programs for familiarizing and holding accountable all persons in contractor-controlled areas.

Describe the means used to ensure prompt correction and/or control of hazards, however detected, under the contractor's control.

Describe the methods used to ensure that all injuries and illnesses occurring during work performed under your contract are recorded and submitted to you.

Describe methods, such as monetary penalties and dismissal from the site, used to discourage willful or repeated noncompliance by contractors or their employees.

Provide the number of resident contractors on the site.

Additional Guidance:

Include criteria for selecting contractors.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

7. Contract Workers

Statement of Fact

Subcontractors must prequalify, based on past safety and health performance before they are allowed to bid on work at the INEEL. Once accepted for work at the INEEL, subcontractor employee training is required for Site access, and access is controlled to make sure that only trained, qualified personnel are allowed on the Site. Weekly and monthly surveillance is conducted to verify subcontractor compliance with all safety and health requirements, and any deficiencies must be corrected to avoid monetary penalties or possible dismissal from the Site. Repeated safety and health violations by a subcontractor or the subcontractor's employees may result in the withholding of contract payments, dismissal from the Site, and prohibition from bidding on future work at the INEEL.

Narrative Response to Yellow Page

How Past Performance in Safety and Health is Taken into Account in Selecting Contractors

The INEEL has had construction subcontractor environmental, safety, and health (ES&H) prequalification requirements for many years. A company desiring to work at the INEEL must submit a completed prequalification form and have it approved by Procurement prerequisite to having its proposal considered for award. This completed form is evaluated against specific requirements by representatives from Procurement, ES&H, Project Management, and Construction. Conformance to the requirements qualifies the company to be considered for award of a subcontract for

Reflection of Contract Workers

BBWI's Construction Forces are being set up as an example for the rest of the INEEL work force, according to Frank Lopez, general manager of Site Services and Infrastructure. "You're setting the standard for safety at the INEEL."

An outdoor sign at CPP-698 allows employees to keep track of the safe hours worked toward their goal of zero accidents. It is updated monthly.

The employees gathered for the celebration at the CPP-698 warehouse. Members of the management team served cake and ... struction Forces crews.

Safety milestone

Construction Forces rack up a record

The 96 members of BBWI's Construction Forces have been recognized for successfully embracing the safety culture of the INEEL.

They were honored March 21 for a remarkable safety milestone — amassing 441,000 safe work hours without a lost-time accident. The total encompasses more than three years on a variety of construction projects across the Site.

In a celebration meeting, the workers were congratulated for their cumulative efforts at incorporating safety into their day-to-day jobs.

Construction Forces includes carpenters, teamsters, electricians, iron workers, painters, pipe fitters, heavy equipment operators, laborers and surveyors. They are responsible for various jobs across the Site. Their work involves piping and electrical projects, building upgrades, constructing handicapped access and a number of other construction projects at INEEL Site facilities.

Don Snider, Construction Management supervisor, expressed pride in the group, acknowledging their "safety first" attitude in the higher-risk realm that their jobs sometimes entail.

Dick Watkins, ESH&Q general manager, thanked the workers for their efforts and called the occasion "long overdue," saying it was time the company recognized these workers for their accomplishment.

INEEL work. Failure to meet the requirements results in disqualification and a letter from BBWI detailing the reason for disqualification and any required corrective action. Suppliers that meet the qualifications are placed on the Prequalified Construction Contractors list. All BBWI Requests for Proposal (RFPs) require a bidder to be on the list. To be on the list, a subcontractor must meet the following prequalification criteria:

- A recordable incident rate (RIR; using the total number of recordable injuries) of 13 or less
- An average lost-time frequency rate (LTFR; using the number of lost time injuries) of 6.1 or less
- A lost workday severity rate (LWSR; using the number of lost work days) of 148.1 or less
- An average employee modification rate (EMR) of 1.0 or less for the current policy year and for the preceding two years.

Methods Used to Ensure the Contractor Safety and Health Program is Adequate and Implemented Properly

Subcontractor and supplier performance in relation to BBWI technical, safety, quality, delivery, and administrative requirements is evaluated based on input from the procurement agent, project manager, quality assurance engineer, and safety engineer. The Construction organization, with its safety professional staff, directly oversees active construction projects. Performance data are monitored and collected using the BBWI Supplier Performance Evaluation System (SPES). These data are used to help BBWI obtain the best value, including excellent performance, from its subcontractors.

Subcontractors must also sign a commitment to VPP/ISM certification that commits their company to support the BBWI Voluntary Protection Program. They must return a written response regarding the VPP/ISM criteria in accordance with the instructions supplied by BBWI. The subcontractor response must describe how the subcontractor currently complies with fourteen (14) specific VPP/ISM criteria. The subcontractor must meet this criteria to remain on the BBWI pre-qualified construction supplier list. The BBWI ESH&QA organization also performs field assessments at the work site to verify compliance to ES&H requirements/criteria.

The extent of subcontractor (including construction, maintenance, and service contractors) involvement in VPP relates to the degree and frequency of the subcontractor's exposure to health and safety risks associated with the onsite work (both site and town). Degree and frequency of exposure has two grades: level 1 and level 2.

Hazard Grade Level 1. Suppliers who perform construction projects under the purview of the company's Construction Department, as Davis-Bacon work or as maintenance or service subcontracts, are required to be Grade 1 qualified prior to award of a subcontract. Hazard grade level 1 work involves a source of injury, harm, or damage that could be expected to be encountered if no additional mitigation is applied. Suppliers who desire to do grade 1 work are required to be prequalified or approved through completion of application Form 540.12, Hazard Level 1 Construction or Maintenance/Service Qualification Application for Standard Work, " and will implement all 14 elements required for VPP and ISM. Form 540.11, Hazard Level 1—Short Form Qualification Application for Specialty Work—Construction Only," is completed for a lower-tier subcontractor by the prime subcontractor when the work is classified as construction and is unique (i.e., work that is not general construction, electrical, mechanical or painting).

As part of the security badging process, these suppliers will receive VPP/ISM orientation by viewing a short VPP video and receiving an employee VPP pamphlet, cards, and Safety Rules bulletin.

Hazard Grade Level 2. Suppliers performing work that is low risk in nature but which requires badging or escorted access to facilities due to the frequency or duration of the work will be grade level 2 VPP/ISM oriented. Prequalification is not necessary.

These suppliers receive the same VPP/ISM orientation as mentioned above.

INEEL site entry and exit procedures for subcontractors are identified in the subcontract documents, and are reviewed at the preconstruction meeting. Access control ensures that only subcontractor employees having received appropriate safety and health training are admitted to the site. The subcontractor is given requirements for coordinating work and controlling the hazards associated with the work performed by subcontractor personnel. The subcontractor is required to safely control subcontract work activities by identifying and documenting existing and predictable hazards, and by informing workers about mitigating these hazards in their work.

Programs for Familiarizing and Holding Accountable all Persons in Contractor-Controlled Areas

The program for safety accountability to subcontractors is driven by various Procurement documents such as the General Provisions; MCP-592, *Acquisition of Goods and Services*; Subcontractors Requirements Manual; Requests for

Proposal; and the final Purchase Order (typically referred to as the Contract) with a subcontractor.

BBWI informs subcontractors of safety requirements and accountability at the prebid tour, the preconstruction meeting, and thereafter at bi-weekly construction meetings. Subcontractors are also exposed to the worksite and potential hazards during the prebid and preconstruction meetings. Subcontractors are also able to participate in a bimonthly subcontractor safety meeting, where they are able to rub shoulders with one another and exchange information between themselves and BWXT. Safety is a routine topic on the bimonthly agenda.

Work control documents commonly used as hazard evaluations include job safety analyses, construction work authorizations, safe work permits, and health and safety plans. All employees sign a roster indicating that they understand and will comply with the provisions of their work assignments and the requirements of the work control documents. Before starting work each day, the subcontractor conducts a plan-of-the-day meeting with the employees to review the recognized hazards and mitigation methods for the work tasks to be performed that day. Every work activity is reviewed before work is started to ensure it can be performed safely. Subcontractors are also responsible for controlling access to the worksite and ensuring that visitors are adequately informed of the hazards of the worksite. Subcontractors are required to inform visitors of the hazards identified in the work control documents, and visitors must sign to verify that they have been made aware of those general hazards prior to access.

Means Used to Ensure Prompt Correction and Control of Hazards under the Contractor's Control

During construction, the BBWI construction coordinator and safety professional walk through the construction area daily. A formal safety surveillance is performed at least weekly on each active subcontract with the subcontractor's superintendent and safety supervisor present. Any deficiencies are recorded on a surveillance form and resolved with the subcontractor's safety and supervisory personnel. In addition, BBWI construction and safety professionals review subcontractor training records and review and approve all job hazard safety analyses.

When hazards associated with an on-going work activity are identified, they are brought to the attention of the subcontractor's superintendent and safety supervisor. The subcontractor will address the hazard on a job safety hazard analysis. All employees on any construction site have Stop Work authority to correct hazardous conditions or resolve hazardous situations. The subcontractor's senior management has ultimate responsibility for taking prompt and decisive action to correct identified acts and unsafe conditions.

During periods of any work activity, the subcontractor's designated safety representative is required to conduct and document daily surveillance of the workplace to identify and correct hazards and noncompliance with safety and health requirements. In addition, the subcontractor's site management conducts and documents a weekly surveillance of all work areas (including those controlled by a subtier subcontractor) with a representative of BBWI.

- Daily and weekly surveillance findings are reviewed at least once a month. The review
- Ensures that noncompliance issues have been corrected or mitigated
- Identifies any recurring noncompliance issues

Reviews the subcontract and program requirement documents to ensure compliance.

Daily and weekly surveillance focuses on workplace hazards and practices; the monthly review focuses on programmatic issues.

Subcontractor employees not only have the right, but the responsibility to respond to unsafe conditions and unsafe behaviors. The subcontractor superintendent or designated alternate must be available at the jobsite at all times while work is being performed and identify, control, or correct all hazards under his or her control.

Methods Used to Ensure That All Injuries and Illnesses Occurring during Work Are Reported

Employees have the responsibility to immediately report to direct management any occupational injuries, illnesses, near misses, or work quality deficiencies. The subcontractor is required to verbally notify the BBWI point of contact of an accident as soon as possible, but no later than one hour after its occurrence. The subcontractor must perform an accident investigation appropriate to the type of accident or assist in any investigation performed by BBWI. A completed DOE form 5484.3 or 231.01 must be submitted within 24 hours of any injury or illness, including first-aid cases. Maintaining an oversight presence in the field through our Construction staff helps reinforce the reporting requirements.

Methods Used to Discourage Willful or Repeated Noncompliance by Contractors or Their Employees

Subcontractors are required to develop a disciplinary action plan or policy for violators of safety and health policies, procedures, rules, or regulations; and all subcontractor employees are required to receive documented training on the contents of this plan. Per the subcontract documents, BBWI Construction reserves the right to have any subcontract employee, including supervision and management, who willfully violates any safety and health policy, procedure, rule, or regulation removed from the Site and denied reentry. If violations continue, or corrective actions are not taken, BBWI has the options to

- Cease the operation or portions thereof
- Correct the situation and back-charge the subcontractor
- Stop or hold up payment for the work being performed
- Remove the site supervisor and/or responsible employees
- Invoke subcontract penalties and/or terminate the subcontract.

BBWI Procurement inputs monthly performance evaluations into a database for tracking. The evaluations include safety. Negative and positive trends of each project are forwarded to the subcontractor's senior management. Failure to provide and implement effective corrective action (reversal of the trending scores) when requested by BBWI Procurement can result in the subcontractor being ineligible for future awards at the INEEL. Monthly subcontract funds are held based on results of performance evaluations. Complete failure in any area results in monies withheld from the subcontract. Examples can be shared during the onsite visit.

Number of Resident Contractors on the Site

There are currently 34 subcontractors on the Site; however, this number varies with the season, the number of projects, and the funding for those projects.

Attachments

Appendix A presents attachments, offered to further indicate the depth and spirit of our commitment to the VPP values and program.

1. "Construction Management Plan for Reducing Injuries and Illnesses," May 2000.

Construction Management Plan for Reducing Injuries and Illnesses

May 2000

Summary

The current OSHA rates for subcontractors, though slightly elevated, have shown a continuously downward trend for the last four months. Construction Management continues to support the tenants of ISMS/VPP in working closely with subcontractors to help reduce injuries and illnesses and champion the BBWI philosophy of ZERO accidents and injuries.

General Discussion

We determined that a subcontractor was the cause for the higher OSHA rates. The current combined subcontractor recordable rate is 10.6. If the particular contractor's injuries were removed, the rate would be 2.1, well below the national average for the construction SIC code.

We also determined that subcontractors were underreporting or not reporting all project hours.

Action Plan Specific to the One Subcontractor

1. We have placed an ES&H professional full time with the subcontractor referred to above to help identify hazards and to ensure that all tasks are identified on work control documents and that mitigation methods have been incorporated into work processes to prevent future occurrences.

2. Subcontractor management, on their own accord, stopped work and immediately solicited corporate resources to perform safety evaluations and hazard reviews of all job processes and tasks, and develop Job Safety Analyses. They have also strengthened prejob briefings to ensure that all hazards are addressed. This contractor wanted to make certain that the circumstances were corrected before work proceeded.

3. In cooperation with the union, we have also made a significant change in a contractual requirement: adding the requirement that any drilling helper must have at least one year experience before being allowed to work on an INEEL drilling project.

General Subcontractor Action Plan

1. Subcontractors were informed at a monthly Subcontractors' Safety Meeting and at the Bi-monthly meeting that accurate reporting of project hours was absolutely essential to ensure that OSHA rates were being accurately reflected on their work histories at the INEEL.

2. Statistical data are reported at the above two meetings to heighten subcontractor awareness of OSHA rates and the negative impact that higher rates could have on their cost of doing business.

3. Subcontractors were also reminded of the contractual requirements for reporting injury/illness statistical data, and methods they can use for preparing accurate reports. They were also reminded that Construction Management also reviews these data to ensure that subcontractors can be on or remain on the prequalification list.

4. Subcontractors are given access to our tracking and trending report, which is used to identify areas of excellence and areas needing improvement.

5. The format of the monthly Subcontractors Safety meeting has changed to better foster interaction between subcontractors and the sharing of safety issues/concepts/ideas that have produced successful safety cultures in other organizations. Subcontractors learn from each other ways to improve and build their own safety programs.

6. Computer-based self-paced lesson plans have been developed and are on the INEEL external homepage to allow subcontractors to train employees to the requirements of the Subcontractors Requirements Manual, even before employees report to work at the INEEL. The training is then entered into the INEEL TRAIN database for tracking, allowing quick access to the employees' training history for verification of qualifications. A computer-based training station is being established at three locations offsite: Pocatello, Blackfoot, and Idaho Falls. This will accommodate INEEL training to union employees prior to being called to work and will establish a broader-based qualified work force.

7. Construction Management will continue to perform tap root analysis of all incidents/accidents to ensure that the root cause(s) of these incidents are identified and adequate corrective actions are taken to prevent reoccurrences. The information derived from these investigations is fed back to the construction work forces, both the subcontracting community and direct hires, at the above meetings, as well as tool box safety training meetings.

Program Element I: **Management Leadership**

8. Program Evaluation

Required Information:

Safety and Health Program Evaluation

Describe the safety and health program evaluation system.
Provide a narrative describing how the safety and health objectives are evaluated annually.
Describe how recommendations from the annual program evaluation are integrated into safety and health objectives.

Attach the current year's goal and objectives.
Attach a copy of the most recent annual evaluation of the entire safety and health program.

Rate Reduction Information (for applicants with rates above the industry average)

Specify short-term and long-term strategies for reducing injury rates to below the industry average; include specific methods.

Additional Guidance:

Ensure that the program evaluation follows the requirements set forth in *Part I: Program Elements*—i.e., it must be in narrative form and must address the five basic elements and all the sub-elements.

Do not attach Tiger Team Assessments, Progress Assessments, Technical Safety Appraisals, or Corrective Action Plans. Checklists should not be submitted as demonstration of program evaluation.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

8. Program Evaluation

Statement of Fact

The INEEL Safety and Health Program is evaluated in terms of the VPP criteria at least annually. The issues derived from the evaluation result in unit-specific and global corrective action plans. The corrective actions are tracked to completion in the Work Group Task section of ICARE. The ultimate goal of the annual evaluation is continuous improvement of the Safety and Health Program/systems and processes.

Narrative Response to Yellow Page

The Safety and Health Program Evaluation System

The first INEEL Safety and Health Program evaluation was conducted in April and May 1997, in accordance with Department of Energy VPP elements. A subcontractor, Environmental Profiles, Inc., Baltimore, Maryland performed the evaluation. A corrective action plan was prepared, and the results were entered into the company's Issues Communication and Resolution Environment (ICARE) database for tracking to resolution. To aggressively move forward with the evaluation, we solicited another evaluation from the same subcontractor in October and November of the same year. That evaluation resulted in additional actions, which were also entered into ICARE.

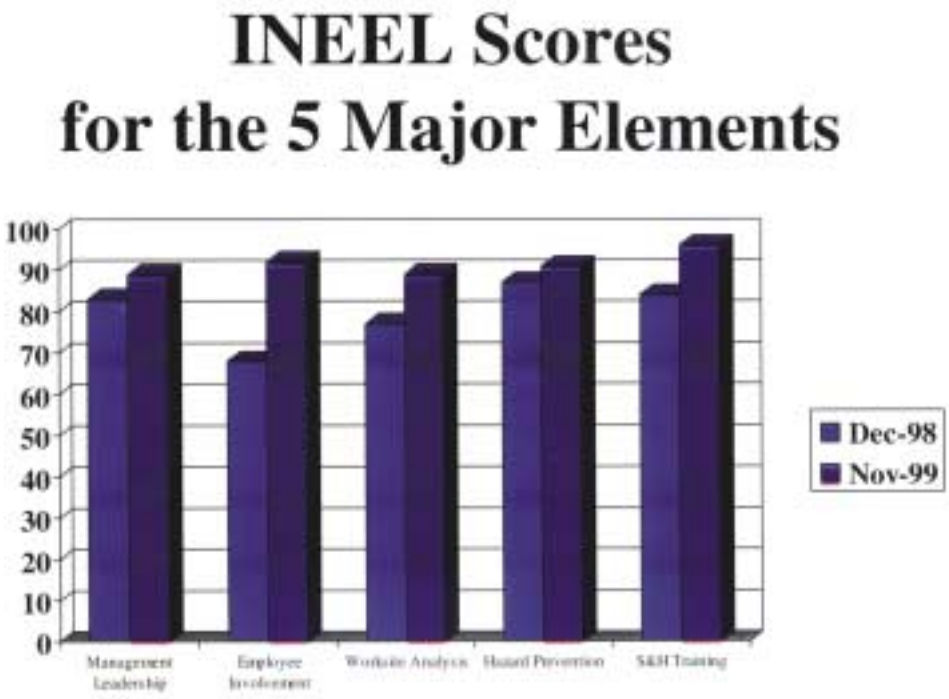
The second annual program evaluation was conducted in December 1998. Another subcontractor, STAR Consultants, Inc., Annapolis, Maryland performed that evaluation. Based on the evaluation, we prepared action plans from both a company-wide perspective and at the VPP unit level. These action plans, like those before, were entered into the ICARE system to ensure proper followup.

The third annual program evaluation was performed in November 1999. Our own employees performed that evaluation. Eleven two-man teams were established to address the 11 VPP units. The evaluators were trained

- To understand the process for performing the evaluation
- To use the Evaluation Score and Response workbook
- To conduct and score employee interviews.

The 11 teams performed the evaluation, prepared the results, and consolidated them in a final annual report. The VPP units prepared corrective action plans, and the data were entered into the ICARE system.

Reflection of Program Evaluation



How the Safety and Health Objectives are Evaluated Annually

Using safety and health trending data and considering the results of the annual evaluation, each of the 11 VPP units develops goals and objectives for the year. The Company Employee Safety Team (CEST) also develops company-level goals and

objectives. The CEST and the VPP unit employee safety teams periodically review the status of the objectives (action plans) as a part of their meeting agendas. The VPP unit employee safety teams communicate the progress of these objectives through various avenues, such as VPP homepages, all-hands meetings, and postings, whichever best accommodates their unit.

How Recommendations from the Annual Program are Integrated into Safety and Health Objectives

The recommendations (corrective actions) from the annual Safety and Health Program evaluation are one of several data inputs used when developing the safety goals and objectives. As the 11 VPP units develop their safety and health goals and objectives, they review the results of the most recent annual assessment, particularly as it pertains to their respective unit. As applicable, the results are reflected in the VPP unit goals and objectives. For example, in developing the Year 2000 goals and objectives, the VPP units reviewed the recommendations (corrective action plans) from the annual evaluation of November 1999 and used the information as appropriate.

Note that the corrective actions resulting from the annual evaluations are managed individually. There may be global findings with action plans, and there may be VPP unit-level findings with action plans. Each recommendation and corrective action is followed to completion, regardless of whether it is reflected in the goals and objectives.

Attachments

1. *The 1999 Annual Safety and Health Program Evaluation*, "Executive Summary."

2. "CEST Safety and Health Goals, Objectives, and "Performance Metrics," http://home.inel.gov/safety-health/vpp/CEST_S&H_2000htm.

The 1999 Annual Safety and Health Program Evaluation
Executive Summary

The annual safety and health program evaluation for Bechtel BWXT Idaho, LLC was conducted November 15th through the 23rd, 1999. The scores for the (five) 5 major elements of the Voluntary Protection Program are illustrated in figure 1.

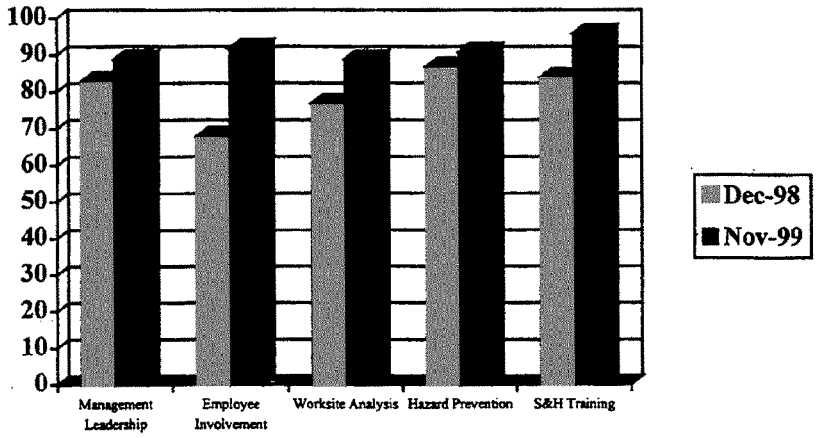


Figure 1

Two (2) employees were assigned to each VPP Unit including the Project Office, a total of twenty-four (24) employees were involved in the process. Participants attended a special training session for conducting the evaluation on October 26th. Many of the evaluators had attended training provided by Star Consultants in May and July 1999, during the Star Ready assessments.

General Process

The VPP criteria was evaluated using a three step approach: 1) a review of applicable documentation, 2) personal interviews were conducted with general employees, managers/supervisors, employee safety team members, and ES&H professionals and 3) area walkabouts were preformed. Using the information gleaned from these tasks, the evaluators completed an Evaluation/Scoring Workbook. Each major element and sub-element was scored. A score of eight (8) or less, necessitated a finding be listed under the comments section. The participants in the evaluation will have an opportunity to attend a lessons learned meeting on December 8th, providing input to improve the process in 2000.

Each VPP Unit including the Project office will prepare an action plan using the INEEL Assessment Action Plan template (Attachment 4), addressing Unit specific and global specific comments. The action plans will be tracked in the Work Group Task section of ICARE.

The 1999 Annual Safety and Health Program Evaluation
Executive Summary

Synopsis of Comments

- The communication of safety and health information, i.e., policy, goals and objectives, inspection results, etc., is not as effective as it needs to be and will require continued attention.

- An issue regarding the accessibility of safety and health professionals was apparent in several Units, particularly CFA and INTEC.

- The involvement of safety and health professionals with the employee safety teams has improved substantially since the last annual evaluation. Their "much needed" involvement is strongly encouraged.

- Employee involvement in the safety and health process has also improved since the previous evaluation. Line management needs to continue their efforts to provide opportunities for employees to participate in inspections, investigations, establishing goals and objectives, submitting safety concerns, etc.

- Accountability within performance appraisal process needs better definition. Management and individual contributor safety and health goals and actions need to be less general and more specific and **measurable**. There is some uncertainty as to the real impact with appraisals when an employee (manager or individual contributor) does not meet their safety goals and actions.

- The new BBWI team members need to make an extra effort to become visible to the workforce in supporting the VPP process, thus developing an element of trust and confidence in the workers.

- The recordable case rate of subcontractors is 13.02, which is higher than the industry average.

- There continues to be challenges in implementing STD-101, which surfaced as an issue in several Units. Also a concern regarding the extensive backlog of preventative maintenance items resulting from the work control process in areas such as INTEC was identified.

- The lack of an effective tracking system (ICARE) was a **major** issue in this evaluation. The reporting process and the ICARE tool needs attention as quickly as possible.

- The trending process, particularly as it impacts the employee safety teams, must be developed and issued in company level documentation.

The 1999 Annual Safety and Health Program Evaluation
Executive Summary

- Industrial ergonomic evaluations are being performed on a "request" basis. The company needs an ergonomics plan describing the approach and process from a proactive perspective. The ergonomic professionals need to provide input as to where and when assessments should be done rather than basing their activities on a request or an injury to initiate an assessment. Funding for this plan also needs to be identified.

Status of FY-1999 Company level Goals

- Achieve a severity index of 9.0 or lower

  Status: The FY-99 performance period indicates a Severity index of 10.65. Even though the goal was not met, it does represents a 12% improvement over the previous year (12.18).

- Achieve a day away case rate of 0.38

  Status: The FY-99 performance period indicates a Day away case rate of 0.48. This too again was a little short of the goal, but it is 32% better than the previous year (0.71).

- Heighten the utilization of Total Safety Culture

  Status: The WASP (Worker Applied Safety Process) Process was developed which is the formal observation and feedback process of the Total Safety Culture. Observations are being performed and entered into a trending database.

- Increase CEST/EST and ES&H professional interface and communications

  Status: Each EST and the CEST has a safety and health professional who serves as an advisor and contributes to the team activities in that manner. The safety professionals also participated in the Star Ready evaluations conducted in May and July, 1999. Safety professionals also participated in this annual evaluation.

- Heighten employee involvement, safety awareness & communications

  Status: The opportunity for employees to share safety experiences is a part of the culture via "safety shares" at staff and safety meetings. A company VPP homepage was created, and 9 of the 11 Units have Unit VPP homepages. The safety incentive funds were not held back this year but were distributed to the Units. They were able to promote their own safety incentive activities throughout the year.
  (**Incomplete** -several of the objectives under consideration were not completed)

The 1999 Annual Safety and Health Program Evaluation
Executive Summary

Status of the Global Corrective Actions from the 1998 Annual Evaluation

All of the global corrective actions from the 1998 annual evaluation are completed except for the following:

- Protocol 1.1.1.1. Management commitment to financially support employee involvement is needed for some organizations, particularly CFA and INTEC.
- Protocol 4.1.7.11. Lack of a written ergonomics plan particularly emphasizing industrial ergonomics
- Protocol 1.1.9.1 and 1.1.9.3. Lack of a tool for supervisors to validate the measures in performance plans
- Protocols 3.x.x.x. (Trending) Lack description of the trending process, particularly the involvement of the EST's, in a company level document
- Protocols 1.1.3.x. (Goals and Objectives) Revise PDD-16 to better describe the process for developing safety goals and objectives, particularly from the perspective of employee safety teams.

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Criteria		
Management Leadership		
(1) Each applicant must demonstrate top-level management commitment to occupational health and safety in general and to the specific requirements of DOE-VPP. Management systems for comprehensive planning must address health and safety.		
a. Commitment to Health and Safety Protection. As with any other management system, authority and responsibility for employee health and safety must be integrated with the management system of the organization and must involve employees. This commitment includes the following:		
Element/Sub-element	**Score****	**Possible Score**
(1) Policy. There should be a clearly stated policy on safe and healthful working conditions that is communicated to employees at all levels, so they understand the priority of safety and health protection in relation to other organizational values.	9.5	10
Findings: Global: • Frequently, employees are unable to verbally describe the safety policy. Perhaps the safety policy statement should be on the front page of Manual 14A as a standalone statement, rather than being embedded in a Program Description Document. Unit 3: • A written version of the safety and health policy is easily accessible to all employees; however, three of eleven interviewed were not aware exactly what was the health and safety policy or where it could be accessed. Unit 10: • Employees and management have a clear understanding of safety policies and that it is supposed to have high priority, however, Employee interviews reflect that the reality is that present projects schedules have taken a higher priority then safety (6 of the 10 employee interviews)		

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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(3) Planning. Planning for safety and health must be part of the overall long-term management planning.	8.3	10

Findings:

Unit 1:
- Yes, however, it should be noted that the ES&H professionals felt a great deal of pressure with ISM and short handed due to their active role in the new work control process.

Unit 3:
- Due to the reduced levels of staffing of Safety and Health Professionals, long term planning is not currently receiving the necessary attention while their efforts are being focused on the day-to-day operations.

Unit 4:
- While it is evident that the company-wide system is utilized there is no evidence of facility specific documentation.

Unit 8:
- Safety professionals are involved in the maintenance functions but evidence is not readily available that there is active safety or IH involvement in all other building activity.
- There is not always an S&H professional on the EST.

Unit 9:
- Evaluation of this criterion could not be determined due to lack of Occupational Health, Industrial Hygiene and Safety personnel available for interviews.

b. Written Safety and Health Program. All critical elements of the safety and health program, including management leadership, employee involvement, worksite analysis, hazard prevention and control, and safety and health training, must be a part of the written program.

(1) Adequacy. All aspects of the safety and health program must be appropriate to the size of the worksite, the complexity of the hazards, and the nature of the industry.	9.0	10
(2) Responsibility. Responsibility for all aspects of the safety and health program must be assigned and communicated so that all managers, supervisors, and line employees know what is expected of them.	9.0	10

Findings:

Unit 1:
- The different disciplines are a bit stove piped but that is a global issue.

Unit 3:
- Due to the reduced levels of staffing of Safety and Health Professionals, long term planning is not currently receiving the necessary attention while their efforts are being focused on the day-to-day operations.

Unit 4:
- ES&H manpower needs were not adequately addressed and budgeted for FY-00. This is evident by overtime and "brush fire" management. Thus, ES&H has identified a need for an additional 4 – 5 FTEs. It is evident that all areas are adequately covered with the limited manpower; however, due to the limited manpower, it is imperative that all back-up coverage be scheduled carefully. This sometimes creates a juggling act by ES&H (i.e. Meetings/training in town and being called out to the site.)

Unit 9:
- There is a lack of actively involved Safety and Health professionals within this unit. Although S&H personnel are available when requested for specific tasks, it is not clear that they have been fully integrated into all work processes.

Unit 11:
- Documentation needs to be updated and brought into compliance with the above bulleted standards.

*** NA – Not Applicable. Meets – 9.10. Partially Meets – 5.6.7.8. Does Not Meet - 0*

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(3) Authority and Resources. Responsible personnel must have adequate authority and resources to perform the desired tasks. Commitment of necessary resources for workplace health and safety must be documented and must address staffing, space, equipment, training, and promotions. Budget and capital expenditures for health and safety improvements must also be included.	8.6	10

Findings:

Unit 2:
- There is still a backlog of overdue PMs (127 out of ~ 2500 PMs). Even though the PMs thought to be most hazardous and of most importance (specifically, reactor-related) have gone through the STD-101 process and been converted to Passport, all of the PMs need to be converted and worked in a timely manner or plant reliability, in general, is reduced. Also, an additional Fire Protection Engineer needs to be hired.

Unit 3:
- Industrial Safety and Industrial Hygiene staffs are currently understaffed. Open job requisitions are in the process of being filled to address this issue. A perception exists that the health and safety professionals are not adequately available on back shifts and that RAD Con is having to act as first line safety. Reduced staffing has created difficulty in S&H professionals attending all walkdowns at the scheduled time. S&H professionals have to follow-up later to complete the walkdowns as required by STD-101.

Unit 4:
- ES&H is lacking resources and have identified the need for 4 – 5 additional FTEs. Funding cuts have heavily impacted ES&H's ability to ensure that all activities are covered & funded and the activity based funding vs. area based funding has impacted ES&H. Recommend that ES&H are included when determining where budget cuts should be made and return to area based funding. Lack of manpower & funding has impacted the ability for ES&H professionals to maintain their National Certifications.
- Lack of funding for the EST & VPP programs is a major concern. Need to identify funding for both labor & materials for these programs to be effective.
- Need to include sub-contractors (i.e. construction) in the positive recognition programs. There was not adequate evidence that positive recognition is used for safety related tasks/improvements and that these recognitions are equivalent to those award for programmatic improvements.
- EST members need to be recognized for their additional workloads associated with their EST responsibilities & duties.

Unit 6:
- Additional support is needed for adequate tracking of VPP issues, ICARE, Inspections, data management, etc.

Unit 7:
- It was observed that STD 101 has caused some confusion as to who has the authority to resolve S&H issues, and it also caused a preventive maintenance backlog. It was also felt that when the indirect budgets were shut down near the end of the fiscal year that the adequate resources were not available.

Unit 8:
- There is no evidence that safety and health professionals are involved in all activities within EROB. Accident/injury investigations do not list safety input. The EST does not always have safety and health representation. There is one safety professional for the entire IF facilities, not enough.
- Employees indicate that all managers are not up-grading office equipment (chairs, tables, ergonomic devices, etc.) because of cost.
- There is no evidence that the EST has been given the appropriate authority to accomplish its task as an EST. Roles and responsibilities are not thoroughly understood by EST members.

Unit 9:
- It is not evident that adequate funds have been provided for representatives to support EST and VPP activities.

*** NA – Not Applicable. Meets – 9.10. Partially Meets – 5.6.7.8. Does Not Meet – 0*

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(4) Line Accountability. Managers, supervisors, and employees must be held accountable for meeting their assigned responsibilities, as demonstrated through evaluation of employees at all levels. A functional and operational system for rewarding good performance and correcting deficient performance must be in place.	8.8	10

Findings:

Global:

- There still appears to be a question regarding the verification of measures in performance plans, whether for managers or individual contributors.

Unit 3:

- Safety and Health criteria contained in the performance appraisals is very generic. The general criterion provides a good basis but the criteria should be tailored to the specific roles and responsibilities of the position.

Unit 5:

- Interviews of supervisors indicated that performance appraisals are heavily weighted based on Severity Index. There is a need for a more positive-based system of accountability. Employees did not feel they would be held accountable for H&S violations.

Unit 6:

- Specific measurable actions are missing from performance appraisals.
- S&H objectives in managers' and individual contributors' performance appraisals should be developed and followed more rigorously.

Unit 7:

- No clear evidence that performance appraisals are based more on positive action than on numbers of injuries or illnesses. It also was not clear if safety and health performance impacts decisions made about pay and/or promotions.

Unit 8:

- Top management is not readily visible by employees within the workplace.
- Top management does not participate in the EST at EROB even though many of their offices are in the building.
- Employees on the EST are not always sure of the path upward.

Unit 9:

- Examples of employee performance appraisals were not available for review. Managers and supervisors interviewed were well aware of their accountability and cited their performance appraisals as evidence of this accountability. However, a survey of supervisor and manager performance appraisals provided for review did not specify measurable accountability criteria, nor was accountability for safety and health mentioned in the Primary Task Description/Goals section of the evaluation form.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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(5) Visible Management Involvement. Top management involvement in health and safety related activities must be apparent to all employees. Involvement should include establishing clear lines of communication with employees; setting an example of safe and healthful behavior; ensuring that all employees (including subcontract employees and vendors) and visitors in the contractor's controlled spaces have a safe and healthful workplace; and being accessible to employees for health and safety concerns.	9.1	10

Findings:

Unit 1:

- Interviewed employees were comfortable reporting safety concerns to their immediate management but felt they needed to see their SAD in the field more.

Unit 3:

- Employee interviews (5 out of 11) stated that SAD was not visible in the field. Several stated that they probably would not recognize the deputy SAD. The communication from Top management down is missing pockets of people throughout the Unit. Not all employees a have assess to Lotus notes or are not getting information from those that do have assess to Lotus notes. Staff meetings are not being held by all of management and when they are held not all employees are able to attend due to work assignment, PL, shift work, and/or training. Information given out at those meetings is not always being passed on to those not in attendance. It was also stated that information was being left on break-room tables to read, but not identified as important.
- Managers/supervisors/foreman interviewed had not considered that part of their role in the Safety & Health program was to be an example. They put their efforts into what was in their PAS and job description.

Unit 4:

- Management support of the Health & Safety program, especially the EST & VPP programs, has improved drastically in the last year. This has improved the overall morale and safety awareness of employees at CFA. The EST program was lacking empowerment, until the Site Area Director & Unit Champion Concepts were adapted. It is anticipated that support will continue to improve with the SAD & Champion being the same person. There is some major concern, however that the newly appointed SAD/Champion is not actively involving himself. We understand that this is a newly appointed position, however, it is vital that if the SAD/Champion is to be an effective tool and resource for the Health & Safety Program including but not limited to the EST & VPP programs he needs to become more involved and demonstrate his VPP management leadership duties. All levels of CFA Top Management need to increase their involvement and visibility throughout the plant.
- Excellent visibility & support from DOE Counterparts.

Unit 7:

- Top management involvement is exceptional but there are small pockets of middle management and supervisors that could be encouraged to become more involved.

Unit 9:

- There was a lack of evidence provided for review that management participates effectively on the Employee Safety Team. Recent changes in top management have left continuity gaps in the safety and health processes.

Unit 10:

- Assuming top management as being the SAD and above, employee interviews indicated that because the SAD is new, they are not aware of his response to safety issues or how effective his communications will be, or if he will truly be accessible to resolve safety concerns (6 out of 10 interviews).

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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(6) Site Orientation and General Accountability. There must be documented programs for orienting and holding accountable all persons operating in contractor-controlled spaces, including subcontractor employees, vendors, consultants, students, and visiting scientists.	9.8	10
Findings: Global: • There is inconsistency regarding the VPP training provided to general employees vs. subcontractors vs. service contractors vs. vendors. The core VPP training must be standardized so that all workers receive the same "message". Unit 1: • Employees receive adequate S&H orientation; however, new employees have not received appropriate S&H information to educate the employee on VPP, EST, and site-specific information and introduction of representatives and professionals. This also appears to be a global issue.		
(7) Subcontractor Employee Coverage. (a) Applicants must be able to demonstrate that they have considered the health and safety programs and performance of all subcontractors during the evaluation and selection process, especially for operations such as construction. (b) Records of the hours worked and the injuries and illnesses incurred by subcontractor employees while working in the applicant/participant contractor's controlled spaces must be kept. Rates calculated for such work are expected to be at or below the most appropriate industry average, as reported by the most recent BLS publication. (c) Contracts must (1) specify authority for the oversight, coordination, and enforcement of safety and health programs by the applicant and provide documentary evidence of the applicant's exercise of this authority; (2) provide for the applicant's prompt correction and control of hazards, however detected, in the event that contractors or individuals fail to correct or control such hazards; and (3) specify penalties, including dismissal from the worksite, for willful or repeated noncompliance by contractors, subcontractors, or individuals. (d) The applicant/participant must be able to demonstrate that the above contract provisions have been carried out.	8.0	10
Findings: Global: • Construction Management has a thorough understanding of the VPP process and meets or exceeds the criteria. There score would be a 9 or above, except for one statistical item, the Recordable Case rate of 13.02 is higher than the general industry average of 9.9. Construction management must ensure that in their goals and objectives, there are some specific objectives that will significantly impact the recordable case rate. (Note: This could be a key factor in the submittal of the Application)		

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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(8) Safety and Health Program Evaluation. The applicant/participant must have a system for evaluating the success of the safety and health program in meeting the goal and objectives, so that those responsible can determine and implement any needed changes. (a) The system must provide for an annual, written, narrative report, including recommendations for improvements and documented timely follow-up. (b) The evaluation must assess the effectiveness of each element and sub-element described in Section II.E of this document. (c) The evaluation may be conducted by competent corporate or site personnel or by a third party from the private sector.	9.5	10
Findings: Global: • System for S&H program evaluation is evolving – this is the first time we have conducted this assessment for ourselves. As such, there are several areas for improvement. The scripted interview questions should be reviewed by the assessors company-wide to reduce redundancy, improve the breadth of information elicited from managers/supervisors, and target additional areas from the VPP criteria. In future evaluations there would be better sharing of information if a unit evaluates a different unit from the one by which they are being evaluated. Unit 4: • There are 4 remaining open actions from the previous assessments. They are: (1) Investigations (WGT 3570); (2) Tracking (WGT 3573); (3) Lockout/Tagout (WGT 3575); and (4) Employee Involvement (WGT 3577). • There is concern that ISMS & VPP are viewed as two separate entities and are not integrated together – this concern is shared by management and employees. There is no evidence that any effort to integrate these programs to work hand in hand as they are intended. It is anticipated that the implementation of ISMS will improve interface between management & represented employees. • There is some concern that the implementation of ISMS (i.e. STD-101 & MCP-3562) has impacted the ability to get work done.		
	Sum of Possible Scores for Management Leadership section 1 = 100 $\frac{\text{Sum - of - scores}}{\text{Sum - of - possible - scores}} \times 100 = \%$	SCORE in Percent Section 1. 89%

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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Employee Involvement		
Element/Sub-element	**Score****	**Possible Score**
(1) Employees at all levels must be involved in the structure and operation of the health and safety program and in decisions that affect employee health and safety. Employee participation is in addition to each employee's individual right to notify appropriate managers of hazardous conditions and practices.	9.7	10
Findings: Unit 7: • Target some awareness and involvement in office hazard identification and control among workers not involved in the IHRG process. Where the more severe laboratory hazards are handled well under the IHRG process, be careful to prevent complacency in the office environment.		
(2) The employee participation requirement may be met in a variety of ways, as long as employees are able to participate actively and meaningfully in the identification and resolution of health and safety problems. The following are some examples of acceptable means of providing for employee impact on decision making: - Safety committees - Safety observers - Ad hoc health and safety problem-solving groups - Health and safety training of other employees - Analysis of job hazards - Committees that plan and conduct health and safety awareness programs.	9.3	10
Findings: Unit 3: • Three of the employees that were interviewed indicated that the workload was too great for them to participate in many of the safety activities like the safety bowl. They would like to get actively involved but the work came first. Unit 4: • Three of the ten employees were unable to attend their interviews. The assessors felt that this was not an acceptable average and that management should have provided more support of this assessment by ensuring the interviewee's (or alternate's) attendance. The assessors were told that lack of participation was due to other ISMS activities. Unit 7: • Engage the people who are not involved in the IHRG process. Additional avenues of communication (directed to the entire population rather than lab custodians) may be useful. Unit 9: • It was not evident that management was helpful or at all involved in providing employees for interviews. Only two EST members participated in the interview process and only 9 of 12 employees and 7 of 8 managers requested showed for interviews. Some employees questioned the availability of a charge number for their time to attend the interview. Unit 10: • EST members are participating in safety activities, but the general population is not involved as they could be in such things as inspections, conducting hazard reviews, preparing and reviewing JSA's, etc. Management needs to greatly enhance opportunities for employee participation.		

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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(3) Units must utilize the labor-management safety committee approach to involve employees in the identification and correction of hazardous activities and conditions. This is required because of the seriousness of the hazards, the changing worksite conditions, the expanding and contracting work force, and the high turnover at a construction site. The Unit must be able to demonstrate that it has an active employee safety team.	8.7	10

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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Findings:

All Units need to verify the following:

- There is a sub-team for inspections, trending, goals and objectives, and injury/illness investigation follow-up.
- The sub-teams have mission statements
- Actions of the sub-teams are reported in EST meeting minutes
- EST members are participating in inspections monthly
- EST members are conducting injury/illness follow-up investigations

Unit 2:

- The TRA Employee Safety Team charter needs to be revised to require both management and labor to be in attendance at team meetings constituting a quorum. Two out of four of the EST meeting minutes were not issued within the TRA VPP Unit goal time frame of "issue no later than 5 working days after the team meets".

Unit 3:

- Minutes and attendance for the Sub-team meetings are not always being kept.
- Inspections are not being completed quarterly for the entire unit. While the number of inspections has increased, many facilities are being inspected several times in one quarter and some are not inspected at all. This deficiency had already identified by the unit.

Unit 4:

- Lack of funding for the EST & VPP programs is a major concern. Need to identify funding for both labor & materials for these programs to be effective.
- There are concerns by EST members of the team's individuality – What happens when the "movers & the shakers" are no longer on the team. It is believed that if these key players move on to other assignments, that the team will dissolve and will no longer be affective.
- It is evident that inspections are performed as required by the various requirements, however, there is no driver (i.e. MCP) in place to ensure that copies of inspections are forwarded to the EST for incorporation into the VPP Criteria documentation. Therefore, the EST has determined to inspect the entire facility, this has caused some redundancy in several inspections.
- All levels of CFA Top Management need to increase their involvement and visibility with EST activities & EST meetings.
- The reporting process for accident/incident investigations has improved in the last year with the inclusion of EST members, ES&H and management compiling the incident reports, however, root causes are not thoroughly defined. There was not sufficient evidence that follow-ups with involved employees are performed. There is a process for follow-ups defined, however, it is not implemented. Investigations need to be tracked and follow-ups performed. – Open action WGT 3570.

Unit 5:

- The EST sub-committees are doing well, considering the short time they have been in existence. With management support, the EST will continue in their path to maturity to increase their effectiveness.

Unit 9:

- Documentation provided indicated that only 7 EST members were trained in Hazard Recognition although all EST members are expected to perform area inspections. It was not evident from the EST meeting minutes provided that management or management representatives, and union representatives are always in attendance. (For future assessments, it would be helpful if attendee representation was indicated in the meeting minutes). Surveys of the EST Bulletin Board and Unit Intranet pages indicates that meeting minutes are not distributed to all employees in a timely fashion. It is not evident from the documentation provided that the EST has met monthly on a regular basis for the previous 12 months (minutes posted on intranet are missing several months, documents provided do not indicate any meetings since September 1999). It was not clear from the documents provided that the EST is involved in monthly worksite inspections. August EST meeting minutes state that the EST inspects the worksite once per quarter. Assigned worksite inspections do not include OMP areas.

Unit 11:

- An "Inspection" subcommittee is needed to handle the deficiencies in this area.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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	Sum of Possible Scores for Employee Involvement section 2 = 30 $\frac{\text{Sum - of - scores}}{\text{Sum - of - possible - scores}} \times 100 = \%$	SCORE in Percent Section 2. 92%

Worksite Analysis

(2) Management of health and safety programs must begin with a thorough understanding of all potentially hazardous situations and the ability to recognize and correct hazards as they arise, utilizing the activities and systems described below.

Element/Sub-element	Score**	Possible Score
a. All planned, new, or newly acquired facilities, equipment, materials, and processes should be analyzed before they are used, to determine potential hazards and to plan for prevention or control. (1) Pre-job planning and preparation should be conducted for different phases of activities, such as experiments. (2) Such planning may take the form of a preliminary hazard analysis (PHA) or a safety analysis report (SAR) for complex facilities undertaking hazardous operations.	9.7	10
Findings:		
(3) For construction, a comprehensive safety and health project design evaluation is required.		
Findings:		

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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b. Comprehensive health and safety surveys should be conducted by trained and qualified safety and health professionals at intervals appropriate for the nature of workplace operations, to identify existing hazards and potentially significant risks and to ensure employee awareness and control of those risks. (1) This requirement starts with a baseline survey of health and safety hazards accomplished through initial comprehensive industrial hygiene and safety surveying. (2) Nationally recognized procedures for all sampling, testing, and analysis must be used, and written records of results maintained.	9.1	10

Findings:

Unit 1:
- No records of recent medical workplace assessments were found.

Unit 3:
- Documentation reviewed indicated that only some of the routine exposure assessments have been done recently and there is a back log of tasks for hazards assessments due to lack of safety manpower. Needed assessments are being performed as part of work packages prior to work being performed. Vacant staffing positions need to be filled promptly to enable the backlog to be decreased.

Unit 4:
- While there was verbal evidence, there was no written evidence of phase hazard analyses when performing overlapping operations.

Unit 6:
- IH sampling plan is approximately 25% developed.

Unit 9:
- JHAs (or equivalent documents) were not provided to the assessment team for the work performed by IH personnel. It is noted that the assessment team could not adequately evaluate several of the criteria in this section. It is recommended that Unit 9 review this section and provide documentation and verify criteria are met.

Unit 10:
- Note: JSA's were basically the only tool reviewed here. Unit needs to review this criterion themselves and make certain that they are meeting all the requirements and that there is documented evidence to prove such.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 3,6,7,8, Does Not Meet – 0*

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c. There should be a system for conducting routine, general hazard assessments that follow written procedures or guidance and result in written reports of findings and tracking of hazard correction. (1) For continuous activities, these hazard assessments must be conducted at least monthly and cover the whole worksite at least quarterly. (2) During construction, management hazard assessments shall cover the entire worksite at least weekly. (3) Also in construction, hazard assessments by members of the health and safety committee that cover the entire worksite as appropriate, but no less frequently than once per month, are required.	9.2	10

Findings:

Unit 1:
- Need to demonstrate that hazard assessments cover the site quarterly.

Unit 3:
- The frequency of inspections as outlined in MCP 1202 is not being fully met. Not all of the unit is being inspected on a quarterly basis.
- Work package required PPE (safety glasses with side shields) was observed as not being worn and the required training verification not signed off at the initiation of the job. The PPE listed in the package should identify it as being applicable to everyone, specific crafts or specific tasks.

Unit 4:
- Open actions pertaining to Investigations (WGT 3570) and Lockout/Tagout (WGT 3575).
- STD-101 vs Work Orders/Confined Space Permits/SWPs/RWPs has affected ES&H & IH professionals' ability to perform their duties as effectively as they would prefer.
- Hazard Identification & Mitigation (HIM) and the Facility Hazards List are great concepts, however the process and data collected needs improvement (i.e. three buildings/room all configured the same should have similar hazards identified and each of the three are different).

Unit 9:
- It is not clear from the documentation provided that all organizations within Unit 9 have implemented MCP-3449 or that findings and corrective actions from area inspections are tracked to completion. The OMP work area has not been identified for monthly/quarterly worksite inspections

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 3,6,7,8, Does Not Meet – 0*

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d. Routine examination and analysis of hazards associated with individual jobs, processes, operations, or phases of construction must be conducted, and the results must be included in training and hazard control programs. This includes job safety analysis and process hazard review. For construction projects, the emphasis should be on the special health and safety hazards of each craft and possible overlapping activity hazards for each phase of construction.	8.8	10

Findings:

Unit 5:

- During a job walk-down (wo# Q02005501), employees were observed not wearing safety glasses, yet, safety glasses were specified in the Work Order and were addressed during the pre-job brief. During the same pre-job briefing, one attendee appeared not to take the briefing seriously and acted in an unprofessional manner while the discussion on PPE was being conducted. It was communicated to the assessment team, by the workers performing the job that a pre-job walk-down was not physically performed but was done in a "round-table" format, in apparent contradiction of STD-101. The jobs identified on the Hazard Profile Screening Checklist and the Work Order did not match. This is an apparent violation of ISMS Core Function #1, "Define the Scope of Work."
- There is little evidence that PDR's, SCR's, and ESC's are tracked to completion.

Unit 7:

- Leased labs need to identify and use designated accumulation areas for excess materials such as empty boxes so that they are not tripping or egress hazards. Self-assessment and tracking/trending subcommittees have not been in place for twelve months.

Unit 9:

- It was not evident to the assessment team that all hazard corrections are tracked to completion. Documentation that personnel conduction routine inspections have been trained in hazard recognition and inspection techniques was not provided to the team. Unit 9 should verify that this criteria is met prior to the next annual assessment.

Unit 10:

- Communication is a significant concern. Employees are not aware of the results of corrective actions from inspections or the submitting of safety concerns. Management and the EST must develop tools (ways) for communicating this information to the workforce. This effort will pay major dividends in this Unit.

Unit 11:

- Walkthrough found non-conformance with items stacked on binder bin lids (that are moveable). Documentation needs updated so that inspection findings are coordinated with the ICARES/SCR's/PDR's. An Inspection Subcommittee should be formed to handle the deficiencies in this area.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

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e. A reliable system must be in place to allow employees, without fear of reprisal, to notify appropriate management personnel in writing about conditions that appear hazardous and to receive timely and appropriate responses. The system may additionally include oral notification by employees, but in all instances must include written tracking of responses and hazard corrections.	9.5	10

Findings:

Unit 1:

- Interviewed employees noted some fear of reprisal with some of their co-workers.

Unit 3:

- Employees indicated that management could be notified either by ICARE or verbally of hazards. Communication of ICARE completions is poor. Efforts need to be made to ensure that written responses are complete including a justification if no action is to be taken.

Unit 4:

- There is evidence that indicate that identified hazards are inputted into the ICARE system if older than 5 days. The assessors were informed that all hazardous conditions have been corrected within the 5 day time frame, however no documented evidence was produced to verify that the corrective actions had been carried out and a follow-up performed. – Open action WGT 3573.

Unit 7;

- Employees are successful at achieving prompt response and correction of conditions. While this was evident both in the interview responses and during our walk through, consistent documentation is lacking. Generally, ICARE is used only when timeliness is not at issue.

Unit 10:

- Employees are aware of the safety concerns process, however, there is little if any confidence in the effectiveness of the ICARE tool. Issues have been in ICARE for over a year without resolution. Comments were made that, "managers wouldn't use ICARE". Management must determine what the problem really is here, is it the ICARE tool, or is it the lack of funds to fix things once there entered into ICARE, is management to busy with other activities and not paying attention to what is in ICARE....this items needs a resolution. Two employees expressed that they would not report a personal injury because of the fear of reprimand...both had attended a safety meeting (interesting meeting for this to occur) within 2 days of the interview where "lashing" comments were made by a supervisor.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bec! ! B&W Idaho
Safe, and Health Annual Program Evalu..ion

f. The applicant must have an accident/incident investigation system that includes written procedures or guidance; requires written reports of findings, hazard correction tracking, and identification of causes; and provides for preventive or corrective actions. The system shall also include provisions for a narrative report, suitable for dissemination to all employees, which contains root causes, analysis, and lessons learned.	7.6	10

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ! B&W Idaho
Safety and Health Annual Program Evaluation

g. Trend analyses must be conducted for all data accumulated under the health and safety program (including injury and illness experience, inspection, and employee reports of hazards) to help identify systemic problems that may not be noticed when only isolated incidents are considered.	8.2	10

Findings:

Global:
- The trending process, particularly as it pertains to the employee safety teams, is not finalized in MCP-3521, Company Trending

Unit 1:
- SMC has a well-defined trending process however the implementation has been weak.

Unit 2:
- A trending subcommittee of the EST is scheduled to be organized and put in place in December. The EST has not done trending up to this point. The TRA Self Assessment group does not use a written procedure for trending but issues monthly reports that contain trending data to the different managers at TRA.

Unit 3:
- Trending data is being collected for OSHA recordables, first aid cases, accident/illness root causes, inspections and employee concerns. In many areas not enough data has been collected to produce an adequate trend.

Unit 4:
- Recommend that the trending graphs indicate percentages of improvements and/or reductions in meeting goals. Make the graphs more user friendly for the line employees.

Unit 5:
- Trend analysis has been in-place for only 2 months.

Unit 7:
- Tracking & Trending subcommittee has not been in place for 12 months. Even with the shortcomings of ICARE this committee is doing well and needs to lead the way in the development of company level trending.

Unit 9:
- Trend analysis is being performed within the unit. However, the unit's trend analysis does not include data from area inspections and accident/illness investigations.

Unit 10:
- Trending and tracking has only been in place for 5 months.

Unit 11:
- Evidence of documentation is lacking in the filing system.

	Sum of Possible Scores for Worksite Analysis section 3 = 70 $\frac{Sum\ -\ of\ -\ scores}{Sum\ -\ of\ -\ possible\ -\ scores} \times 100 = \%$	**SCORE in Percent Section 3.** **89%**

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ! B&W Idaho
Safety and Health Annual Program Evaluation

Hazard Prevention and Control

4. *Hazards and potential hazards identified in the worksite analysis must be prevented or minimized by the implementation of effective controls and measures. Effective controls and measures shall include the following:*

Element/Sub-element	Score**	Possible Score
a. Certified Industrial Hygienists, Certified Safety Professionals, Safety Engineers, Fire Protection Engineers, Certified Occupational Physicians, and Certified Occupational Health Nurses must be available as needed, based on the potential risks at the site.	9.5	10

Findings:

Unit 1:
- ES&H professionals need to be more familiar with the VPP criteria.

Unit 3:
- Employees interviewed stated that due to the lack of S&H professionals, they are not accessible for use as needed (SEE Authority and Resources).

Unit 9:
- There were no Industrial Hygiene or Safety personnel available for interviews to provide evidence of their role in Hazard Prevention and Control.

b. Means for eliminating or controlling hazards are to be implemented in the following order: (1) Process and/or material substitution (2) Engineering controls (3) Administrative controls (4) Personal protective equipment	9.9	10

Findings:

Unit 3:
- Employees interviewed stated that due to the lack of S&H professionals, they are not accessible for use as needed (SEE Authority and Resources).

Unit 4:
- Interviews during the Work Order Walk Down indicated that the Work Control Software being used, automatically dumps in information throughout the work package that is not always applicable to the job. While the concept behind this standardization is a positive one, in some cases it could cause more harm than good.
- The Work Package (00013304 Rpt: TIPMC11, dated 11/15/99) indicated that "A safe means of entry & exit from the trench shall be utilized. If trench was deeper than 4 feet a ladder shall be provided for access to the trench." The trench was greater than 4 feet and no ladder was provided. One of the workers was observed without his safety glasses, however, when asked if he had his safety glasses, he immediately pulled them from his pocket and donned them. He indicated that he had just returned to the trench and had inadvertently forgotten to put the glasses back on. The visual aids attached to the work package did not apply to the work being performed.
- As evident in some management interviews there is a major concern about the Heat Stress/Cold Exposure procedures. Employees do not understand that the procedures implement a requirement – not a guideline and therefore are not following the procedures. If there are inaccuracies in the procedures or if the procedures need to be revised, then a DAR should be submitted and the change process implemented, however, the procedures are to be adhered to as written.

Unit 7:
- i process works great. Don't forget office workers with walkthroughs spections.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ' B&W Idaho
Safe, and Health Annual Program Evalu..ion

c. Where administrative controls (including work rules and operating procedures) are adopted, they must be appropriate to the hazards of the site, fully implemented (i.e., used by employees), and revised and updated annually.	9.6	10

Findings:

Unit 1:

- See DOE surveillance report. Some administrative LOTO issues as well as some housekeeping issues. The work control process still is oppressive.

Unit 3:

- Employees were observed to not being wearing the safety glasses with side shields.

Unit 4:

- Interviews during the Work Order Walk Down indicated that the Work Control Software being used, automatically dumps in information throughout the work package that is not always applicable to the job. While the concept behind this standardization is a positive one, in some cases it could cause more harm than good.
- The Work Package (00013304 Rpt: TIPMC11, dated 11/15/99) indicated that "A safe means of entry & exit from the trench shall be utilized. If trench was deeper than 4 feet a ladder shall be provided for access to the trench." The trench was greater than 4 feet and no ladder was provided. One of the workers was observed without his safety glasses, however, when asked if he had his safety glasses, he immediately pulled them from his pocket and donned them. He indicated that he had just returned to the trench and had inadvertently forgotten to put the glasses back on. The visual aids attached to the work package did not apply to the work being performed.
- As evident in some management interviews there is a major concern about the Heat Stress/Cold Exposure procedures. Employees do not understand that the procedures implement a requirement – not a guideline and therefore are not following the procedures. If there are inaccuracies in the procedures or if the procedures need to be revised, then a DAR should be submitted and the change process implemented, however, the procedures are to be adhered to as written.

d. There must be procedures for positive reinforcement, reorientation, and, when necessary, consistent, fair disciplinary action for all managers, supervisors, and employees who break or disregard safety rules, safe work practices, materials handling procedures, or emergency plans. These procedures must be written, communicated to employees, and used.	9.1	10

Findings:

Unit 3:

- Employees interview stated that the use of the discipline policy was not always consistent. No evidence was found to substantiate this opinion, however communication about acts that warranted discipline appear to only be communicated through informal processes like "the grapevine" which may lead to this perception.

Unit 6:

- Lack of documented evidence of positive reinforcement of good work practices.

Unit 7:

- EST could take some additional measures to identify and reward safe behavior. Management (company-wide) should be reminded to evaluate employees based on proactive behavior and actions rather than penalizing for accidents.

Unit 8:

- A corrective action existed that explained that negative discipline is not always meted out because a "positive" discipline system is in place. Employees could not describe the positive discipline system in place. Review of the HR program does not indicate a positive discipline effort.
- Discipline process is not implemented for safety and health. All discipline was for non-S&H activity (absenteeism).

Unit 10:

- LEAP awards were reviewed, but there was no evidence that they had been used to reward positive contributions to the Safety program. Employee interviews also raised the question regarding the consistency of discipline for safety infractions....example, one individual on shift didn't receive any discipline for a safety infraction where another person on days doing a similar thing did receive discipline. Discipline seems to be dependent on the supervisor/manager and not on the type of safety infraction. Management needs to be held accountable for the administration of discipline.

** *NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ' B&W Idaho
Safety and Health Annual Program Evaluation

e. There must be ongoing monitoring and preventive/predictive maintenance to prevent workplace equipment from becoming hazardous.	9.3	10

Findings:

Unit 3:

- The maintenance backlog is extensive. More work is coming in to the system than is being completed. Lack of drinking water in 603, condition of restrooms in 630, H&V systems not working, etc. A commitment regarding the maintenance backlog schedule, which was made in response to an issue raised during a DOE-ID VPP internal assessment, is not being tracked by the EST to verify its completion. During employee interviews, 5 employees mentioned that PM's were not being done causing unnecessary delays in work and creating more safety concerns. Communication of work being scheduled and completed is poor. Employees have a perception that nothing is being done, even when issues are being addressed.

Unit 4:

- While it is understood that the new PassPort system is only recently been implemented (8/24/99), there are still concerns with tracking of preventive maintenance & corrective maintenance. Maintenance is scheduled, however it is not tracked and there is no follow through to verify that the work was indeed performed and completed. The maintenance work is prioritized per STD-101, however, there was no evidence that this prioritization is reviewed periodically for changing environments (i.e. weather impacts). Overall implementation of STD-101.

Unit 7:

- Backlog due to difficulty implementing STD-101 has been handled effectively.

Unit 9:

- Interview with maintenance personnel indicated that last year's backlog is nearly eliminated. However, an effective system for identifying maintenance due on equipment has not been fully implemented.

Unit 10:

- PM schedule is in place passport should be fully utilized for the process.

** *NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ' B&W Idaho
Safety and Health Annual Program Evaluation

f. A system must be in place for initiating and tracking hazard correction in a timely manner.	7.9	10

Findings:
Global:
- ICARE needs to be prioritized

Unit 1:
- Communication of ICARE safety concern status could be improved by keeping employees informed from start to finish of the concern.

Unit 2:
- Several DRs and SCRs were shown as delinquent in meeting the corrective action completion dates shown on the ICARE System. One of the TRA VPP Unit goals was to address all safety concerns within 30 days. Three of the four SCRs provided for review had not been addressed within the 30-day time frame.

Unit 4:
- There is evidence that indicate that identified hazards are inputted into the ICARE system if older than 5 days. The assessors were informed that all hazardous conditions have been corrected with the 5-day time frame, however no documented evidence was produced to verify that the corrective actions had been carried out and a follow-up performed. – Open action WGT 3573

Unit 5:
- The Unit is not keeping affected employees informed of hazard correction status from initial reporting to final resolution. The timeliness of corrective action completion and receipt of feedback on resolution is not occurring in a reasonable amount of time.

Unit 6:
- ICARE system in place, but not used consistently.

Unit 7
- Current company system (ICARE) for tracking hazard correction is being used on a limited basis. Employees have found more efficient means for getting issues resolved. Employees are reluctant to use ICARE for tracking issues which can be (and are) immediately resolved. They have implemented their own "graded approach" to ICARE use in the absence of appropriate formal guidance. This is inconsistent with company procedures that indicate that ALL issues should be tracked in ICARE. Employees have expressed some concern for management overreaction to issues – a difficulty compounded by the impersonal nature of ICARE reporting.

Unit 9:
- The assessment team could not identify an effective system for hazard correction tracking from the documentation provided. – Why isn't ICARE USED.

Unit 10:
- The system is in place but has come up against resistance due to the amount of items submitted which has become overwhelming. Interviews indicated good ideas to help this process. People should be asked for suggestions. See previous comments regarding ICARE issues.

Unit 11:
- Documentation needs to be clear and easy to follow through the completion. Connect the findings with the ICARE, follow-up and closeout.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ' B&W Idaho
Safety and Health Annual Program Evaluation

g. Emergency response procedures must be written and communicated to all employees. These procedures must list requirements for personal protective equipment, first aid, medical care, and emergency egress. They should also include emergency telephone numbers, exit routes, and provisions for training drills, including at least annual evacuation drills.	9.8	10

Findings:
Unit 3:
- Evacuation Routes are sometimes blocked due to construction and employees are not consistently made aware of the blockage.

Unit 4:
- Currently implementing an Annual Building Evacuation Drill Program as of 9/28/99. It is vital that management and Emergency Preparedness Personnel understand that this activity meets VPP Criteria and is NOT just a best business practice.
- There is a concern among both management and employees that there is no voice paging system throughout CFA. There are numerous times when it is unknown if the emergency sirens are indicating a drill or a true emergency. Employees are complacent and no longer respond to the sirens.
- An evacuation staging area for back-shift and weekend workers needs to be identified and communicated to all employees. If there has already been a staging area identified then it needs to be communicated to all employees and documented.
- The recent traffic change at the intersection by medical is a MAJOR safety concern. The new configuration has increased the response time to CFA employees. It is believed that fire trucks and ambulances can not maneuver this intersection. Assessors were informed that a successful test run of this intersection was performed using a garbage truck with a larger turn span than the fire trucks. The results of this test run need to be communicated to employees, as the general perception remains that this is an unsafe intersection.

*** NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ' B&W Idaho
Safety and Health Annual Program Evaluation

h. There must be a medical program that includes timely access to occupational physicians and provides the services required by any applicable Federal and/or State regulations. Occupational professionals, such as occupational physicians and nurses, shall assist in hazard analysis activities (such as job hazard analyses and comprehensive surveys), in early recognition and treatment of illness and injury, and in limiting the severity of harm. Personnel trained in CPR and first aid should be available to all persons working in applicant-controlled spaces during all shifts.	8.0	10

Findings:
Global:
(Ergonomics)

- Ergonomic evaluations are being performed as a steady rate and the ratio of workstation to industrial evaluations is approx. 4 to 1. The ergonomics evaluations are basically done on request, with employee's having medical conditions or ICARE concerns taking highest priority. The evaluations are being done professionally and are well documented.
- There needs to be a written process, incorporated into a company level document, for requesting, conducting, documenting, and communicating the results of an ergonomic evaluation, whether it is for workstations or industrial settings. This process also needs to describe the interface between medical and the line industrial hygienists. Communication of this process to appropriate personnel should be considered.
- There does not appear to be a balance between ergonomic evaluations by request with a more scheduled approach. Charging practices seem to be the main barrier to achieving this balance (should the process have a dedicated budget versus being dependent on a manager providing a charge number or in other words, are charge numbers managing the process).
- Resources are very limited when it comes to the purchase of demo tools and/or equipment to enhance industrial ergonomic evaluations .
-

Global
(Medical)

- Are medical walkthroughs being conducted through all areas?

Unit 1:

- It was noted during the assessment that there were no medical walkthroughs being conducted.

	Sum of Possible Scores for Hazard Prevention & Control section 4 = 70 $\frac{Sum\ -\ of\ -\ scores}{Sum\ -\ of\ -\ possible\ -\ scores} \times 100 = \%$	SCORE in Percent Section 4. 91%

** *NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

Bech ' B&W Idaho
Safety and Health Annual Program Evaluation

Health and Safety Training

5. *Managers, supervisors, and employees must know and understand the policies, rules, and procedures established to prevent exposure to hazards. Training for health and safety must ensure that responsibilities are understood, as outlined below.*

Element/Sub-element	Score**	Possible Score
a. Managers must understand their safety and health responsibilities, as described under Section II.E.1, "Management Leadership," and know how to carry out these responsibilities effectively.	9.5	10
Findings: Unit 8: • Employees could not discuss whether or not managers above their immediate managers were trained on S&H. Unit 11: • New BBWI management is not yet well known and visible in the work areas down to the individual contributor (per employee interviews).		
b. Likewise, supervisors must understand their responsibilities and know how to carry them out effectively. These responsibilities include (1) understanding the hazards associated with a job and the potential effects on employees; (2) understanding how to ensure, through teaching and enforcement, that employees follow the rules, procedures, and work practices for avoiding or controlling exposure to the hazards; and (3) knowing how to make sure that everyone understands what to do in emergencies.	9.7	10
Findings:		
c. Employees, through training and enforcement, must become aware of hazards and the safe work procedures to follow to protect themselves. Employee responsibilities include using personal protective equipment where required and knowing why it is required, what its limitations are, how to maintain it, and what to do in emergency situations.	9.6	10
Findings: Unit 6: • Additional training is needed in PPE limitations and use. Unit 7: • Training needs to be better tailored to the audience.		
	Sum of Possible Scores for Health & Safety Training section 5 = 30 $\frac{Sum\ -\ of\ -\ scores}{Sum\ -\ of\ -\ possible\ -\ scores} \times 100 = \%$	SCORE in Percent Section 5. 96%

** *NA – Not Applicable, Meets – 9,10, Partially Meets – 5,6,7,8, Does Not Meet – 0*

CEST Safety and Health Goals, Objectives, and Performance Metrics

***Goal:* Reduce the occupational injuries and illness to zero**

Reduce Recordables, First Aids, Lost days, & Lost day Cases by 33% per year.

Objectives:

1. Conduct Quarterly DO IT's
   Actions:
   a. Establish "DO IT" Subteam 1/19/00 COMPLETE
   b. Subteam announce quarterly schedule 2/16/00 COMPLETE
   c. Subteam announce topics 2/16/00 COMPLETE

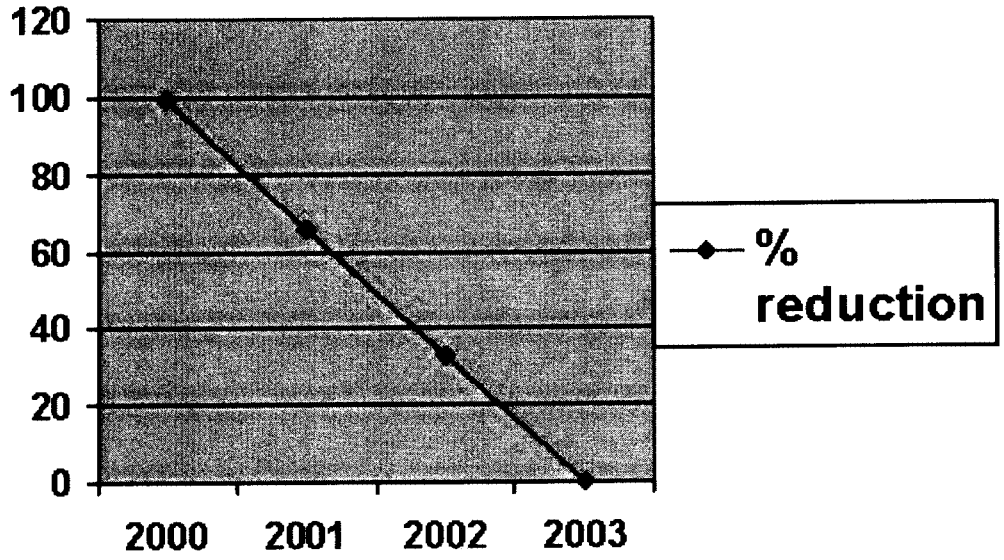
2. Evaluate potential Incentive Award programs
   Actions:
   a. Establish Incentive Subteam 1/3/00 COMPLETE
   b. Evaluate programs and submit recommendations to CEST 4/19/00

3. CEST in conjunction with Sr. management develop 2000 goals and objectives 12/30/99 COMPLETE

4. CEST initiate participation in the Union Safety Summit 12/30/99 COMPLETE

5. Sponsor a company wide stretching program with 100% participation by employees.
   Actions:
   a. Develop written program with the Project office taking the lead by 1/2/2000 COMPLETE
   b. Unit EST's identify Unit stretch leaders by 1/19/2000 COMPLETE
   c. VPP Program Office conduct stretch leader training by 2/29/2000 COMPLETE
   d. All Units providing stretching opportunities by 3/30/99

Perfomance Metrics:



***Goal*: Achieve 100% active employee involvement in Safety**

Objective:

1. Conduct 3000 WASP observations during the fiscal year
   Actions:
   a. WASP committee implement a special recognition process to reward employees for performing observations by 1/2/2000 COMPLETE
   b. WASP committee provide an "Overview" of the process to 80% of the employees by 5/30/2000
   c. WASP committee develop a company level chart demonstrating progress toward the 3000 observations by 4/15/2000

Performance Metrics:

1. Via a random survey, have > 50% of the employees involved by May, 2000
2. Via a random survey, have >75% of the employees involved by August, 2000
3. Via a random survey, have 100% of the employees involved by October, 2000

Program Element I: **Management Leadership**

9. Site Orientation

Required Information:

Describe the program(s) for familiarizing and holding accountable all persons using the site, including vendors, consultants, students, and visiting scientists.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

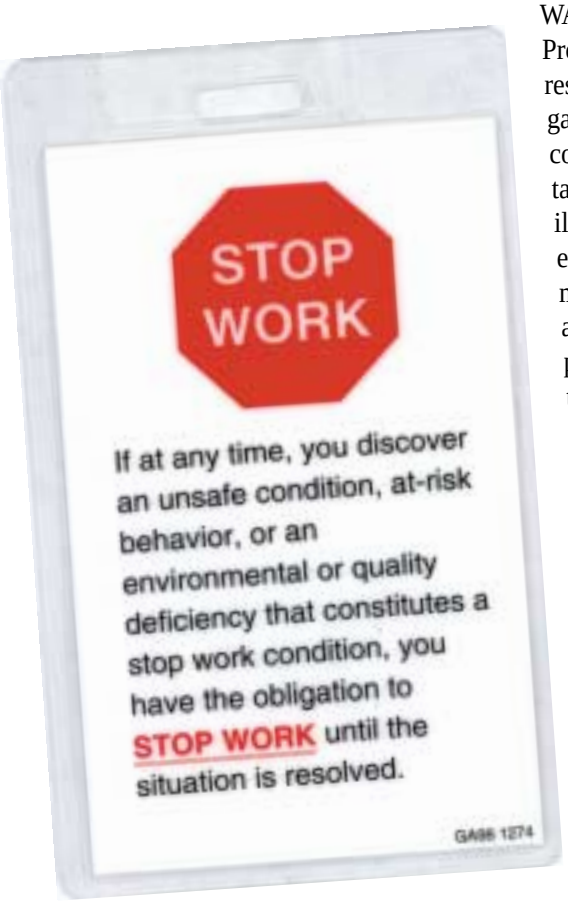
Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

9. Site Orientation

Statement of Fact

BBWI maintains a comprehensive program for ensuring that new employees, subcontractors, vendors, and visitors receive necessary site orientation. This orientation is periodically updated and refresher training is presented, thus providing a high level of awareness regarding the potential hazards at the INEEL.

Reflection of Site Orientation



Narrative Response to Yellow Page

Programs for Familiarizing and Holding Accountable All Persons Using the Site

All vendors, consultants, students, and visiting scientists must have the ESH&QA Awareness training (Blue Card) and General Employee Radiation Training (GERT) if going into a controlled areas unescorted. All new employees receive the New Employee Orientation training during their first week of employment. This training includes information on company safety policy, goal and value statement; safety programs such as VPP, ISMS, and WASP (Worker-Applied Safety Program); availability to information resulting from inspections and investigation; safety systems such as work control, stop work, and lockout and tagout; and reporting of injuries and illnesses and other abnormal events, emergency preparedness, environmental compliance and quality assurance. New employees also participate in the appropriate radiological training, depending on their job description. All construction workers participate in a specifically designed Construction ESH&QA training (orange card). All employees also participate in the annual refresher Environment, Safety, Health and quality Assurance Awareness training. Persons entering controlled areas must present their blue card, orange card, and appropriate radiological training card or they are not allowed access to the facility. The only exception is when a trained employee escorts the person at all times. In addition, several facilities, such as the Idaho Nuclear Technology and Engineering complex and the Test Reactor Area require a person to have INEEL Site Access Training before being allowed unescorted access into their facility.

Every person is accountable for his or her safety responsibilities as presented in the appropriate safety orientation. If a vendor, visiting scientist, student, consultant, or construction contractor violates the safety rules/requirements, the reasons are carefully identified, then appropriate actions are taken and could result (and has) in dismissal from the Site if necessary. Employees who do not follow the safety rules/requirements are held accountable to the Company Discipline policy, which could be anything from verbal constructive comments to dismissal if warranted.

MCP-27, *Preparation and Administration of Individual Training Plans*, issued October 1999, instituted the New Employee Checklist, Form 361.57. Managers/supervisors complete the checklist to indoctrinate new employees in the policies, procedures, and other documents relating to the employee's job function and organization. The checklist includes safety and health items. When the checklist is complete, managers/supervisors send it to the appropriate training record administrator.

Attachments

1. "New Employee Checklist," Form 361.57, Rev. 3, 4/6/00.

Appendix A presents attachments, offered to further indicate the depth and spirit of our commitment to the VPP values and program.

361.57
04/06/2000
Rev. 03

NEW EMPLOYEE CHECKLIST (00TRN605)

Employee Name: _____ S #: _____ Manager/Designee Name: _____
Print/Type Print/Type

Work Location: _____

The purpose of the checklist is to assist new employees in becoming more aware of their work area, job-specific safety, health hazards, security considerations, and related procedures.

Managers: Completion of this checklist is required and should be completed within the first two weeks of employment start date or when an employee changes work locations. Items that are not applicable should be marked N/A and initialed. Each item should be discussed with the employee as it relates to the job position and work area. Manual references have been provided for some items to guide discussion. Completion of the checklist is documented when the employee and manager sign this Form. The completed checklist should be forwarded to Training Records Center, MS 2507.

Note: *Work sites that have in place an approved Health and Safety Plan (HASP), Safe Work Permit (SWP), Construction Safe Work Permit (CSWP), etc. should use these documents as the primary means for communicating work site hazards.*

I. ADMINISTRATIVE

_____ Introduction of fellow employees

_____ Name list - phone directory and guidelines, FAX, long distance, org. charts, etc.

_____ Dispensary service - hours, location

_____ Work schedules - lunch breaks (Section 1 Employee Handbook)

_____ Review bus information

_____ Cafeteria location, break rooms, restrooms, etc.

_____ Building, room, grid locations, etc.

_____ Calling in when sick - contact person(s) (Section 1 Employee Handbook)

_____ Bringing personal property - cars, pets, clothing, and families

_____ Charging practice - what charge numbers are and how they are used

_____ Routine staff meetings

_____ Ergonomic assessment

_____ Explain matrixing (if applicable)

_____ Review Employee Position Description (Form 325.01) and Individual Training Plan (ITP)

Ensure employee has completed Stop Work Authority Training (00TRN604) - CBT

_____ Ensure employee has completed Records Management New Hire Training (00TRN735) - CBT

_____ Pollution prevention CBT completion (000TRN60)

_____ Location of common use equipment (copiers, fax machines, etc.)

_____ Mail box location, mail address, Mail Stop and local address

_____ Manager/Supervisor to discuss the INEEL values listed on the 'Our Values' card

_____ Other

361.57
04/06/2000
Rev. 03

NEW EMPLOYEE CHECKLIST (00TRN605)

II. WORK AREA TOUR (Discuss the following as part of a tour of the primary work location.)

_____ Facility hazards (Use facility-specific hazards database and associated MSDSs.)

_____ Signs, tags, and barriers

_____ Emergency Response Plan (Include the name and phone number of the Area Warden.)

_____ Location of emergency exits, assembly areas, and safety equipment

_____ Transportation safety - parking lot, driving speed, crosswalks

_____ Policy and procedure review (used on the job)

_____ Safety and Personal Protective Equipment used on the job (MCP-2716)

_____ Reporting injuries, accidents

III. SECURITY

_____ Handling procedures for classified and sensitive information (if applicable)

_____ Access control and keycard procedures

_____ Protection of property and property passes

_____ Escort requirements

_____ Security Plan/Procedure (if applicable)

_____ Restricted items

_____ Review computer security and access

_____ Other (Specify) _____

_____ _____

_____

IV. Additional Information (Each facility may include facility-specific environmental, safety and health information, etc. that will benefit the new employee in this section.)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____
Employee Signature — Date Completed

_____ _____
Manager/Designee Signature — Date Completed

Program Element I: Management Leadership

10. Employee Notification

Required Information:

Describe the methods used to ensure that all employees, including newly hired employees, are aware of the following:

1. participation in DOE-VPP;
2. their right to express concerns related to occupational safety and health to DOE;
3. their right to receive the results of self-inspections and accident investigations upon request.

Additional Guidance:

Sections from orientation handbooks for new employees, posters, flyers, and bulletin board notices can be attached.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

10. Employee Notification

Statement of Fact

Employees are initially notified of their rights at the new employee orientation. Their right to access information is also communicated by way of several different mechanisms after the initial orientation. Posters and annual ESH&QA refresher training are just a couple of these mechanisms.

Narrative Response to Yellow Page

Employees new to the INEEL receive New Employee Orientation during their first week of employment. The following are some of the topics addressed at that orientation:

- Company Safety policy, goal and safety values statement
- Discussion of safety programs, such as VPP, ISMS, WASP, and monthly safety meetings
- Availability of information resulting from inspections, investigations, etc.
- General safety and health systems, such as work-control documents, stop work, fall protection, fire extinguishers, signs and barriers, and lockout/tagout
- Occupational Health areas, such as ability to work, drug free work place, and reporting of occupational injuries and illness
- Reporting of abnormal events and occurrences, discrimination and sexual harassment, and emergencies
- Emergency preparedness
- Environmental compliance
- Quality Assurance.

Annually thereafter, each employee participates in the Environment, Safety, and Health and Quality Assurance Awareness

Reflection of Employee Notification

U.S. Department of Energy

Worker Protection for DOE Contractor Employees

Policy:
U.S. Department of Energy (DOE) contractor employees shall be provided with safe and healthful working conditions in accordance with the standards prescribed pursuant to the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act of 1974, and the Department of Energy Organization Act of 1977; said standards shall be consistent with those promulgated under the Occupational Safety and Health Act of 1970, Public Law 91-596. Please refer to DOE O 440.1A for details.

DOE Contractors:
DOE has determined that _____

_____

_____

is subject to DOE Acquisition Regulation (DEAR) Subpart 970.23, and is, therefore, required to comply with applicable DOE prescribed Occupational Safety and Health Administration (OSHA) standards listed therein. The Order and the standards are available for employee review at _____

_____

As delineated in DOE O 440.1A, Attachment 2, Contractor Requirements Document, the DOE contractor is required to:

1. Implement a written worker protection program that provides a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees.
2. Establish written policy, goals, and objectives for the worker protection program.
3. Use qualified worker protection staff to direct and manage the worker protection program.
4. Assign worker protection responsibilities, evaluate personnel performance, and hold personnel accountable for worker protection performance.
5. Encourage employee involvement in the development of program goals, objectives, and performance measures and in the identification and control of hazards in the workplace.
6. Inform workers of their rights and responsibilities by appropriate means, including posting this poster in the workplace where it is accessible to all workers.
7. Identify existing and potential workplace hazards and evaluate the risk of associated worker injury or illness.
8. Implement a hazard prevention/abatement process to ensure that all identified hazards are managed through final abatement or control. For existing hazards identified in the workplace, abatement actions prioritized according to risk to the worker shall be promptly implemented; interim protective measures shall be implemented pending final abatement; and workers shall be protected immediately from imminent danger conditions.
9. Provide workers, supervisors, managers, visitors, and worker protection professionals with worker protection training.
10. Ensure that subcontractors performing work on DOE owned or leased facilities comply with these requirements and the contractor's own site worker protection standards (where applicable).

Contractors are also required to comply with the Federal regulations and national standards listed in section 1.2 of Attachment 2 to DOE O 440.1A. In addition, DOE O 440.1A contains requirements for the following specific functional areas, if the contractor is involved in these activities: construction safety, fire protection, firearms safety, explosives safety, industrial hygiene, occupational medical, pressure safety, motor vehicle safety, and suspect and counterfeit item controls. Please refer to DOE O 440.1A for details.

Employees:
DOE contractor employees have the right to:

1. accompany DOE worker protection personnel during workplace inspections;
2. participate in the activities provided for in DOE O 440.1A, Attachment 2, on official time;
3. express concerns related to worker protection;
4. decline to perform an assigned task because of a reasonable belief that under the circumstances, the task poses an imminent risk of death or serious bodily harm to that individual, coupled with a reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures established in accordance with the requirements herein;
5. have access to DOE worker protection publications, DOE prescribed standards, and the organization's own worker protection standards or procedures applicable to the workplace;
6. observe monitoring or measuring of hazardous agents and have access to the results of exposure monitoring;
7. be notified when monitoring results indicate they were overexposed to hazardous materials; and
8. receive results of inspections and accident investigations upon request.

Inspections:
All activities under this contract are subject to inspection by DOE. When an inspection under DOE O 440.1A is conducted, a contractor management representative and a representative authorized by the employees will be given an opportunity to accompany the DOE inspector.

Where there is no representative authorized by the employees, the DOE inspector will consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Concerns:
Employees or former employees may file a concern with the contractor management or with the local DOE office, as described in DOE 5480.29. Concerns may be submitted either verbally by calling the local DOE office employee concerns hotline, telephone _____ or in writing. An sample report form is available adjacent to each hotline poster, or one may be obtained from the Employee Concerns Manager at the local DOE office.

Imminent Danger:
DOE contractors are required to implement procedures to allow workers, through their supervisors, to stop work when they discover employee exposures to imminent danger conditions or other serious hazards. The procedure shall ensure that any stop work authority is exercised in a justifiable and responsible manner.

Nondiscrimination:
No contractor shall discharge or in any manner discriminate against any employee by virtue of the filing of a complaint, or in any other fashion exercising on behalf of himself or herself or others any action set forth in DOE O 440.1A or DOE 5480.29.

It is the policy of DOE that employees of contractors at DOE facilities should be able to provide information to DOE, to Congress, or to their contractors concerning violations of law, danger to health and safety, or matters involving mismanagement, gross waste of funds, or abuse of authority, to participate in proceedings conducted before Congress or pursuant to this part, and to refuse to engage in illegal or dangerous activities without fear of employer reprisal. Contractor employees who believe they have been subject to such reprisal may submit their complaints to DOE for review and appropriate administrative remedy as provided in 10 CFR Part 708.

Inquiries:
Inquiries should be addressed to the contractor; however, additional inquiries may be addressed to the local DOE office.

Richard Parks
U.S. Department of Energy
Employee Concerns Manager
850 Energy Dr.
Idaho Falls, ID 83404
208 526-1818

Posting Requirements:
Copies of this notice must be posted in a sufficient number of places in Government-owned plants and facilities operated by DOE contractors subject to DOE Acquisition Regulation (DEAR), Subpart 970.23, to permit employees working in or frequenting any portion of the plant to observe a copy on the way to or from their workplace.

refresher. The topics above are discussed again, emphasizing the rights of employees expanding general safety and health to such topics as extension cords, electrical safety, housekeeping, fire protection, personal protective equipment, lifting, slips-trips-falls, ergonomics, hantavirus, etc. Each employee carries a blue card documenting his or her participation in this refresher.

The company newspaper, *iNews*, includes sections devoted to Safety and Health issues. Another publication, *iNotes*, also is used to communicate safety and health information to employees. Employees are informed of Safety and Health programs and their right to participate in these programs/processes/systems in staff and safety meetings. Posters are displayed in the work areas. One such poster is the "DOE Worker Protection for DOE Contractor Employees," which includes the DOE Concerns office phone number. Brochures and information cards highlighting these safety and health elements are distributed to employees.

Employee notification rights are discussed in various companywide documents, such as PRD-16, Overview of the Bechtel BWXT Idaho, Inc. Safety and Health Program; MCCP-2723, *Reporting and Resolving Safety Concerns and Suggestions*; MCP-49, *Accident Reporting and Follow-up*; MCP-190, *Event Investigation and Occurrence Reporting*; MCP-553, *Stop Work Authority*.

Attachments

1. Draft DOE F 440.1A, "Worker Protection for DOE Contractor Employees," March 1998.

2. ESH&QA Awareness Training, "Employee Rights and Responsibilities" (Intranet, VPP & ISM Process).

3. ESH&QA Awareness Training, "Employee Rights to Records" (Intranet, VPP & ISM Process).

4. "VPP Bill of Rights."

U.S. Department of Energy

Worker Protection for DOE Contractor Employees

Policy:

U.S. Department of Energy (DOE) contractor employees shall be provided with safe and healthful working conditions in accordance with the standards prescribed pursuant to the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act of 1974, and the Department of Energy Organization Act of 1977; said standards shall be consistent with those promulgated under the Occupational Safety and Health Act of 1970, Public Law 91-596. Please refer to DOE O 440.1A for details.

DOE Contractors:

DOE has determined that _____

_____

_____

is subject to DOE Acquisition Regulation (DEAR) Subpart 970.23, and is, therefore, required to comply with applicable DOE-prescribed Occupational Safety and Health Administration (OSHA) standards listed therein. This Order and the standards are available for employee review at _____

_____

As delineated in DOE O 440.1A, Attachment 2, Contractor Requirements Document, the DOE contractor is required to:

1. Implement a written worker protection program that provides a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees.
2. Establish written policy, goals, and objectives for the worker protection program.
3. Use qualified worker protection staff to direct and manage the worker protection program.
4. Assign worker protection responsibilities, evaluate personnel performance, and hold personnel accountable for worker protection performance.
5. Encourage employee involvement in the development of program goals, objectives, and performance measures and in the identification and control of hazards in the workplace.
6. Inform workers of their rights and responsibilities by appropriate means, including posting this poster in the workplace where it is accessible to all workers.
7. Identify existing and potential workplace hazards and evaluate the risk of associated worker injury or illness.
8. Implement a hazard prevention/abatement process to ensure that all identified hazards are managed through final abatement or control. For existing hazards identified in the workplace, abatement actions prioritized according to risk to the worker shall be promptly implemented. Interim protective measures shall be implemented pending final abatement and workers shall be protected immediately from imminent danger conditions.
9. Provide workers, supervisors, managers, visitors, and worker protection professionals with worker protection training.
10. Ensure that subcontractors performing work on DOE-owned or -leased facilities comply with these requirements and the contractor's own site worker protection standards (where applicable).

Contractors are also required to comply with the Federal regulations and national standards listed in section 12 of Attachment 2 to DOE O 440.1A. In addition, DOE O 440.1A contains requirements for the following specific functional areas, if the contractor is involved in these activities: construction safety, fire protection, firearms safety, explosives safety, industrial hygiene, occupational medical, pressure safety, motor vehicle safety, and suspect and counterfeit item controls. Please refer to DOE O 440.1A for details.

Employees:

DOE contractor employees have the right to:

1. accompany DOE worker protection personnel during workplace inspections;
2. participate in the activities provided for in DOE O 440.1A, Attachment 2, on official time;
3. express concerns related to worker protection;
4. decline to perform an assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm to that individual, coupled with a reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures established in accordance with the requirements herein;
5. have access to DOE worker protection publications, DOE-prescribed standards, and the organizations own worker protection standards or procedures applicable to the workplace;
6. observe monitoring or measuring of hazardous agents and have access to the results of exposure monitoring;
7. be notified when monitoring results indicate they were overexposed to hazardous materials; and
8. receive results of inspections and accident investigations upon request.

Inspections:

All activities under this contract are subject to inspection by DOE. When an inspection under DOE O 440.1A is conducted, a contractor management representative and a representative authorized by the employees will be given an opportunity to accompany the DOE inspector.

Where there is no representative authorized by the employees, the DOE inspector will consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Concerns:

Employees or former employees may file a concern with the contractor management or with the local DOE office, as described in DOE 5480.29. Concerns may be submitted either verbally by calling the local DOE office employee concerns hotline, telephone _____ or in writing. An example report form is available adjacent to each hotline poster, or one may be obtained from the Employee Concerns Manager at the local DOE office.

Imminent Danger:

DOE contractors are required to implement procedures to allow workers, through their supervisors, to stop work when they discover employee exposures to imminent danger conditions or other serious hazards. The procedure shall ensure that any stop work authority is exercised in a justifiable and responsible manner.

Nondiscrimination:

No contractor shall discharge or in any manner discriminate against any employee by virtue of the filing of a complaint, or in any other fashion exercising on behalf of himself or herself or others any action set forth in DOE O 440.1A or DOE 5480.29.

It is the policy of DOE that employees of contractors at DOE facilities should be able to provide information to DOE, to Congress, or to their contractors concerning violations of law, danger to health and safety, or matters involving mismanagement, gross waste of funds, or abuse of authority, to participate in proceedings conducted before Congress or pursuant to this part, and to refuse to engage in illegal or dangerous activities without fear of employer reprisal. Contractor employees who believe they have been subject to such reprisal may submit their complaints to DOE for review and appropriate administrative remedy as provided in 10 CFR Part 708.

Inquiries:

Inquiries should be addressed to the contractor; however, additional inquiries may be addressed to the local DOE office.

_____

Richard Parks
U.S. Department of Energy
Employee Concerns Manager
850 Energy Dr.
Idaho Falls, ID 83404
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Posting Requirements:

Copies of this notice must be posted in a sufficient number of places in Government-owned plants and facilities operated by DOE contractors subject to DOE Acquisition Regulation (DEAR), Subpart 970.23, to permit employees working in or frequenting any portion of the plant to observe a copy on the way to or from their workplace.

Attachment 2

ESH&QA Awareness Training

VPP & ISM Process

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Comments

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Employee Rights and Responsibilities

It is INEEL policy that the health and safety of every worker be ensured through a safe workplace.

Employees, supervisors, managers, and subcontractors are participants in workplace safety through sharing rights, responsibilities, and accountability.

If you believe your personal safety is or has been jeopardized, you have the right to raise issues and refuse unsafe work without fear of reprisal.

Note: Employee rights and responsibilities must be read by all employees. This is required by the DOE Order 440.1

Attachment 3

ESH&QA Awareness Training

VPP & ISM Process

Home

Comments

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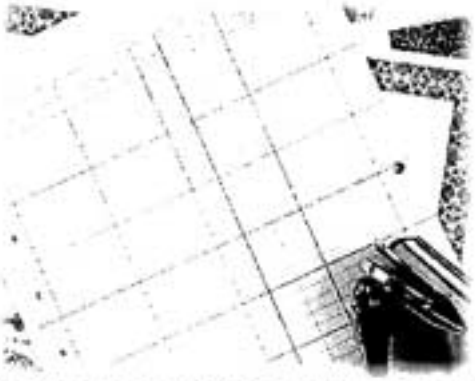
Employee Rights and Responsibilities

All employees have the following rights:

- The right to quick resolution of disputes about unsafe work.
- The right to timely knowledge of hazards.
- The right to personal protective equipment without charge.
- The right to access safety and health information, such as the results of inspections, injury/illness investigations, etc.
- The right to freely express concerns about safety and health issues, including talking to inspectors, attorneys, physicians, or the media without retaliation.
- The right to fully participate with government agencies in all safety and health investigations and inspections.
- The right to participate in the safety excellence process.
- The right to report issues through the following resources if an issue is not satisfactorily resolved by one's immediate supervisor and management chain.
    - INEEL Employee Concerns Hotline: 526-0333.
    - DOE-ID Employee Concerns Hotline: 526-7200.
    - NRC (National Response Center):

ESH&QA Awareness Training

Employee Rights to Records



Radiation Dose Exposure: To request access to your occupational radiation dose exposure information, contact your supervisor, the Radiation Dosimetry & Records, or your RadCon office. You may need to complete DOE Form F1800.1, U.S. Department of energy Privacy Act Information Request, to request your records. If you have any questions about your occupational radiation exposure, contact Radiation Dosimetry & Records at 526-8696.

Medical Records: To request access to your medical records or if you have any questions, contact the Occupational Medical Program at WCB (526-1596) or CFA (526-2356).

Hazardous Agent Exposure Records: To request your exposure record to hazardous agents you must request in writing (Lotus Note, handwritten, etc.) to Occupational Medical. You will receive this report within fifteen days. For questions contact Occupational Medical Program at WCB (526-1596) or CFA (526-2356).

Attachment 4

VPP
Bill of Rights

I have a right to

- Willingly participate in Safety & Health issues.
- Report or stop unsafe acts and conditions without fear of reprisal.
- Accident/incident and safety inspection results.
- Become actively involved.

INEEL

Voluntary Protection Program Application

II. Employee Involvement

II. Employee Involvement

Program Element II: Employee Involvement

1. Degree and Manner of Involvement

Required Information:

Describe the ways in which employees are involved in the safety and health program.

Provide specific information about decision processes that employees affect, such as hazard analysis, accident investigation, safety and health training, or evaluation of the safety and health program. Also address the role of employees in problem resolution.

Additional Guidance:

Documents containing input from employees on any of the above items would be of value.

Any description or documentation of the results of employee participation, such as workplace changes or corrections, would be helpful.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

II. Employee Involvement

1. Degree and Manner of Involvement

Statement of Fact

Work at the INEEL has always required a high level of safety awareness. BBWI management's support and guidance, combined with the grassroots employee empowerment that VPP offers, has escalated employee safety awareness and involvement. Through VPP empowerment, employee dedication to safety continues to blossom.

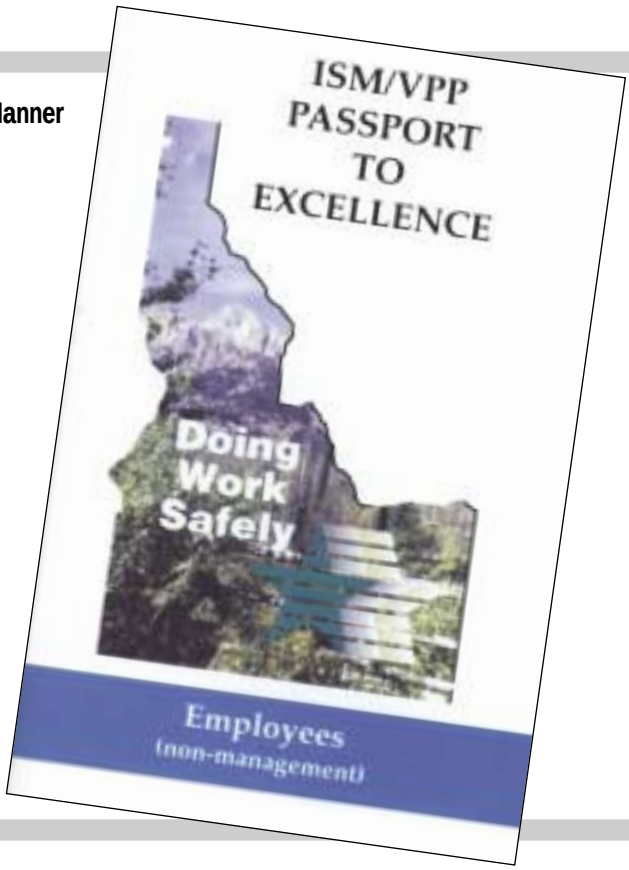
Narrative Response to Yellow Page

Employees' Involvement in the Safety and Health Program

BBWI employees participate in the Safety and Health Program using numerous avenues, such as

- Performing behavioral observations and offering safety improvement recommendations and feedback
- Reporting and resolving safety concerns
- Participating in work control walkdowns and in pre- and postwork briefings
- Participating on inspection teams
- Preparing and reviewing job safety analyses
- Participating on injury, illness, and first aid investigations
- Establishing safety goals and objectives
- Preparing corrective actions resulting from annual program evaluations
- Sharing safety experiences through safety shares, safety meetings, and submittals to safety publications such as the Daily Constitutional and unit newsletters
- Facility excellence walkdowns.

Reflection of Degree and Manner of Involvement



Participating in Decision Processes in which Employees Participate

During initial implementation of VPP, a company-level infrastructure was established that organized the company into 11 VPP Units, with an employee representative from each Unit. These persons are referred to as the VPP points of contact. The points of contact are general employees and are a direct employee link to the workers in that Unit. They generally meet monthly with the VPP Program office. They also interface closely with the unit employee safety teams and their respective unit management champion. They are the catalyst for implementing VPP-related activities and elements. A list of these contacts, including phone numbers and e-mail addresses, is available on the VPP Intranet home page.

VPP Point-of-Contact Group. Employee accessibility to the variety of VPP mechanisms is important to integrating employees into safety-related decision processes. A group of employee VPP contacts is available to ensure easy access to the 11 VPP unit employee safety teams. At least one management champion, employee safety team chairperson, and VPP point of contact is included from each of the 11 VPP units. Additionally, the group includes officers from each of the five unions and members of management from key subcontractors. A list of these contacts, including phone numbers and e-mail addresses, is readily available on the VPP Intranet Home Page.

Observing Behavior. The Worker-Applied Safety Process (WASP) is the observation and feedback aspect of the Total Safety Culture. It is a process administered by employees to identify and eliminate at-risk behavior. In this process, employees routinely observe one another while performing work tasks. A behavioral checklist guides the observer to focus on safety-related behaviors. The observer shares his

or her observations with the person observed, noting both safe and at-risk behavior. The checklists are collected and compiled, and the data are graphically portrayed and analyzed to identify areas for followup action and improvement. The two key purposes of the process are (1) to increase safe behavior and decrease at-risk behavior, and (2) to integrate regular employees and co-workers deeply and routinely into the process.

DO IT (Define, Observe, Intervene, and Test). The *DO IT* is another method for employees to identify, intervene, and reduce at-risk behaviors. This process involves four steps:

1. Define critical behaviors
2. Observe the target behaviors and baseline a preintervention period
3. Intervene to change the behaviors in desired directions
4. Test the result of intervention by continuing to observe and record.

The four-step cycle can be repeated as many times as desired to accomplish a specific goal.

Reporting Employee Safety Concerns. The safety concerns process promotes a safer workplace by providing an easy and consistent method for employees to report safety concerns and by ensuring that they are appropriately addressed by those responsible. An employee can call the Safety Concerns Hotline to voice a concern, and within 24 hours the responsible person contacts the employee who reported the concern and discusses the status and any corrective actions. An employee safety concern is tracked through resolution.

Work Control Process. Companywide standard STD-101, *Integrated Work Control Process*, states the single process by which all maintenance and construction work at the INEEL is performed. It ensures that the work is screened consistently to uniform criteria and that hazards are appropriately identified, analyzed, and controlled. There are eight basic steps in the process:

1. Identify the need to do work (recorded on a work control form)
2. Determine the category of the work (such as maintenance related; type 1, 2, or 3 work order; or preventive maintenance
3. Conduct a hazard analysis
4. Determine the planning level (low, medium, or high)
5. Develop work control packages
6. Conduct a workability walkdown and prework briefing before work starts
7. Conduct a postjob review
8. Document and close out the work, with lessons learned and history file.

Workers are particularly involved with step 3 (hazard analysis), step 6 (workability walkdown, prejob briefing, and work), and step 7 (postjob review). Planning teams, on which workers participate, use checklists to identify general hazards and planning requirements.

Workplace Inspections. Employees conduct regular inspections of their workplaces and of the workplaces of fellow employees. There are workplace inspection schedules for each VPP unit, identifying when and where an inspection should take place. Some unit employee safety teams assist in developing these schedules. As inspections are conducted, the employee safety team members participate in the walkthroughs. The issues identified by inspection groups are tracked to completion.

Job Safety Analyses and Permits. Employees assist and participate in developing job safety analyses (JSAs). They also comment on these documents as they are periodically reviewed. In situations involving construction, workers actually sign off on the JSA as a part of the work planning process. Employees are also directly involved in preparing safe work, confined space, and radiation permits. They give input to those preparing the permits and must initial the document to signify their knowledge and involvement.

Injury and Illness Investigations. Companywide management control procedure MCP-49, *Accident Reporting and Followup*, directs the incident reporting and investigation process. At minimum, an investigation includes the affected employee(s), a safety professional, and supervisor. Other employees are invited to participate when they can contribute to the investigation. Members of employee safety teams also conduct quality checks of investigations to verify that investigations are thorough and that root causes are identified. The employee safety teams communicate the trending data from injury and illness investigations to the employees whom they represent.

Safety Goals and Objectives. The employee safety teams have access to safety and health data from which they establish unit-level goals and objectives. A team communicates its goals and objectives to workers within their units with posters, bulletin boards, homepages, all hands meetings, etc. Periodically, a safety team provides a status of their objectives in their monthly meetings and in communications with the workforce.

Nonrepresented employees have the opportunity each year to establish their own personal safety and health goals through their safety and health personal action plan. Each employee is accountable to successfully complete his or her goals.

Safety and Health Program Annual Evaluation and Corrective Actions. Employees participate in the annual Safety and Health Program evaluation. They serve as evaluators within the 11 VPP units. They evaluate documents, perform area walkthroughs, and conduct employee interviews. They also assist in preparing the narrative report. Members of employee safety teams also have the opportunity to assist management in preparing corrective actions. They definitely influence the Safety and Health Program in this function.

Safety Meetings. Employees maintain a high level of awareness by participating in regular safety meetings and briefings. Management provides the time to conduct such meetings, and employees are expected to attend. Employees are encouraged to prepare and deliver safety meetings.

Most meetings, particularly staff meetings, begin with a *safety share*. Employees share a lesson learned from a safety-related experience at home or work. Safety shares are a significant part of our culture.

Communication Tools. Employees contribute to several BBWI communication tools. For example, employees submit articles and anecdotes about environmental, safety, and health issues to the *Daily Constitutional*. This publication is posted in restroom facilities and at various INEEL locations. The *Daily Constitutional* is considered to be the most widely read publication within the company. Employees submit safety-related articles for the company newspaper, iNews. Employees can also communicate through various unit-specific publications, such as the Engineering and Research Office Building (EROB) *VPP Communicator* and the VPP unit 11 *Safety 4Us* bulletin.

Attachments

1. *ESH&QA Awareness Training*, "How Employees Can Be Involved in Safety Programs," (Intranet, VPP & ISM Process).
2. "POC Meeting Minutes" (January 13, 2000.
3. "Worker Applied Safety Program" (Intranet http://home.inel.gov/safety-health/vpp/wasp/mainpage.htm.
4. "Total Safety Culture: Office Worker Observation Checklist."
5. "Observation Improves Seat Belt Use," *Star*, July 211, 1998 (with attached graph).
6. "Safety Concern Report Input Form," Form 440.04#, 2/97.
7. "Safety Concern Report ICARE Safety Concern 7906," Form 440.05#, 1/25/2000.
8. HPSC Block C–Approvals; HPSC Block, D–Preliminary Hazards Profile, 7/1/99.
9. "Pre-Job Briefing Attendance Record," Form 0434.15#.
10. "EROB Facility Monthly Employee Inspection Checklist."
11. "EROB Facility Monthly Employee Inspection Checklist Results," 12/6/99.
12. "Job Safety Analysis," Form 442.17, 8/9/99.
13. Safety Meeting Attendance Record.
14. VPP Unit Nine Safety Team Home Page. http://home.inel.gov/safety-health/VPP/UNIT-9index.htm.
15. *Daily Constitutional*, 1/26/99
16. *Safety 4 Us*, VPP, Unit 11 Newsletter, Vol.4, No. 12/Vol.5, No.1, December 1999/January 2000.
17. Safety Committee flyer, February 2000.
18. Safety Committee Newsletter, "Safety Menu TAN," Vol 1, No. 5, October 1, 1998.
19. "Incident Follow-up Data Sheet, October 20, 1999."
20. "Safety Concern Process."
21. "RWMC Employee Self-Assessment," RWMC-127R-Q# 139, 5-2-00.
22. Lotus Note: "WMF-653 Manager Assessment," Paul S. Beutler to Randy D. Sayer, 5/8/00.
23. "WCF#16747 Status Results," http://webism.inel/him/statusview.asp?ID=16747, 6/5/00.
24. "Example of an Employee Involved in Solving a Problem: Safety Concern 13735," 8/11/00.

ESH&QA Awareness Training

How Employees Can Be Involved in Safety Programs

- Be a member of an Employee Safety Team.
- Report all injuries/illnesses to supervisor.
- Report all safety issues/concerns in the ICARE system.
- Be aware of all hazards in your workplace.
- Be aware of how these hazards are controlled.
- Contribute to job hazard analysis.
- Understand that you are obligated to stop work when an activity is unsafe due to conditions or behavior.
- Follow procedures as they are written. If they cannot be safely followed, then have them changed.
- Think while you work. Keep yourself and your co-workers safe when working.

ESH&QA Awareness Training

VPP & ISM Process
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Comments

How Employees Can Be Involved in Safety Programs

- Participate in inspections.
- Participate in walkdowns.
- Review safety-related procedures.
- Work safely and model safe working habits.
- Present safety meetings.
- Present training courses.
- Present a safety topic at a safety meeting.
- Establish safety goals and action plans.
- Participate in accident investigations.
- Submit articles to safety publications.

Home

POC Meeting Minutes---January 13, 2000

1. Meeting began with several safety shares

2. The logistics of the activities relating to the Celebration of Safety Week were discussed. The budgets for both the Unit recognition funds and the celebration of safety week were distributed to the attendees. Posters were distributed to the attendees advertising the keynote speaker, Mr. Morgan McArthur. Kristen mentioned that the sessions on the 8th would be at 7, 10 and 1pm, and the sessions on the 9th will be at 7, 9, 11, and 1pm. There will be shuttle buses in town for the 10 and 1pm sessions on the 8th. Parking at the Shilo is extremely limited. There will be shuttle buses for all the site sessions. There will be no parking at the Fire station for private or government vehicles. Tickets will be available through area training coordinators/line management.

   ACTION: POC's need to inform the Program Office regarding their Unit specific plans during safety week.

3. Sharon asked that each Unit have their i-Stretch leaders identified by January 19th for the CEST meeting. She also asked the Units to emphasize the i-Stretch program during the Celebration of Safety week.

4. Charlene discussed some procurement issues with the POC's. There are no longer "check requests". Units need to use the regular requisition process or submit a request to Debbie Orme for a "gift card" for SAM's/Wal-Mart. The gift cards can be used for food or any other items related to safety and may be spent similar to a debit card. These do not need to be routed through Keven Mabe for approval. If the Units use a requisition to procure food items, the requisition needs to be routed through Keven Mabe. The Project office has already taken care of the adders associated with a requisition. Units can spend the total amount that was distributed at the meeting. Procurement is still in the process of revising the procurement procedure. The new procedure should be finalized sometime in February.

   ACTION: Get with your EST members to discuss the amount of the gift card you need. You can use your incentive and the celebration of safety week funds to purchase cards if you choose. You need to get these requests submitted **ASAP.**

   ACTION: The VPP Program Office will look into the problems associated with purchasing food for the celebrations from outside vendors rather than the cafeterias.

5. Bowen distributed a draft copy of the narrative of the Application. POC's should not make copies of the document and distribute it to other folks for review. The Project office is interested in the POC's comments from only at this time. The POC's are to comment on the narrative **and** as the "yellow pages" suggest "attachments", provide an example of that attachment as demonstrated by their Unit (as much as possible).

   ACTION: Comments on the narrative plus the associated attachments should be submitted to the Project Office by January 25th.

Worker Applied Safety Program

What is it?

Behavioral observation and feedback is a process in which employees routinely observe one another while working. A checklist guides the observer to focus on target safety related behaviors. The observer provides feedback to the observee, noting both safe and at-risk behaviors. The observation checklists are collected and compiled, the collective data is graphically portrayed and finally the data is analyzed to identify areas for follow-up action and improvement. The key purpose of the process is to increase safe behavior and decrease at-risk behavior.

What makes it work?

- Co-workers observing one another and providing feedback.
- Observations are anonymous.
- No disciplinary action will follow as a result of this process.

TOGETHER WE CAN ENSURE THAT:

Through observation, awareness, self-discipline, and education, we will identify and eliminate our at-risk behavior.

Development

W.A.S.P. is the observation and feedback part of the Total Safety Culture (TSC) program, which is a value-based, worker driven system of safety observations, feedback, and problem solving that is highly effective in reducing accidents in the work place.

TOGETHER WE CAN:

- *Create a culture in which everyone goes beyond the call-of-duty for the safety of ourselves and others.*
- *Create a culture in which we actively care for ourselves and each other.*

MOTTO

W.A.S.P. is built by the workers, for the workers, so that together we, the workers can:

W.A.S.P.

MINUTES

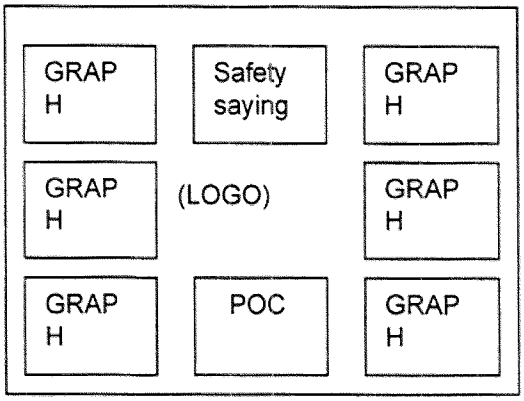
For 1-13-00 at the TSA Room B

Attending: Heidi Smith, Shawn Heath, Brad Clawson, Paul Beahm, LaRon Johnson, Jeff Andersen, Dave Fox, and Curt Hein.

Paul introduced Heidi Smith. Heidi will be the POC for WASP for WCB.

Paul took a home video of the front lobby of RWMC. The video showed the posters and bulletin boards showing the support and caring that RWMC has for each other and for their employees. They have great unity out at RWMC.
The WASP Committee likes the way RWMC has done their lobby. We used some of their suggestion to make our own boards.

LaRon has permission to build one WASP display board. LaRon went over what we wanted for our board. This it roughly what we came up with:



We caught Heidi up on what we have been doing with WASP and where we want to go.

Curt will get Heidi on the distribution list for WASP.

LaRon reported on the New WASP training he and Paul put together for the training they did yesterday. They used the Office Worker video to run through the Office Worker Checklist and part of the General Observation Checklist in the training. The new training went very well and seemed to work as far as getting the people interested in doing observations. They had 12 observation done by the end of that day.

Paul and LaRon will be making a video to go with the General Observation Checklist. This is so we can have a video for the classes to watch and fill out the General Observation Checklist as they watch. Some time later Paul and LaRon will be making a video for the Office Worker Checklist using the people from the INEEL.

Paul is trying to set up some WASP training for the Security Force.

Total Safety Culture

Office Worker Observation Checklist

WASP #3

Date: 12/6/99 | Area: EROB 2WA1

Name of observer: (optional) Vickie Sorg

Categories

Body Position	Safe	At-Risk	N/A
A. Head slightly inclined forward	✓		
B. Ears, shoulder, and hips lined up vertically	✓		
C. Hips as far back in the chair as possible	✓		
D. Ability to shift posture in the chair	✓		
E. Wrists straight	✓		
F. Adequate thigh and leg clearance	✓		
G. Knees bent at 90° angle	✓		
H. Feet supported	✓		
I. Does not cradle phone between neck & ear		✓	
Work Station			
A. Monitor in proper viewing distance	✓		
B. Mouse at same level as keyboard	✓		
C. Reduced glare on monitor		✓	
D. Adequate lighting	✓		
E. Most frequently used tools closest to worker	✓		
F. Telephone within reach without straining	✓		
G. Monitor directly in front of worker	✓		

Work Techniques	Safe	At-Risk	N/A
A. Eyes on task	✓		
B. Eyes on path	✓		
C. Work speed	✓		
D. Breaks	✓		
E. Walking/running travel	✓		
Housekeeping			
A. No piles of papers on desk or floor	✓		
C. No loose cords	✓		
D. No piggy-backing of extension cords/surge protectors	✓		
E. Desk/File drawers closed when not in use	✓		
Other			
A.			
B.			
C.			
D.			
E.			

Comments / feedback: Computer Monitor needs a glare reducer & also a shoulder rest for telephone to reduce shoulder strain.

Observation improves seat belt use

John Capee photos 98-258 series

Internal Controls staff observed INEEL employees reporting to and leaving from work in a DO IT designed to determine seat belt usage. Doug Benson and Jolean Hutchens took the post at the entrance to the Willow Creek Building.

To emphasize the importance of safe driving habits, a group from Internal Controls conducted a DO IT in conjunction with "Buckle Up America Week" (May 18-25). The Idaho Falls Police Department cooperated in the effort.

The staff observed INEEL employees reporting to and leaving from work May 18 and 20 at two INEEL facilities in Idaho Falls. Staff members took turns wearing a sign that read, "Drive Safely, Wear Your Seat Belt," keeping statistics on the number of seat belts in use.

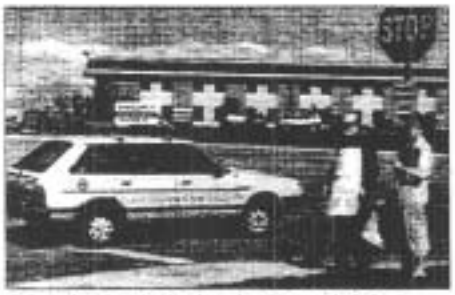
Here are the results of their observations:

- May 18, 7-8 a.m. in front of Willow Creek Building — 68 percent of drivers used seat belts (287 drivers out of 423 vehicles observed).
- May 18, 4-5 p.m. in front of Engineering Research Office Building — 83 percent used seat belts (180 out of 217).
- May 20, 7-8 a.m. in front of WCB — 80 percent used seat belts (660 out of 830).
- May 20, 4-5 p.m. in front of EROB — 91 percent used seat belts (193 out of 211).
- Total vehicles observed — 79 percent used seat belts (1320 out of 1681).

Doug Benson of the Internal Controls group noted two observations of interest. "First, as demonstrated by the percentage improvement between the two days, making the effort to say seat belts are important does make a difference. Second, the percentage of drivers observed wearing their seat belts when entering the WCB and EROB parking lots appeared to be much higher than for through traffic."

"I'm impressed with the percentage of LMITCO employees wearing their seat belts," said Lt. Edwards of the Idaho Falls Police Department Traffic Division. "It's well above state and national averages, but there is always room for improvement."

The Idaho Falls Police Department assisted in the DO IT by providing a speed display board and an officer to post and operate it. The board, which was located close to the Internal Controls employees conducting the DO IT, let drivers know their speeds.



Drivers leaving the Engineering Research Office Building were reminded to fasten their seat belts during 'Buckle Up America Week.' Helping with the DO IT were Jeff Quick and Tammy Larson.

For the DO IT, the Department agreed beforehand not to issue citations. In at least three cases however, they observed excessive speed and careless driving. Lt. Edwards indicated that employees could expect to see officers in the area on a fairly routine basis as a result of the observations.

Lt. Edwards and other members of the Traffic Division are available to make presentations about bike safety, seat belt use, child safety seats, traffic accidents, etc. "We're here to promote traffic safety and to educate the public about accident prevention."

Statistics offered by Lt. Edwards:

- Average seat belt use in Idaho — 49 percent
- Average seat belt use in states with secondary seat belt use enforcement laws — 68 percent (These laws mean citations can be issued for not using a seat belt only if a motorist is stopped for another traffic-related violation.)
- 5,500 lives could be saved and 132,000 injuries avoided each year if 90 percent of all drivers and passengers wore seat belts.
- The United States could save $8.8 billion annually if 90 percent of drivers and passengers wore seat belts and if there was a 25 percent improvement in the use of child safety restraints.

Voluntary Protection Program

Lockheed Martin Idaho Technologies Company

'Mini-events' help Help Desks focus on VPP

The LMITCO and DOE Help Desks have been involved in their own Voluntary Protection Program safety events over the last few months. To actively participate in additional VPP activities, the groups decided to hold several "mini-events" in their work area.

The first event, which lasted approximately six weeks, included a contest between employees. From a list of VPP activities, participants earned points for each activity completed. For example, a participant could earn 15 points for creating a safety jingle, obtaining more points for every jingle submitted.

Other activities included memorizing the VPP goal, policy, value statement and key elements. Participants also received points for passing on safety information to their co-workers, creating safety crossword puzzles or word matches, and developing other such games that included a safety message.

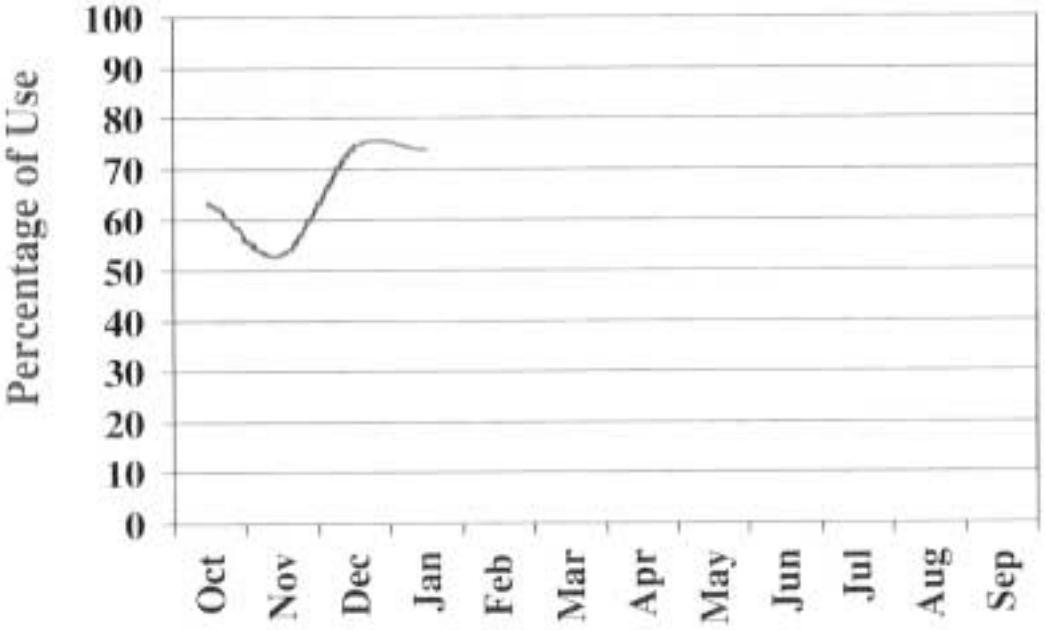
At the end of the six weeks, the activity had successfully created a huge competitive spirit within the group. A pizzaparty was provided with points for everyone who participated.

The second VPP event centered around the family. Help Desk employees were asked to have their children (or nieces/nephews/ cousins) submit a poster about any safety theme. Poster subjects covered safety on bicycles, airplanes and trains, outdoor safety and safety at home when alone. The posters are displayed outside the LMITCO Help Desk area in the Willow Creek Building. Each child who participated was awarded a prize and safety certificate.

The third VPP event is in its initial stage. Help Desk employees are divided into two-or-three-person teams. Each team is responsible for creating a VPP display on a three-fold panel. The panel will be displayed on the third floor of the WCB for two weeks. In two weeks, the next team will create a new safety theme to be on display for two weeks. This event is expected to last through the end of November.

"Being involved in additional VPP events has helped employees become more aware of various safety issues," says Karen Parkinson, who is coordinating the program activities. "It's been fun to participate in these activities and challenging to think of new events."

Get it together!
SAFETY BELTS SAVE LIVES


Percentage of Use
100
90
80
70
60
50
40
30
20
10
0
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep

SAFETY CONCERN REPORT INPUT FORM

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO YOUR IMMEDIATE SUPERVISOR, MANAGER, OR ICARE COORDINATOR

Concern/Hazard/Near Miss: _____

_____

_____

Why is this a Problem?: _____

_____

Suggestion(s) for Improvement: _____

_____

_____

_____

Name of Person who Found the Problem: _____

Org No.: _____

My Supervisor's/Manager's Name: _____

Date Above Item Identified: _____ Area: _____
(Building, Specific Location)

Were Corrective Actions Taken?: No ☐ Yes ☐

What Actions Were Taken?: _____

_____

_____

Are further Actions Needed to Correct the Problem?: No ☐ Yes ☐

EMPLOYEE INPUT FORM FOR SUBMITTING HAZARDS/CONCERNS/NEAR MISSES/SUGGESTIONS

440.05#
09/30/97
Rev. #01

Safety Concern Report
(Suggestions Too!)

SCR #: 7906

All Items Marked with a * are required and must be completed before submitting the form.

Reported Condition: During the week of October 6, ATR Operations raised an ergonomic concern associated with the fuel unloading/loading practices at the ATR. As a result on Monday, October 13, I observed the fuel unloading cycle for this outage and watched as workers performed several iterations of moving fuel from the reactor to the canal. Discussions with the workers indicated that back aches are a common result of fuel movement activity. In short, I believe the workers are trying to work safely, given the current configuration, and I do not believe the current methods for fuel handling pose an immediate threat to the workers. However, I strongly believe long term exposure to the current work practices has a significant potential for harming the workers and I do believe that some form of corrective action is necessary.

Concern Details

What is it?

This is a(n) *Safety Concern
Category: *Unsafe Condition
Describe the concern or suggestion: *During the week of October 6, ATR Operations raised an ergonomic concern associated with the fuel unloading/loading practices at the ATR. As a result on Monday, October 13, I observed the fuel unloading cycle for this outage and watched as workers performed several iterations of moving fuel from the reactor to the canal. Discussions with the workers indicated that back aches are a common result of fuel movement activity. In short, I believe the workers are trying to work safely, given the current configuration, and I do not believe the current methods for fuel handling pose an immediate threat to the workers. However, I strongly believe long term exposure to the current work practices has a significant potential for harming the workers and I do believe that some form of corrective action is necessary.
If this is a problem, why?: Ergonomic problem could cause long term harm to workers.
Suggestions for improvement: Have fuel handling activities evaluated by an ergonomist. If possible, implement recommendations.
Person who identified this suggestion or concern: *WILKINSON , JAMES & **Organization #:** *7400
Date discovered (MM/DD/YY or MM/DD/YYYY):*10/06/97
Date reported: 07/26/99
Deficiency Source (ID / Title): :

Where is it?

Responsible Site/Program Area: TRA
Physical Location - Facility: *TRA **Building:** 670 **Location Description:** Top of reactor and adjoining canal area. **VPP Unit:** 2

Ownership Accepted by JOEL DULING

Initiator suggested Dennis Suthers as appropriate manager for resolution.
Accepted by responsible manager: DULING , JOEL **Org. #** 5440 **on** 09/08/99

Screening

Is this concern a reportable (ORPS) occurrence? (MCP 190) ○ Yes ● No

Safety & Health Category(ies) related to this issue: *Industrial Hygiene, Occupational Medicine

Actions assigned to resolve issue

There are** 3 **action items, last one to be completed on: 05/15/2000 **Refresh Action Info** *(Press when actions are added, cancelled, or closed to refresh display)*

Actions planned or taken:
10998. Contact TRA Industrial Hygiene and LMITCO Human Factors organization to observe fuel movement activities in the ATR canal. Document results in an ergonomic evaluation of the work activities. to SWANEY , GEORGE Due 11/30/99
10999. Incorporate results of ergonimic evaluation in the engineering design of fuel handling tools and activities. Produce final engineering design to correct ergonomic concerns associated with fuel handling in the ATR canal. to DWIGHT , JOHN Due 12/31/99
11000. Implement design changes to correct ergonimics deficiencies associated with fuel movements in the ATR canal. to SUTHERS , DENNIS Due 4/27/2000
Closure is not available until the day after the "I am FINISHED Assigning Actions..." button has been pressed and all actions have been completed.

HPSC Block C - Approvals

Planning Supervisor/Project Manager Approval:

JOHN E. LENARTZ [signature] 4638 7/1/99

Name (Print) Signature Ext. Date

Confirmation from Responsible Manager (as required):

Name (Print) Signature Ext. Date

Subject Matter Experts Support List:

NOTE: Provide the discipline and name for the Subject Matter Expert(s) and crafts/technicians that assisted with the walkdown and planning of the work order. The CMMS Passport software includes a separate list of reviewers/approvers for the work order.

JOHN MARTIN / FIA	B. GRANT / RADCON
Discipline/Name	Discipline/Name
KIRT MARTIN / PLANNER	L. ORCHARD / SAFETY
Discipline/Name	Discipline/Name
KEVIN AXELSON / ENG	
Discipline/Name	Discipline/Name
TED COX / MECH.	
Discipline/Name	Discipline/Name
G. GRENZ / PM COORD	
Discipline/Name	Discipline/Name

HPSC Block D - Preliminary Hazards Profile

Review Requirements - The following Subject Matter Experts must review and approve the work order and SHOULD be considered for membership on the Planning Team based upon the work activity uncertainty, complexity, and anticipated hazards. The selected Planning Team members SHALL validate the HPSC.

- Construction Safety
- Engineering (system or discipine)
- Environmental Engineer
- Emergency Preparedness
- Occupational Health
- Operations
- Radiological Control
- Trained USQ reviewer
- Waste Generator Services
- Fire protection (includes reviews by fire protection engineers, chemical safety, explosive safty professionals)

PRE-JOB BRIEFING ATTENDENCE RECORD

Page 1 of 1

Work Documentation Tracking/Procedure Number: 13800

Attach filled out form to applicable work control/permit documentation prior to starting work OR file as required by area/organizational procedures. Make copies as necessary.

Print Names of Workers	Training (1)	S/visitor badge No.	Craft or Job Title	Company Name (2)	Briefing Date	Worker's Initials (3)
G.K. Neeser	GZ	65230	Mech	LMITCO	9/30/99	GKN
DAVE JUSTICE	DJ	57603	HCFS	T4	9-29-99	DJ
Ted COX	GZ	70898	Mech	LMITCO	9-29-99	TC
Billie McDonald	GZ	54427	Mech	LMITCO	9-29-99	BM
Debbie Barker	GZ	58498	RCT	LMITCO	9-29-99	DB
RICHARD WATERS	GA	69332	Elect	LMITCO	9-30-99	RW
BENNY BECK	GA.	41840	ELECT	LMITCO	9/30/99	BB
Ed Waters	GV	65935	RCT	LMITCO	9/30/99	EW

1. Supervisor initials block verifying employee's training required to complete the planned work is current, mark N/A for not applicable when special training (ES&H or other) not required.
2. Briefing attendee required to fill this block if other than LMITCO, may leave blank for LMITCO employees.
3. Worker's initials to indicate attendance at pre-job briefing and satisfactory understanding for all items discussed.

EROB FACILITY MONTHLY EMPLOYEE INSPECTION CHECKLIST

Date: _____ ***VPP/EST Rep. Name:*** _____
Floor: _____ ***Other Observer(s) Names(s):*** _____
_____
_____
_____

Use the following safety and health categories to conduct a safety self-assessment/walkaround of the work area. Typical findings are listed numerically under each category heading for easy reference.

A. HEALTH AND SAFETY ISSUES

1. Electrical panels are not blocked {36" clearance provided}
2. Materials, plants, pictures/plaques, etc. are not stored on top of movable cabinet closures
3. No material stacked/stored within 18" of sprinkler heads
4. Shelving/bookcases/storage cabinets are not a tipping hazard because of anchorage or loading
5. Heat generating appliances/equipment are not located close to combustible materials
6. Microwave ovens, refrigerators, drinking fountains are clean (would you want to use it?)
7. Stairways have adequate lighting (as designed) and are free of debris, "stored" items, or other obstructions
8. Surge protectors are used properly
   (a) Not using an extension cord as a power supply
   (b) Not connected to another surge protector
   (c) Not placed on or under combustible material (on carpet OK, not desirable)

B. HOUSEKEEPING ISSUES

1. No tripping hazards in aisle ways, internal and external doorways, common use areas (sinks, copy machines, etc.). {exits require 28" or 44" width, unobstructed}
2. Walking surfaces and exits are clean, orderly, free from slipping/tripping hazards, have no loose or misplaced tiles, carpet pieces, or mats
3. No unprotected wires
   (a) No extensions cords and power cords in walkways
   (b) No extension cords and power cords through doorways or over cubicle walls
   (c) No conference room projector power cords outside of protectors
   (d) No frayed or damaged electrical cords (power or extension) or plugs
4. All storage containers and rooms that contain other than "normal office" materials are labeled with contents described
5. Space is neat and orderly
6. No liquid leaks or spills are evident
7. Chairs, tables, desks in good condition

C. ENVIRONMENTAL ISSUES

1. No "containers" of unknown contents or unlabeled
2. Power is not needlessly consumed (turn off unused lights in offices and conference rooms, fans, heaters, <u>your</u> computer, etc.)

D. BUILDING MAINTENANCE UPKEEP ISSUES

1. No ceiling tiles missing or significantly damaged
2. Wall outlets, electrical panels, or junction boxes are covered, closed, or protected
3. Lighting appears adequate (designed fixtures are lamped)
4. Sidewalks and entrances/exits are free of snow, ice, and debris
5. Food preparation/disposal areas and lavatories are properly equipped, supplied, sanitary, functional, and without excessive waste accumulation
6. Waste containers are emptied on an as needed basis. Bulky packing/packaging materials are removed on a daily basis
7. Exit lamps are illuminated

E. MISCELLANEOUS ISSUES

EROB FACILITY MONTHLY EMPLOYEE INSPECTION CHECKLIST RESULTS

DATE: 12/6/99
FLOOR: 2 NW

VPP/EST REP. NAME: Doug Hamelin
OTHER OBSERVER(S) NAMES(S): Gordon Holt
Leslie Roberts
Vicky Sorg
Julie Malloy

LOCATION (CUBE #)	EMPLOYEE NAME	MANAGER'S NAME	ISSUE NUMBER	DESCRIPTION OF CONCERN	✓ IF CORRECTED
G1	Robert Roessner		B1 & 5	Too much stuff in office, not enough room	
221	Kevin Finn		B6	Excessive Clutter on tables	
218	Dick Rahl		B6	Cluttered office / Bookshelf above desk	
B3	Karen Bailey		B6	Cluttered desk & table	
B2	Plowman		B6	Cluttered office	

LOCATION (CUBE #)	EMPLOYEE NAME	MANAGER'S NAME	ISSUE NUMBER	DESCRIPTION OF CONCERN	✓ IF CORRECTED
2W G2	*D. Hamelin*	*R. Klingler*	*A8(c)*	*Surge protector placed on old newspapers.*	✓
2wC1	Gorman		B5	Office Space Cluttered	
2wC1	Ranl		A2	things on top of move Cab	
2wE1	Keller		B1	Boxes partially block exit	
2wE1	Fewell		A2	papers on move the cab.	
2wB1	Sorg		A8	Need new Surge Prot.	✓ 12/6
2w2Da	Hubbard		A8	" " " "	✓ 12/6

ORIGINAL - RED
COPY - BLACK

JOB SAFETY ANALYSIS

TPR-1703 SDA PIT DISPOSAL FOR BOXES AND DRUMS TPR-1

JobTPR-1703, SDA Pit Disposal for Boxes and Drums TPR-1706, Approved SDA Bulk Pit Disposall		JSA By S. Wasylow, L. Mackinlay, T. D. Cline, L. Butler, A. C. Davis
Facility/Project & Location RWMC	Effective Date 06/09/99 Expiration Date June 02	Facility Project Management Approval / Date 8-20-99
Briefly Describe The Job and Expected Result Off load and stack boxes and drum in the SDA disposal pit.		
Required Job Training/Required Personal Protective Equipment TRAINING: Rad Worker II, HAZWOPER/CERCLA, RWMC Access/RCRA, PPE, Job Position PPE: Safety shoes, hard hat, leather gloves for riggers, cold weather gear as required or other PPE as required by RWP		

JSA #: RWMC-055, Rev 1, 08/09/99

Sequence Of Basic Job Steps	Potential Hazards	Hazard Control/PPE
Refer to SDA JSA RWMC-276		
Refer to SDA JSA RWMC-278		
Hoisting and Rigging	Pinch points	Personnel awareness, observe body position.
	Wire rope cuts	Leather gloves required for riggers
	Suspended loads	Personnel awareness, stay clear of load.
	Overhead loads	Personnel awareness, wear hard hats.
	Overload of equipment	Rigging sketches, trained operators.
Waste Handling	• Moving vehicles	Backup alarms, avoid path of travel, safety shoes required.
	• Dropped/Falling containers	Stay clear of moving equipment, qualified operator, equipment inspected prior to use, Spotter required to guide operator.
RELEASED	Fall hazard from truck bed Elevated work	Maintain safe body positioning. Not routine. If exposed to fall of greater than 6 ft, a Fall Prevention Plan (FPP) or Fall Hazard Prevention Analysis (FHPA) will be required.

Janice Gilman 8/27/99
SIGNATURE/DATE
RWMC DOCUMENT CONTROL

JOB SA Y ANALYSIS

Job Chemical Demilitarization/Mobile Munitions Assessment Systems (MMAS) Program		**JSA By** Stacey Barker, Glenn Shell, Bruce Case, Doug Ardary
Facility/Project & Location CHEM DEMIL/MMAS Project. Work Performed at NHL/IEDF/NYCL Facilities	**Effective Date** 08/25/99 **Expiration Date** 08/25/02	**Facility Project Management Approval** / **Date** K.D. Watts 8-2-99

Briefly Describe The Job and Expected Result

This JSA and the JSA for the "Prototype Machine Shop Work" (see attached JSA) provides general guidance for the Chem Demil/MMAS Program and all projects under the Chem Demil/MMAS Program. This includes building mock-ups, engineering prototypes, and sub-assemblies. These systems are built to customer design requirements. The mock-ups, engineering prototypes, and sub-assemblies are fabricated from various materials including metal, wood, plastics, and fabrics. Fabrication proceses employed will be electronic/instrumentation, system integration, carpentry, and metal working (e.g., cutting, attaching, drilling, sawing, etc.).

Required Job Training/Required Personal Protective Equipment

Training: Required Training for the technicians will include use and operation of hand held power equipment including hand tools, power hand tools, and shop tools (lathes, drill presses, etc.) located at NHL, IEDF, and NYCL.

PPE: The use of PPE depends on the task at hand, but will include safety glasses with side shields, hearing protection, and gloves. Technicians will be trained on how to properly use PPE for specific tasks as required.

NOTE: All technicians have been trained on all equipment located at the NHL, IEDF, and NYCL facilities (reference attached JSA for the Prototype Machine Shop). This includes safe and proper operation of the equipment and protection of personnel.

JSA #: MMAS0199

Sequence Of Basic Job Steps	Potential Hazards	Hazard Control/PPE
Assemble the project team members prior to each major task to define the scope of work and review potential hazards and mitigative actions.	Inattentive workers; lack of complete appreciation of potential hazards	Conduct an informal pre-job briefing to ensure an appropriate level of safety awareness/knowledge among all workers.
Review and inspect work area to identify and correct potential hazardous conditions.	Slips, trips, and falls; overexertion, sprains, strains	Personnel will proceed with caution and employ proper lifting techniques and body posture while walking through the work area and repositioning items.

Safety Meeting for Orgs 2420/2430/2440
"Winter Driving & ABC (American's Buckling-up Children)"
November 15 - 18, 1999

EMPLOYEE NAME	EMPLOYEE SIGNATURE	ORG NO.	S NO.
H M CARTER		2440	37817
T L CHADWICK		2430	63390
B A CHRISTENSEN	Bev Christensen	2440	28407
D CHRISTENSEN		2420	48999
M F COOPER	Marlene Cooper	2430	72213
D L COPELAND		2430	36721
B J COVERT	Barbara Covert	2430	45898
J L CURTIS		2440	37507
T DALTON		2430	75090
G J DAVIS	Gayle J Davis	2430	78289
T DEMOPOULOS	Tom Demopoulos	2420	51692
G H DRESSEN		2420	47557
S L EDMONDS	Sharon Edmonds	242Z	39953
R G EDWARDS	Rick Edwards	2420	44338
H J ELKINGTON	H J Elkington	2430	71476
C L ELLIS		2440	32593
K D EMBRETSON	D Embretson	2440	61762
E M FAULTERSACK		4860	79415
D F FARNES	D Farnes	2430	71513
M L GARZA		2430	59654
S A GIFFORD		2440	55722
S M GIHRING		2430	40925
L GREEN	Lynell Green	2440	57099
D A GRIFFITHS		2420	75707
D E HARKER	Douglas E Harker	2440	70781
V L HAWLEY		2430	57859
S S HENNEY	S S Henney	244Z	25237
R P HILL		2420	64793

VPP UNIT 9

- Team Members
- Charter
- What's Happening
- 2000 Goals
- Unit 9 Action Plan
- Inspection Checklist
- Trending Data
- Star Map
- VPP Home Page

Please contact Tammy Larson for questions or comments on this Home Page.

A similar lesson

In a recent Daily Constitutional, I read that it's not a good idea to try to dry clothes in the microwave. Here's another way not to dry clothes.

Several years ago, I had just finished my noontime run. My hat was soaked from snow and I wanted to dry it. The light in my office looked like the perfect way to dry my hat.

I set my hat on one of the lights and then got caught up in my work. After a few minutes had passed, I noticed a smoky smell. Ack! It was my hat! My new drying method caused only an ugly mark on my hat, but it could have been much worse.

— Ron Ramer, Nuclear Engineering

Ouch!

One of our chemists was cleaning a glass goblet with a washcloth at home. The cloth caught an edge of the goblet and shattered the glass, which badly cut her thumb and partially severed the tendon. She will have to live with a partial hand cast for several weeks.

The lesson to be learned? Use a scrubber with a handle, especially when washing fine glass.

—Brent Satterthwaite, Packaging & Transportation

Could be the light of life

Recalls

Hot dogs and luncheon meat. The following br
are being recalled because of possible listeria con
Borman, Spartan, Tops, Always Save, Wilson, P
Gunnoes, Fairgrounds, Best, Colonial, Nepco, H
Wilson Farms, Big Uns, Carters, Iowa Gold, He
King, Winn Dixie, Schnucks, Flavor King and T
Valley. Also recalled are lunch meats from Schm
HyVee, Best, Safeway, Smart Selections, Lady L
and Save A Lot. For more info, see the Food Saf
below or call **(800) 535-4555.**

You can find recall information in the following locations

- U.S. Department of Agriculture Food Safety and Inspe
  http://www.fsis.usda.gov/OA/news/xrecalls.htm
- INEEL Lessons Learned Program Office, MS 3133 or
  6-1530.

Spinning arm catchers

The Consumer Product Safety Commission is warning us to be careful w
coin-operated, heavy-duty, front-loading
washers and washers/extractors in comm
laundromats.

There have been many serious injuries fr
including arm, hand and finger amputatic
arms and fingers, bruises and lacerations
occur when the user attempts to balance t
remove laundry from the machines. In so
the machines continue spinning or merely
failing to come to a full stop when the do
In other instances, the machines come to
reportedly start up again when the door i
many of the accidents, the machine's safe
were disconnected or removed during rep
maintenance or for unknown reasons. Inc
inadequate repairs on your home washer
result in similar problems.

Here's the to do list:

✗ Never open the door while a machine i
✗ **Never, never** put your hand in a movi
✗ Keep young kids away from washers a

Safety 4 Us

Volume 4 No.12/ Volume 5 No. 1 December 1999/January 2000

VPP Unit #11 Wishes you the best in the New Year

Remember

"The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn."
Alvin Toffler

VPP Unit #11 Safety Slogan Winners

For November

John Howze
"The safety of each of us depends on all of us."

For December

Bill Kirchner
"Safety is not a contest, it's a way of life."

Unit #11 Safety Committee

Invites you to enter the Safety Slogan contest. If your slogan is selected, **you** will receive a gift certificate from a local vendor (restaurant, car wash, etc.)
Send slogans to:
Kathy D. Embretson (DDG), MS 2604

Be a Star, Send in your Safety Slogan

FOOD FOR THOUGHT

CFA February Safety Meeting/Training

CFA Cafeteria Conference Room

February 15, 2000

WASP Training

February 15, in the CFA Cafeteria Conference room at 7:30a.m. 9:00a.m. 10:30a.m. This training will be open to everyone who has not had WASP training yet and would like to attend.

The Foot Doctor Is In

Encore Presentation by Richard Green

Ever found yourself flying at an altitude of about five feet because you never saw the banana peel? Oh, those landings are a big pain! If so, you need a slip, trip, and fall mechanic to tune up you transmission and adjust your chassis. The STF mechanic will be at CFA to take patients at the local cafeteria conference room. This training is for those who have flown, crashed, and burned, or those eager beavers just thinking about it. Just bring your footware and your feet, the doctor is in at **2:00 p.m only February 15, 2000**

LEAP YEAR DAY

Company wide DO IT!!!

Topic is SLIPS, Trips and Falls!!!!

February 2000

Safety Week February 7-10

Feb 8, 2000 in conjunction with the Celebration of Safety Week. Each employee assigned to CFA is entitled to a free lunch. CFA EST are tracking the tickets by org #. Please sign the back of the ticket (so we can read your name) and your S#. This will be the proof of participation. They will be collected at the door of the Cafe. If the employee doesn't have a ticket, the meal will cost $5.00. The Tickets are good until Feb 15, 2000.

There will also be a Safety Carnival in the CFA Conference Room on that day. The Luncheon and Safety Carnival will go from 10:30 to 1:30.

There will be:

- Drawing for Gift Certificate to Grand Teton Mall with Safety Promise Cards
- WASP Drawing : 1 ticket for each observation turned in that day
- Safety Wheel
- Auto Safety
- Fire Department and Medical Booth
- Passport Watches passed out for those who have certificates
- I CARE ABOUT SAFETY BADGES (bring your new pictures)
- Security (Gun safety)

Feb 9, VPP Safety Week keynote speaker Morgan McArthur. Times are 7:00 a.m., 9:00 a.m., 11:00 p.m. and 1:00 p.m. at the INEEL Fire Station. Be sure to get your tickets from your training coordinator.

Safety Menu™

News flash: TAN Blood Drive a great success!!!!!!!!! We had a goal of 55 pints and we collected 59 pints. A GREAT BIG THANK YOU TO ALL who donated blood. We will try to do it again. Thank you.
Mike Graefe - Blood Drive Chairman

Just a heads up.
The time of the year has come to make sure we are ready for winter travel. Ice scrapers, blanket or sleeping bag, hat, gloves, extra coat, shovel, bag of sand, tire chains, tow rope; these are just some of the things that might be handy to have in the car. Remember, stopping distance on icy roads increases dramatically.
BE PREPARED !!!!!!!

September at TAN
We have had (2) first aids,
(0) recordable, (0) restricted, and (0) lost work days.
Great way to end the year!!! Thanks to ALL!!!!!!
October 1st is the start of the new fiscal year. Let's get off to a *GREAT START*. We start with all zeros across the board, let's make our *Goal* to keep it that way.

Safety Menu™

TSC Observation/"DO-IT"

"YOU" have been doing observations for about six months now, and it is time to share some of the information we have received from ***"YOU"***.

[1]Results from ***vehicle safety*** observations.

- focus more on vehicle and pedestrian safety
- watch the ***speed limits***
- use our ***turn signals*** (especially around TAN-607)
- ***increase "Safety belt" usage*** to 100%

Remember: Wearing a seat belt is not only for your own safety, it is also company policy and an Idaho State Law.

Pedestrians: Please pay heed - cars, trucks and other equipment can hurt or even kill you.

We need to fill out our TSC ***"DO-IT's"*** when we get them. Participation is dropping! It only takes 5 minutes of your time and the information we get can be used to make this a safer place to work.
PLEASE!!!!!!!!!!!
"DO-IT"

Did you know??? What a person does (his actions) speaks louder than any words he can say?

Safety Committee Representatives: Bryon Mugleston (Chair), Rob Gifford (Management Champion), Lynda Arave, Scott Archibald, Jerry Batie, Marti Casper, Rex Cherry, Anita Conley, Doyle Crossley, Leeann Eliasson, Carl Farmer, Rex Firth, Jack Gerard, Mike Graefe, Dave Harvey, Cory Jones, Ryan Merrill, Ben Mitchell, Monte Stewart, Ken Vander Linden, and Sheri Andreason

Incident Follow-up Data Sheet

Incident No.:	99-R-165
Date of Follow-up:	October 13 through October 20, 1999
Date of Incident:	September 14, 1999
Location Incident Occurred:	WCB
Time of the event:	3:00 PM

Brief Description of Event:

- Interview with Effected Employee: Ergonomics study was conducted in her previous position with Tech Pub's. She was using all ergonomic equipment. When she transferred to Property Management in June 1999, she was not allowed to take most of her ergonomic equipment with her. She did however bring her ergonomic-keyboard with her to the new job. Starting in June she had contacted Vera Bolton and Lee Olstron via voice mail on two different occasions attempting to schedule a time for an ergonomic study of her current workstation. In mid September, she experienced numbness in her arm late in the day, but the numbness went away later in the evening. Upon returning to work the next day, she went to Medical to report the trauma. This incident is on record as being recordable. Medical notified her management and the 231.01 "Individual Accident/Incident Report" was completed. This resulted in an Ergonomic study which was conducted on September 30th.
- Interview with Vera Bolton on 10/19/99: She stated that this individual's incident was a one time trauma due to excessive data entry/mousing that day, and the employee not taking regular breaks throughout the day.

Type of Injury:

- Root Cause - Location/Position of Equipment.Material/Employee
- Discomfort in arms and shoulders, including numbness in arm.

Corrective Actions Taken:

- Raised the drop keyboard portion of the PC desk
- Ordered/received a raiser for the monitor
- Ordered/received gel rest pads for keyboard and mouse
- Ordered/received Logitech Trackman Marble Mouse
- Ordered/received foot rest
- Ordered Chair
- Ordered PC table

Needed Corrective Actions:

- Receipt of the chair and PC table

Lessons Learned:

- Once an employee is recorded as requiring ergonomic equipment in their job, they should be allowed to take the ergonomic equipment with them when they transfer jobs that require the same type of equipment.
- Timely ergonomics study could have possible prevented the event

Accident Investigation Follow-Up conducted by Joanne Doan and Kathy Van Eps

Safety Concern Process

You have taken time to enter a Safety Concern now what? Has it been left to reside in cyber-space? No. So what really happens in the Safety Concern process?

At TRA we have a subcommittee established through the TRA EST. Volunteers make up this subcommittee. At present volunteers include Blaine Atkinson, Gene Taylor, Ted Fuller, Larry Orchard, Dawn Brown (admin), Mike Sorce, Brandon Moon, and Daniel Vetter.

On a biweekly basis this committee reviews new safety concerns. They also review building inspection reports looking for possible safety concerns. Status of existing safety concerns is also monitored. Recognizing that the most attention should be placed on the safety concerns with the most risk to personnel, the sub-committee used the process of MCP-598 to evaluate each safety concern for risk to personnel. After the concern is walked down, the consequence severity is determined, the hazard likelihood determined, the Hazard Risk Index and the Risk assessment code are assigned. Basically, what are the likely hood personnel could get hurt and to what degree of injury could occur?

The subcommittee uses this ranking and assigns a 1 through 4 risk score.

Risk 1. Imminent danger. Work must be stopped until hazard is removed or mitigated.

Risk 2. Take prompt mitigating or corrective action.

Risk 3. Mitigate if possible; continue to track; assign milestone dates consistent with other safety priorities.

Risk 4. Delete or transfer to PDR or work group material deficiency list as appropriate.

Concerns are tracked by corrective action plans and completion dates. A monthly report is provided to the TRA EST and is distributed electronically with the TRA EST minutes. Presently one of the goals of this subcommittee include monitoring for mitigating measures to reduce risk 2 to risk 3 with in 30 days. Also TRA EST has concurred with tracking risk 4 in appropriate facility deficiency tracking log, i.e. work group tasks, AIF or DR (if necessary). Many have had concerns with this administrative measure. Those with concerns are asked to contact their management or the subcommittee.

When the submitter is dissatisfied with the mitigating actions or the risk ranking, derived by the subcommittee, they are invited to meet with the subcommittee and discuss their concerns. If need be, the subcommittee will then reevaluate the safety concern and make the necessary adjustments. We are hoping to achieve understanding as well as satisfaction.

Connie Hawley
Randy Sayer

Chg # 3212062DM
Rev-1

RWMC Employee

ADMIN Area MGR Self-Assessment RWMC-127R-Q #139

Employee(s): R.O. Sayer C.H. Hawley Date: 5-2-00
Locations and activities observed:
WMF 653

(Refer to attached guidance. Note that not all items will apply to every assessment. NA those items that do not apply)

General workplace conditions:

Are floors and other walking and working surfaces in good condition?
Satisfactory Unsatisfactory (list cause)

Are aisles and passageways clear and unobstructed?
Satisfactory Unsatisfactory (list cause)

Are ladders in good condition? If they are in use, are they securely placed to prevent slipping?
Satisfactory Unsatisfactory
N/A 5-2-00 RS

Do stairs with 4 or more steps have stair rails? Are they slip resistant? Are they free of stored material? Satisfactory Unsatisfactory

Are exits and the routes to them clearly marked, unobstructed, and free of snow and ice?
Satisfactory Unsatisfactory

Is lighting sufficient for the detail of work performed? Satisfactory Unsatisfactory

In high-noise areas, is hearing protection provided and used?
Satisfactory Unsatisfactory
N/A 5-2-00 RS

K 14 Areas
2 Unsat
1 Complete

Do design and placement of equipment allow operation without assuming an awkward position?
Satisfactory Unsatisfactory

Are stacks and racks of stored equipment secure? Satisfactory Unsatisfactory

N/A 5-2-00 RS

If chemicals are in use, are spill absorbent materials readily available? Are containers labeled to show contents and hazards? Are chemicals past their useful life?
Satisfactory Unsatisfactory

N/A 5-2-00 RS

Are flammable liquids in appropriate storage cabinets or safety containers?
Satisfactory Unsatisfactory

N/A 5-2-00 RS

Are compressed gas cylinders stored upright and secured against tipping? Are they kept away from heat sources? Satisfactory Unsatisfactory

N/A 5-2-00 RS

Is there an adequate number of trash containers? Do any need to be emptied?
Satisfactory Unsatisfactory

cleanup
cigarette ash trays on outside of Buildings are not being emptied on a Regular Basis.

If extension cords or hand held portable electric tools are noted, spot check to ensure the power cords have the correct color tape on them to indicate that the semiannual inspection was performed. If the cords don't have the correct color tape, contact the Electrical Shop and report the condition. Note the contact and which items' power cords weren't correctly taped in the comments section. Satisfactory Unsatisfactory

Are vehicle seat belts in use? Satisfactory Unsatisfactory

N/A 5-2-00 RS

Are electrical panels closed? Is the space in front of them clear? Satisfactory Unsatisfactory

Are signs legible? Are their instructions clear? Satisfactory Unsatisfactory

Are materials that are no longer needed stored in the area? Satisfactory Unsatisfactory

Machine Guarding: Verify fan blade guards have no openings larger than one half inch, when guards are less than seven feet above the floor or work level. Satisfactory Unsatisfactory

N/A 5-2-00 RS

Is fire protection equipment accessible? Satisfactory Unsatisfactory

Is Personal Protective Equipment (PPE) available and in use?
Satisfactory Unsatisfactory

N/A 5-2-00 RS

Observe the outside of the building. Note any comments/concerns in the comment section.
Satisfactory Unsatisfactory

If applicable, are refrigerators, microwaves, or other food preparation or storage devices clean?
Satisfactory Unsatisfactory

N/A 5-2-00 RS

Suggestions, requests and needs from co-workers:

(An essential part of your self-assessment is to talk to those working in the area. They are most likely to have suggestions to improve quality, efficiency, and the general work environment. Although you can't guarantee the results, you can assure the employees that their ideas will be considered and responded to.)

"What can the facility provide for you to make your work more productive?"

Nothing identified

Do you have the tools, equipment, materials, and information you need to do your job effectively?

yes

Can you provide changes for improvements for this job, your work area, the facility?

why do we have a no exit on backdoor - Be a big time saver to be able to enter and exit through this door, and would reduce traffic in 622.

"Good Job" noted:

Comment see note

NONE

COMMENTS:

Appears to be a leak in the second window on southside from the west end. ~~WGT~~ WCF 16747 approved

Signature	37500 S#	0830 / 5-2-00 Time/Date
Connie Hawley Signature	59408 S#	8:37 / 5-2-00 Time/Date

Paul S Beutler
05/08/2000 02:23 PM

To: Randy D Sayer/RDY/CC01/INEEL/US@INEL, Connie H Hawley/HHC/CC01/INEEL/US@INEL
cc: Dianna L Moore/DLO/CC01/INEEL/US@INEL

Subject: WMF-653 Manager Assessment

On 2 MAY 2000, you participated in a self-assessment conducted in WMF-653 (RWMC-127R-Q) in which you made the comment "Why do we have a "NO EXIT" sign on the back door. It would be a big time saver to be able to exit through this door and this would reduce traffic in WMF-622." The CAWg considered this suggestion and provided the following reply. "These stairs are not adequate for heavy traffic so the door is posted as an "EMERGENCY EXIT" only door. To make this into a regular exit would require the same kind of stair set-up as exists in front of WMF-622."

WCF #16747 Status Results

Description: There appears to be a leak in the second window from the west end on the south side of WMF-653. Please repair the leak.	Work Center: RWMC	Date Submitted: 5/9/00
Operations Approval Status: Approved	Date Approved: 5/9/00	Operations Supervisor: Jim R. Bishoff
Primary Owner Assigned:	Planner Assigned:	Date Assigned:
Planning Supervisor Approval Status: Approved	Date Approved: 5/10/00	Planning Supervisor: G. Steve Hill

View/Print WCF

INEEL Internal Home Page

HIM Home Page

Example of an Employee involved in solving a problem

Safety Concern 13735 **Ownership Acceptance DUE: 8/11/00**

The willow tree by the bridge over the stream East of WCB is dripping a sap/sugar of some sort that is attracting myriad yellowjacket bees. THIS CONCERN SHOULD RECEIVE IMMEDIATE ACTION!

Subject: Re: ICARE Status report for Greg B Frandsen

The bees in the tree issue on the foot bridge at the WCB is being actively pursued to resolution. When we were initially notified that a problem existed, we thought the solution would be very simple. We first considered spraying the bridge and the trees around the bridge to get rid of the bees. There were a couple of issues associated with that action. First, spraying the area would result in only a very temporary fix. The spray would soon dissipate and other bees would arrive soon after spraying. Second, we would be spraying over a stream that dumps almost immediately into the Snake River creating an environmental issue. The subcontractor for pest control in Idaho Falls knows of no pesticide or other substance that would be both effective and acceptable for use in our situation.

When we investigated the problem, we also found that the tree in question, which was a relatively large willow tree, was beginning to impinge on the bridge structure itself. The potential is there for this tree to damage the bridge structure. We, therefore, determined that the best and most permanent course of action would be to remove the tree entirely. At first this seemed a fairly simple solution. However, when all of the issues associated with the removal of this tree are considered, it becomes much more complicated. Hazards requiring consideration and mitigation include the use of a chainsaw (machine guarding, spark arrestors, PPE, etc.), the proximity to flowing water, falling of a heavy tree and control of it, and, of course, the bees or hornets themselves as a hazard to those actually cutting the tree down. There were also some contractual issues with subcontractors that had to be resolved. Then there is protection of those residents of and visitors to the WCB that had to be considered. The only other access between the east parking lot and the WCB is by walking in the street.

We have fought through all of these issues and now have a plan in place and appropriate documentation to allow for the removal of the tree in question. Unless some other unforeseen issue is raised, that tree will be gone by the time people come to work tomorrow morning.

Please feel free to contact me at 6-6234 or user id PXQ or Curt Collard at 6-6191 or user id XCC if you have questions or would like to discuss this further.

Dale E Luke (Employee)
08/10/2000 07:59 AM

To: John M Quick/PXQ/CC01/INEEL/US@INEL
cc: Greg B Frandsen/GBF2/LMITCO/INEEL/US@INEL, Rebecca E Lords/RZL/CC01/INEEL/US@INEL, John W Collins/JCOLLINS/LMITCO/INEEL/US
Subject: Re: ICARE Status report for Greg B Frandsen

I noticed that indeed the tree is gone this morning. Thanks for taking such prompt action. I notice that there are still bees lingering, so we might want to consider hosing off the bridge to get rid of the residual sap/sugars that have been attracting them. Thanks again!

John M Quick

Program Element II: Employee Involvement

2. Safety and Health Committees

Required Information:*

1. Date of committee inception
2. Method of selecting employee members
3. Name, job, and length of service of employee members
4. Average length of service of employee members
5. Description of committee meeting requirements:
   a. Frequency
   b. Quorum rules
   c. Minutes
6. Description of committee role:
   a. Frequency and scope of committee inspections
   b. Procedures for inspecting entire worksite
   c. Role in accident investigation
   d. Role in employee hazard notification
7. Description of hazard recognition training procedures (if covered under Safety and Health Training, indicate "see training")
8. Safety and health information accessible to and used by the committee

Additional Guidance:

*Construction applicants must provide the above information. Nonconstruction applicants may also provide the information, if a safety and health committee is used. At least half of the members of construction committees must be bona fide employee representatives who work at the site, or hourly craft workers who are rotated through committee membership.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

2. Safety and Health Committees

Statement of Fact

Employee teaming has created a synergistic effect in our efforts to accomplish our goal of creating an injury free work place. Employee Safety Teams (ESTs) are the crux of employee involvement and vital to the longevity of safety.

Narrative Response to Yellow Page

Employee Safety Teams

BBWI safety and health committees significantly contribute to the safety and health process. These committees are called Employee Safety Teams (ESTs). Our companywide employee safety team—the Company Employee Safety Team (CEST)—has representatives from each of the 11 VPP units. The CEST includes

- Two co-chairpersons
- The 11-unit EST chairpersons or their designees
- A representative from each of the five unions
- A representative from construction
- A safety representative
- The ESH&QA General Manager.

BBWI's president and general manager is the senior management co-chairperson on the team. The other co-chairperson is an individual contributor. Each of the 11 VPP units has a unit-level employee safety team. Every effort is made to ensure that all employees within a unit are represented on the team. The CEST and each of the ESTs are governed by written charters. Within some of the VPP units, there are organizational-level teams; however, they generally do not have the structure of the EST or CEST, nor are they held to the rigor of having specific charters. Although there have been safety committees at the INEEL for many years, the charters of these teams have significantly changed under VPP. Employees on these teams are empowered to make a difference in the Safety and Health Program.

Company Employee Safety Team

Date of Team Inception. The CEST team was organized August 23, 1995.

Method of Selecting Employee Members. The 11 employee members constitute the team owing to their positions as chairpersons on their respective unit ESTs. Union employee representatives are designated by their respective unions. The Construction Management Department manager selects an employee from that department to be the construction representative. The ESH&QA general manager assigns the safety representative. The ESH&QA general manager is on the team by assignment of the CEST charter.

Reflection of Safety and Health Committees

Name	Job or Work Area	Length of Service (6/00)
Julie Mitchell	Operation Specialist	11 months
Allan Udy	Advisory Engineer	2 months
Nancy Makey	Administrative	9 months
Bonnie Anderson	Radcon Tech	3 months
Jim Barnes	Mechanic	2 months
Earl Johnson	Technical Specialist	4 months
Sandy Jenkins	Associate Engineer	1 months
Paulla Thornock	Senior Office Specialist	12 months
Michelle Johnson	Senior Business Ops	1 months
Kate O'Donnell	Director	1 month
Sharon Hathaway	Operation Specialist	2 months
Linda Snarr	Construction	6 months
Mick Rowberry	Warehouseman (Union)	11 months
Darryl Sessions	Bus driver (Union)	11 months
Merrill Fullmer	Guard (Union)	32 months
Dave Fox	Utility Operator (Union)	11 months
Lamar Hayward	Subcontracts	24 months

Average Length of Service of Employee Members. CEST members serve on average about eight months. Tenure of members will be reviewed annually to ensure adequate representation and turnover. Review is documented in the minutes.

Team Meeting Requirements. The CEST meets at least monthly. The team secretary publishes an annual schedule at the beginning of each fiscal year. A working quorum is 75% of the membership. Process and program direction and issue resolution is by majority vote of a working quorum. Meeting minutes are placed in the daily bulletins of the INEEL Intranet Home Page.

Unit ESTs also meet at least monthly. Their quorum requirements and voting requirements are addressed in their respective charters. They also maintain minutes and make them readily available to the employees they serve.

Team Role. The CEST, as an entity, does not conduct inspections; however, CEST members participate in inspections as members of their local EST teams. Unit ESTs participate in monthly safety and health inspections. Each unit has a schedule for performing these inspections, and each facility within a site occupied by employees is inspected quarterly. When a VPP unit inspection identifies an issue that cannot be resolved at the unit level or is not corrected in good time, it can be presented to the CEST, where a solution is addressed by senior management.

The CEST have available the data derived from injury and illness investigations. The data come from the monthly Injury/Illness Summary Reports issued by the Occupational Medical Program. Each VPP Unit reviews the investigations within its own unit and reports to the responsible manager and the site area director. The unit ESTs also have subteams that review the injury and illness data for trends; this information is then shared with the goals and objectives subteams.

Employees, including members of the CEST and ESTs, can and do notify management of the presence of hazards in the workplace. They use the safety concern and reporting process directed in company-wide management control procedure MCP-2723, *Reporting and Resolving Employee Safety Concerns and Suggestions*. When someone identifies a hazard, he or she can verbally notify the immediate manager or supervisor, submit a Company form 440.04, *Safety Concern Report Input Form*, or enter the safety concern (hazard or potential hazard) directly into the Company tracking system. As safety concerns are noted in ICARE, the affected employee is notified when the concern has been mitigated. The CEST, and particularly the ESTs, monitor the data to resolve issues that, for whatever reason, have not been responded to in good time. They also

monitor the data for trends, which eventually informs the development of safety goals and objectives.

Employee Safety Team Special Training. The Employee Safety teams are trained to perform their specific subteam tasks. Following are the four tailgate training modules given them.

- Safety Goals and Objectives
- Trending of Safety and Health Data
- Injury/Illness Investigation
- Inspections.

Description of Hazard Recognition Training Procedures. Hazard recognition training is commensurate with the level of risk to employees. A new employee or subcontractor, if accessing controlled areas unescorted, must complete a safety and health orientation (referred to as blue and orange card training). Annually thereafter, employees participate in the annual safety and health refresher. This training includes the general hazards found in the workplace. Depending on job assignment, employees receive job-specific training, which may include

- General Hazard Communication (HAZCOM) training
- HAZCOM-specific training
- General employee radiation training (GERT)
- Radworker training
- Hazardous Waste Operation and Emergency Response (HAZWOPER) training
- Standard specific training for lead, asbestos, laser safety, and hearing conservation, etc.

When an employee is asked to work in a hazardous environment where personal protective equipment is required, specific training is provided, such as respirator training and hearing protection training. Many of the controlled facilities at the INEEL have site-specific training, again making the employee aware of the hazards in that workplace. This topic is also discussed in Program Element V, Training.

Safety and Health Information Accessible to and Used by the Committee. The following safety and health data are readily accessible to and used by the CEST and the ESTs:

- Injury and illness data from monthly Injury/Illness Summary reports issued by the Occupational Medical Program
- Form 231.01, *Injury/Illness Investigation Reporting Form*, available from the company injury/illness coordinator or manager of the affected employee
- Safety concerns in the ICARE tracking system, available electronically
- Inspection and assessment results in the ICARE system, available electronically
- VPP and STAR Ready assessments, available from the VPP Project Office
- Performance Measures and Trending Report in Support of Operational Excellence, distributed by the Quality Assurance organization.

Attachments

Appendix A presents attachments, offered to further indicate the depth and spirit of our commitment to the VPP values and programs.

Voluntary Protection Program Application

III. Worksite Analysis

III. Worksite Analysis

Program Element III: Worksite Analysis

1. Pre-use/Pre-startup Analysis

Required Information:

Explain how new or significantly modified equipment, materials, processes, and facilities are analyzed for potential hazards prior to use.

Additional Guidance:

Documentation such as project design evaluations, preliminary hazard analyses, process hazard analyses, fault tree analyses, or management change forms may be attached.

Analysis should include radiological hazards, if applicable.

Construction firms may want to include phase hazard analyses.

Do not include complete Safety Analysis Reports or Operational Readiness Reviews. Summaries of findings and tables of contents from recent documents may be attached.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

III. Worksite Analysis

1. Preuse/Prestartup Analysis

Statement of Fact

All new or revised facilities, operations, and processes at BBWI are reviewed and analyzed to identify and mitigate potential hazards before work is started. Proposed construction designs and modifications are subjected to safety analyses. Safety and health professionals review requisitions for equipment and material to identify potential hazards before they are approved. Proposed laboratory experiments and modified experiments undergo hazard analysis. Hazard analyses and fire hazard analyses are performed when necessary.

Narrative Response to Yellow Page

How New or Significantly Modified Equipment, Materials, Processes, and Facilities Are Analyzed for Potential Hazards Prior to Use

Preuse and prestartup hazard reviews are an integral part of the BBWI S&H process. Initial determination of hazards is performed before a facility, process, experiment, or environmental restoration activity begins. S&H professionals, with other employees, participate in reviews of proposals for facility, process, or environmental restoration activities, and in the safety analysis developed for facilities. These reviews are technical and identify potential hazards.

Integrated Work Control Process. All maintenance and construction work performed by BBWI is controlled by Standard 101, the Integrated Work Control Process (IWCP). IWCP ensures that work is screened consistently to uniform criteria and that hazards are appropriately identi-

Reflection of Preuse/Prestartup Analysis

JOB SAFETY ANALYSIS

Job		JSA By
Facility/Project & Location	Effective Date Expiration Date	Facility/Project Management/Supervisor Approval / Date
Briefly Describe The Job and Expected Result		
Required Job Training/Required Personal Protective Equipment		

JSA #: _____

Sequence Of Basic Job Steps	Potential Hazards	Hazard Control/PPE

fied, analyzed, and controlled. The IWCP has eight basic steps that correspond to the five core functions of the Integrated Safety Management System (ISMS):

1. ***Define the scope of work.*** Identify the need to do work using a work control form and determine the category of the work (maintenance related, type 1, type 2, or type 3, or preventative maintenance).
2. ***Identify and analyze the hazards.*** Employ a hazard analysis process that includes
   - Preapproved hazard analysis
   - Hazards identification and mitigation checklist
   - Facility hazards list
   - Walkdown checklist.

   Then determine the planning level.
3. ***Develop and implement controls.*** Develop work control packages.
4. ***Perform the work.*** Conduct a workability walkdown and prejob briefing using the same workers who will do the job. Perform the work according to established controls. Conduct postjob review.
5. ***Feedback.*** Document and close out the work and associated documentation, such as lessons learned and the history file.

The Hazard Identification and Mitigation (HIM) process (within step 2 above) applies to new projects, activities, and subcontractor services. It applies to any work activity for which the hazards, processes, equipment, or controls have changed since last performed. It also applies to any work for which the control and planning documents require development or revision. The HIM process involves a facility hazards list, a database for each facility that identifies hazards, and general mitigation requirements for working in an area. HIM involves a Hazard Profile Screening Checklist, which is the logic for identifying hazards, reviewers, and appropriate planning levels. The planning team uses a walkdown checklist to identify general hazards and planning requirements. They follow a mitigation guide to ensure that the control for job hazards is identified and incorporated into the work control package.

Numerous hazard assessment tools and techniques are available to evaluate the impact of the hazard, the interaction of the hazard on other programs and activities, and the appropriate safety controls needed to address the hazard. Examples of these tools include as-low-as-reasonably-achievable (ALARA) review, fire-hazard analyses (FHAs), health and safety plans (HASPs), and hazard and operability studies (HAZOPs).

Hazard Identification, Analysis, and Control of Operational Activities. MCP-3562, *Hazard Identification, Analysis and Control of Operational Activities*, directs the process of hazard analysis for operational activities at the INEEL. The primary owner determines the level of analysis required for the planned work activity. Hazard evaluation groups are assembled as appropriate for analyzing and mitigating hazards. When the work is minor or a job safety analysis (JSA) does not require change, no further analysis is necessary, and the JSA is incorporated into the work control document. If the activity does not meet these two criteria, however, then we identify the hazards using a hazards screening checklist and a walkdown checklist. We identify highly hazardous activities using the High-Hazard Mitigation Guidance. When work is identified as not high hazard, we use the Hazard Mitigation Guide. Once the hazards and controls are identified, we complete a JSA, which when approved is incorporated into the applicable work control document. Examples of work control documents are operational procedures, work orders, safe work permits, radiological work permits, environmental checklists, sampling and analysis plans, and health and safety plans.

Design and Construction of New or Modified Facilities. During engineering design, facilities typically go through three review phases: conceptual, preliminary, and final. Small or less complex tasks may use two or only one phase, based on a graded approach, but activities are drawn from the three-phase approach. Project engineers establish engineering review teams (ERTs) for all construction projects (MCP-2514, *Management of Construction Projects*). The teams develop and approve technical requirements, verify final design, and conduct independent technical reviews of field changes that affect the project. The project team frequently involves safety, radiological, and environmental personnel. Personnel in these safety disciplines are active members of the team throughout the project. They input to and review all project activities and documents affecting safety. Before submitting a project for construction bidding, a preliminary hazards assessment is completed. This construction hazards information is communicated between Project Management personnel; Construction Management personnel; and facility, area, or shift management to ensure hazards are made known to area workers. This is communicated with a Construction Work Authorization.

All new facilities require safety analysis before startup. The level of analysis depends on the hazards associated with the facility. A Department of Energy (DOE)-approved safety analysis report (SAR) is required for nuclear facilities, as directed in MCP-2449, *Nuclear Safety Analysis*, as well as for low- and moderate-hazard nonnuclear facilities, as directed in MCP-2451, *Safety Analysis for Nonnuclear,*

Radiological, and Other Industrial Facilities.

Procurement of Equipment and Materials. Requisitions for equipment and materials, including chemicals, are routed through Environment, Safety and Health (ES&H) personnel for a hazard review, as directed by MCP-592, *Acquisition of Goods and Services.* Equipment and materials listed in Appendix†E of MCP-592 require approval by ES&H professionals prior to procurement.

Laboratory Experiments. Nuclear Operations personnel conduct some experimental research and development activities. These activities undergo the necessary safety reviews and hazard assessments, as directed in MCP-573, *Activities of the Nuclear Fuels Safety Committee*, and MCP-1108, *Independent Safety Review Committee.*

The Research and Development (R&D) organization regularly conducts experimental research and development. R&D procedure, MCP-3571, *Independent Hazard Review*, directs that experimental, research, and development activities receive comprehensive review. This review ensures compliance with applicable ESH&Q regulations and requirements. The principal investigator for a laboratory activity must submit an experiment plan, a risk analysis, and a hazard mitigation plan to the Independent Hazard Review Group (IHRG) for review and approval prior to starting work. Any significant changes to experimental, research, or development activities require further review and approval by the IHRG.

New and Modified Process Startup Review. A readiness review is required prior to startup of any nuclear facility. Depending on the length and reason for shutdown, MCP-2783, *Startup and Restart of Nuclear Facilities*, directs whether a formal operational readiness review or a readiness assessment, which is less rigorous, is required before facility startup. Performed by a team, these reviews include comprehensive review of facilities, personnel, and equipment prior to startup, and may generate a deficiency list. Hazards must be mitigated prior to the release for startup. Operating constraints are developed based on the readiness assessment or operational readiness review and the initial, in-depth safety analyses conducted during the design phase. The facility or process must operate within the technical safety requirements based on the facility safety analysis report.

Fire Hazard Analysis. Fire safety assessments, with their accompanying fire hazard assessments, are developed and documented to support safety analysis reports. The process is performed as directed in MCP-583, *Fire Safety Assessments*.

Emergency Preparedness Hazards Assessments. Emergency Preparedness hazards assessments are the technical basis of the Emergency Preparedness program. They determine the extent and scope of emergency planning and preparedness activities, including facility emergency action levels. MCP-2398, *Developing and Maintaining Emergency Preparedness Hazards Assessments*, directs our standard method for developing and maintaining these documents.

Environmental Restoration Activities. A hazardous waste operations and emergency response (HAZWOPER) safety and health program, as directed in MCP-2748, *Hazardous Waste Operations and Emergency Response*, is in place to protect personnel involved with corrective action activities under the auspices of the Resource Conservation and Recovery Act (RCRA). The site-specific health and safety plan (HASP) documents the hazard assessment conducted at each HAZWOPER site and meets the requirements of Code of Federal Regulations, 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response." Assigned ES&H personnel review the HASPs to support HAZWOPER programs.

Attachments

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL intranet from Electronic Document Management, no attachment is offered.

1. "Table of Contents," Companywide Standard STD-101, p. 1-2 of 9.

2. "INEEL Hazards Identification & Mitigation Checklist," Work Control Form 3429, August 12, 1999.

3. "Walkdown Checklist for IWCP HIM Process," Form 430.13, Rev. 0, page 1 of 2.

4. "Integrated Work Control Process: Hazards Profile Screening Checklist," Companywide Standard STD-101, p. 47 of 319.

5. "Integrated Work Control Process: Appendix 3-4, Walkdown Checklist," p. 182 of 319.

6. Roger F. Wilbur (DOE-ID) letter to Richard S. Watkins (BBWI), "FY 2000 Expectations for the INEEL Voluntary Protection Program" (OPE-ISM-99-46), October 13, 1999.

7. Map of the INEEL Site facilities.

8. "RWMC Tritium Monitoring Project," Job Safety Analysis Form 442.17. January 11, 2000.

9. "TPR-158 and TPR-1722, Drum Venting System," Job Safety Analysis Form 442.17, June 10, 1999.

10. "TPR-1753 Passive Active Neutron (PAN) Assay System," Job Safety Analysis Form 442.17, June 19, 1999.

11. "Notification of Completed Independent Hazard Review for IHRG IRC-99-769, MGAIHRG-04-99," Interdepartmental Communication, G. A. Moore to D. L. Miller, June 29, 1999.

12. "IHRG Review Attendance Sheet," June 17, 1999.

13. "Independent Hazard Review," R&D Management Control Procedure, MCP-3571, p. A1 of A5 and p. B1 of B5.

14. "Fire Hazard Analysis, FHA-659, New Waste Calcining Facility," title page, Lockheed Martin Idaho Technologies Company, May 25, 1998.

15. "Fire Safety Assessment, Power Burst Facility Reactor Building," PER-620, WROC/PBF Hazards Assessment Document, 620-FSA-001, p. 11 of 16.

16. "Fire Hazards Analysis Power Burst Facility" (including PER-620, 604, 730, 731, and 732), WROC/PBF Hazards Assessment Document, PBF-FHA-001, p. A3 of A5.

17. "Idaho Nuclear Technology and Engineering Center (INTEC) Hazards Assessment," HAD-4, pp. 3-4 of 9.

18. *Health and Safety Plan for the Decontamination and Dismantlement of the Central Facilities Area Sewage Treatment Plant*, INEEL/EXT-9800076, Rev. 0, February 1998, p. ii (signature page) and p. 25 (Section 6. Safe-Work Practices).

19. "Work Order Field Change," Test Reactor Area Maintenance Operations Work Control Field Change, Work Order 12069-02, June 17, 1999.

20. "Section 5.1, New Waste Calcining Facility," *Idaho Nuclear Technology and Engineering Center Safety Analysis Report, Part II, Facility-Specific Safety Analyses*, INEL-94/022, Rev. lb, May 1999, title page.

INEEL

Standard Companywide	TABLE OF CONTENTS	Identifier: STD-101 Revision: 3 Page: 1 of 9
Document Control Center: (208) 526-1202	Document Owner/Approver: Site Operations Maintenance Coordinator	Effective Date: 12/14/99

Manual: 6 - Maintenance DAR Number: 42629

NOTICE: The intranet version of this document is the current revision.
The electronic version of this Table of Contents contains links to the primary sections.

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HAZARDS IDENTIFICATION & MITIGATION CHECKLIST

Work Control Form No: 3429

Work Control Center: RWMC Area: RWMC

Date/Time Prepared: 7/6/99 8:02:15 AM Priority Level: 5 - Low

Planning Supervisor: G. Steve Hill Primary Owner: Harold L Vilhauer

Assigned Planner: Brent R. Avery

This work order Planning Level is **LOW**. The total score for this HPSC is 50.

HPSC Block A - Activity Information

Activity Title:

install heaters 637 gaurd station

Major Tasks/Activities:

Install two electrical heaters in the guard station in accordance with drawings, 176714, 176726, 176685, 176688, 446697, 453295, 508582.

Specific Work Location(s):

No Specific Work Location(s) have been identified

HPSC Block B - Work Activity Prescreen

NO - Has this activity been performed within the last 12 months, and do approved work documents, that adequately cover the applicable ESH&QA requirements, currently exist to perform the work? **Comments:** NA

NO - Are the area conditions, processes, type of equipment, hazards, controls, and work control documents the same since the last time this work activity was performed? **Comments:** NA

430.13
04/21/99
Rev. 00

WALKDOWN CHECKLIST FOR IWCP HIM PROCESS

Planner: Brent Avery	Date: 10/20/99	WCF No.: 3429
Brief Work Description on HPSC: Install Electric Heaters in Gallery Area of 637		
Model Work Order No.: 17888	Priority Level: Low	Quality Level: Non-Q ☐ I ☐ II ☐ III ☒

Review the Facility Hazard List for the proposed work area to identify potential hazards to evaluate during the walkdown. Include SMEs in the walkdown knowledgeable of the facility and the scope of the work from those disciplines the Primary Owner identified on the preliminary HIM Checklist.

Issue or Hazard Concern	X	Issue or Hazard Concern	X	Issue or Hazard Concern	X
Hazards				Obtain crafts assistance to identify hazards.	
Safety significant, safety related systems	☐	Confined Space	☐	Biohazards, infectious	☐
Criticality, SNM	☐	Asphyxiation	☐	Drowning	☐
Radiological	☐	Explosive atmospheres	☐	Electrical	☒
				120/208 Hazards	
Affects adjacent area employees	☒	Surface penetration	☒	Overhead obstruction	☒
Galleries in Area		Wall is open on top, Observe Caution Prior to Drilling into Cable		Working above Suspended Ceiling	
Adverse weather conditions	☐	Dust, mist, ashes, fumes	☐	Elevated work, fall	☐
Extreme temperatures	☐	Paint	☐	Hoisting, rigging	☐
Field work	☐	Chemical, hazardous materials	☐	Lifting, repetitive motions, ergonomics	☒
				Lifting Heaters	
Noise	☐	Heavy metals (lead, cadmium, etc.)	☐	Pinch point, sharp edges, mechanical motion	☒
				Sharp Edges	
Illumination	☐	Asbestos	☐	Excavation	☐
UV light (welding), lasers, non-ionizing radiation	☐	Hot work (brazing, cutting, welding, etc.)	☐	Heavy Equipment	☐

Hazards Profile Screening Checklist			
BLOCK B – WORK ACTIVITY PRESCREEN – SCREEN 1	**YES**	**NO**	**COMMENTS**
1. Has this activity been evaluated using the HIM Process and performed within the last 12 months, and do approved work documents, that adequately cover the applicable ESH&QA requirements, currently exist to perform the work.			
2. Are the area conditions, processes, type of equipment, hazards, controls, and work control documents the same since the last time this work activity was performed?			
3. Have the impacts that this specific work activity can have on, or in, the following facilities/programs, to include their authorization basis documentation requirements or controls, been determined? ▪ Hazard Category 1/2/3 facility or its support systems ▪ NRC-regulated program or its support systems ▪ Environmentally permitted (RCRA, CERCLA, NESHAPs, etc.) facility or process, to include those operated under a permit application.			

Check Appropriate Box:

If Y questions 1 through 3 are all answered **Yes**, completion and documentation of this HPSC is not required.

Any Y questions 1 through 3 are answered **No**, Screens 2 and 3 are required, complete Blocks D, E, and then C; complete Block F if High planning level.

BLOCK D -- SCREEN 2 **PRELIMINARY HAZARD PROFILE**	**CHECK BOX IF VALID**	**SUBJECT MATTER EXPERT SUPPORT (see legend at end of form)**							
Hazard Concern or Issue		**OPS**	**S**	**IH**	**RAD**	**ENV**	**ENG**	**FP**	**Other**
4. Will the work involve maintenance on any machinery with mechanical motion?			X	X					
5. Will the work be performed on a system that stores energy (such as springs, batteries, capacitors, hydraulic accumulators, etc.)?			X						
6. Will the work require blocking of hinged or rotating equipment that could pose a pinching problem?			X						
7. Does the work activity require the employee to work on or near unguarded operating rotating equipment or with pinch points or sharp edges (near is the distance where an individual or tool could contact the piece of equipment)?			X						

Standard Companywide	INTEGRATED WORK CONTROL PROCESS	Identifier: STD-101 Revision: 1 Page: **182** of 319

APPENDIX 3-4 – Walkdown Checklist

430.13

Planner:	**Date:**	**WCF No.**
Brief Work Description on HPSC:		
Model Work Order No.	**Priority Level:**	Quality Level: Non-Q ___ I ___ II ___ III ___

REVIEW THE FACILITY HAZARDS LIST FOR THE PROPOSED WORK AREA TO IDENTIFY POTENTIAL HAZARDS TO EVALUATE DURING THE WALKDOWN. INCLUDE SMES IN THE WALKDOWN KNOWLEDGEABLE OF THE FACILITY AND THE SCOPE OF WORK FROM THOSE DISCIPLINES THE PRIMARY OWNER IDENTIFIED ON THE PRELIMINARY HIM CHECKLIST.

Issue or Hazard Concern	X	Issue or Hazard Concern	X	Issue or Hazard Concern	X
Hazards				**Obtain crafts assistance to identify hazards.**	
Safety significant, safety related system		Confined Space		Biohazards, infectious	
Criticality, SNM		Asphyxiation		Drowning	
Radiological		Explosive atmospheres		Electrical	
Affects adjacent area employees		Surface penetration		Overhead obstructions	
Adverse Weather Conditions		Dust, mist, ashes, fumes		Elevated work, fall	
Extreme temperatures		Paint		Hoisting, rigging	
Field work		Chemical, hazardous materials		Lifting, repetitive motion, ergonomics	
Noise		Heavy metals (lead, cadmium, etc.)		Pinch points, sharp edges, mechanical motion	
Illumination		Asbestos		Excavation	

Department of Energy
Idaho Operations Office
850 Energy Drive
Idaho Falls, Idaho 83401-1563

October 13, 1999

Richard S. Watkins
Vice President and General Manager ESH&QA
Bechtel BWXT Idaho, LLC
P. O. Box 1625, MS 3428
Idaho Falls, ID 83415

SUBJECT: FY2000 Expectations for the INEEL Voluntary Protection Program (OPE-ISM-99-46)

Dear Mr. Watkins:

The recently completed Integrated Safety Management (ISMS) Phase II verification identified that the Voluntary Protection Program (VPP) has provided significant impetus to ISMS through its active employee involvement in safety communications, assessment, trending, and facility hazard walkdowns. The verification team identified that VPP mechanisms, such as the Worker Applied Safety Program and the Company Employee Safety Team, further implementation of the worker involvement safety principle, and that these types of mechanisms should be continued to foster an environment of active worker involvement.

The purpose of this letter is to further define the VPP objective conveyed in FY2000 Program Execution Guidance (PEG), and to convey DOE-ID expectations on employee involvement in work planning and execution.

The primary expectation regarding implementation of the VPP process is continued emphasis on effective worker involvement in hazard identification and control, and continued recognition of positive outcomes (management and employee) in this arena. It is envisioned that this focus will result in better integration of environment, safety, health, and quality assurance (ESH&QA) aspects on the front end, and ultimately improve the rate of incidents where hazards were incorrectly identified and/or inadequately controlled. All contractor work plans, that define aspects of ISM or VPP implementation, should include visible emphasis on (and measurement of) worker involvement, as related to the specific work effort.

The second expectation is that the contractor application for VPP recognition must reflect corporate implementation, not just a fusion of unit level processes. PDD-1004 and PDD-1005 are excellent feedstock for the VPP application, and their use in the preparation of the application will demonstrate institutional consistency and integration of safety management processes. In addition, DOE-ID anticipates that contractor processes will be modified to address existing integration issues such as dissemination of lessons learned across organizational lines, employee involvement in incident investigations, and corporate trending and analysis (and institutional processes to correct adverse trends). Any changes to company processes should be reflected in the final application. Finally, discussion of the flow-down of corporate processes and requirements to the various units, and the units' method of

implementing these processes, should be considered an essential component of the application.

The third expectation is that managers and employees continue to be reminded that VPP is a critical element of the site's safety management system. Most of the programmatic and operational systems and processes the site has recently upgraded (as a part of ISMS) are also needed for an effective Voluntary Protection Program. All training and ESH&QA awareness communications need to emphasize that the INEEL is working to integrate environment, safety, health, and quality into its work on the front end, so that incidents and/or accidents, that jeopardize the safety of our workforce, can be alleviated. These communications also need to emphasize that the VPP process will continue to help the INEEL achieve safe and effective operations. Measurement of how the workforce perceives this integration message and evidence of how employees are factoring environment, safety, health, and quality aspects into their work efforts should be evident in the VPP application.

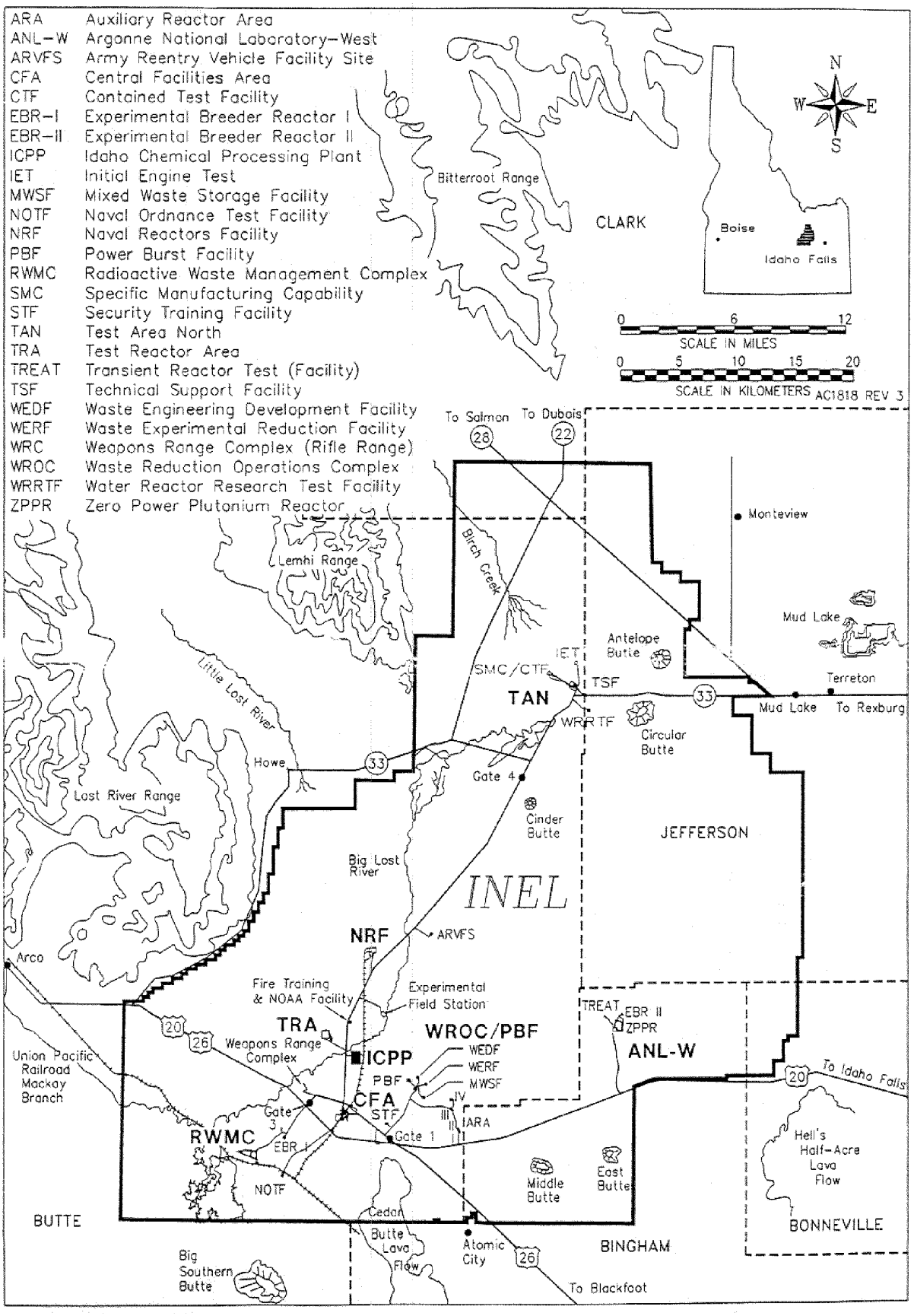
As you assess upcoming INEEL work activities, please ensure the above expectations are actively addressed. If you have any questions, please call Carol Henning (526-8042) or me (526-3508).

Sincerely,

Roger F. Wilbur, Director
Integrated Safety Management
Project Office

cc:

S. C. Chivers, MS 3906
W. S. Sullivan, MS 3906
J. D. Fleischman-Gay, MS 3906
W. W. Gay, III, MS 4143
E.L. Watkins, MS 3898


ARA Auxiliary Reactor Area
ANL-W Argonne National Laboratory-West
ARVFS Army Reentry Vehicle Facility Site
CFA Central Facilities Area
CTF Contained Test Facility
EBR-I Experimental Breeder Reactor I
EBR-II Experimental Breeder Reactor II
ICPP Idaho Chemical Processing Plant
IET Initial Engine Test
MWSF Mixed Waste Storage Facility
NOTF Naval Ordnance Test Facility
NRF Naval Reactors Facility
PBF Power Burst Facility
RWMC Radioactive Waste Management Complex
SMC Specific Manufacturing Capability
STF Security Training Facility
TAN Test Area North
TRA Test Reactor Area
TREAT Transient Reactor Test (Facility)
TSF Technical Support Facility
WEDF Waste Engineering Development Facility
WERF Waste Experimental Reduction Facility
WRC Weapons Range Complex (Rifle Range)
WROC Waste Reduction Operations Complex
WRRTF Water Reactor Research Test Facility
ZPPR Zero Power Plutonium Reactor
N
W
E
S
Bitterroot Range
CLARK
Boise
Idaho Falls
0 6 12
SCALE IN MILES
0 5 10 15 20
SCALE IN KILOMETERS
AC1818 REV 3
To Salmon
To Dubois
28
22
Monteview
Birch Creek
Lemhi Range
Mud Lake
Antelope Butte
IET
SMC/CTF
TSF
TAN
33
Terreton
Mud Lake
To Rexburg
WRRTF
Circular Butte
Little Lost River
Howe
33
Gate 4
Lost River Range
Cinder Butte
JEFFERSON
Big Lost River
INEL
NRF
ARVFS
Arco
Fire Training & NOAA Facility
Experimental Field Station
TREAT
EBR II
ZPPR
TRA
WROC/PBF
20
26
Weapons Range Complex
ICPP
WEDF
WERF
MWSF
ANL-W
Union Pacific Railroad Mackay Branch
PBF
CFA
STF
IV
III
II
IARA
20
To Idaho Falls
Gate 3
RWMC
EBR I
Gate 1
Hell's Half-Acre Lava Flow
NOTF
Middle Butte
East Butte
BUTTE
Cedar Butte Lava Flow
Atomic City
26
BINGHAM
BONNEVILLE
Big Southern Butte
To Blackfoot

JOB SAFETY ANALYSIS

RWMC TRITIUM MONITORING PROJECT
5102.0000000522

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EO-RS-5221

Job	JSA By
RWMC Tritium Monitoring Project	Paul Ritter, T. D. Cline, J. F. O'Brien

Facility/Project & Location	Effective Date	Facility Project Management Approval / Date
RWMC SDA	01/11/00	[signature] 1.10.00
	Expiration Date 01/11/03	

Briefly Describe The Job and Expected Result
Monitor surface soil, atmosphere, and soil gas for tritium (TPRs 1633, 1635, 1636, 1637)

Required Job Training/Required Personal Protective Equipment
Training: RWMC access, HAZWOPER TSD, RAD I or II, HAZCOM, and Compressed Gas Training.

PPE: Sturdy above the ankle shoes, cold weather gear as required, safety glasses when changing compressed gas bottles, latex or nitrile gloves and chemical goggles when handling NaOH, portable eyewash when handling NaOH.

JSA #: RWMC-228, Rev. 1, 01/10/00

Sequence Of Basic Job Steps	Potential Hazards	Hazard Control/PPE
Use of 120 volt electrical portable equipment	electrical shock	Ensure portable equipment is plugged in to GFCI receptacles.
Handling of NaOH in sample bottles	caustic substance	Wear Nitrile or Latex gloves and chemical goggles, use appropriate care in handling sample bottles.
Changing compressed gas bottles	eye hazard	Wear safety glasses when changing compressed gas bottles.
Accessing air monitor weather shield	haunta virus	If mouse feces present a problem, request facility clean weather shield.
Accessing sample area	uneven walking surface	Sturdy shoes and awareness of uneven surface.
General hazards in RWMC JSA-276 (SDA-General) also apply.		

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RWMC DOCUMENT CONTROL

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JOB SAFETY ANALYSIS

TPR 1584 AND TPR 1722 DRUM VENTING SYSTEM
5102.0000000412

DAR EO-RS-4890

Job TPR-1584 and TPR-1722, Drum Venting System		**JSA By** R. Nesmith, D. Davis, S. Heath, E. Caudle, M. Rosenleaf, R. Brown
Facility/Project & Location WMF-615	**Effective Date** 06/10/99	**Facility Project Management Approval** / **Date** 8-20-99
	Expiration Date June 2002	

Briefly Describe The Job and Expected Result
Install mechanical filters in 55-gal drums.

Required Job Training/Required Personal Protective Equipment
TRAINING: Radworker, Haswoper/TSD, RWMC Access/RCRA, PPE, Laser Safety, Job Position.

PPE: Safety shoes; leather gloves, for drum handling; or other PE, as required by RWP, for LN2 OPs: face shield, apron, long gloves, cuffless pants.

JSA #: 63, Rev. 1, 08/23/99

Sequence Of Basic Job Steps	Potential Hazards	Hazard Control/PPE
Refer to TSA JSA# 384		
Refer to WMF-635/615 JSA# 284		
Silo entry	High noise level	Stop SWEPP ventilation fan.
Filling LN2 Dewar	Cryogenics	System design, cryogenics training, PPE required.
Sample manifold lines	Hot surface	Lines are insulated and covered.
Rotating drums for punch alignment	Back strain	Do not manually rotate, use forklift.
Venting drum	Explosion/fire	Engineered barrier, fire suppression systems is in place.
PFIM torque verification	Conveyor pinch points	Disable conveyor during checks.

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RWMC DOCUMENT CONTROL

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JOB SAFETY ANALYSIS

TPR-1753 PASSIVE ACTIVE NEUTRON (PAN) ASSAY SYSTEM
5102.0000000392

DAR EO-RS-4910

Job TRP-1753 Passive Active Neutron (PAN) Assay System		**JSA By** T.O. Cline, M. Whitehead, J. O'Brien, D. Lee, J. Custer, J. Anderson
Facility/Project & Location WMF-610	**Effective Date** 6/10/99 **Expiration Date** July 2002	**Facility Project Management Approval** / **Date** 8·20·99
Briefly Describe The Job and Expected Result Perform Assay of Waste Containers		
Required Job Training/Required Personal Protective Equipment Training: RAD Worker 1, HAZWOPER/TSD, RWMC Access/RCRA, PPE, Laser Safety, Job Position PPE: Safety shoes, or other PPE as required by RWP.		

JSA #: RWMC- 390, Rev 0, 08/23/99

Sequence Of Basic Job Steps	Potential Hazards	Hazard Control/PPE
Refer to TSA JSA # 384		
Refer to WMF-610 JSA # 027		
Loading/Unloading Drums in Assay Chamber	Back Strain	Use tool to unload. Maintain proper training and posture to load.
	Pinch Point	Be aware of pressure strips on chamber door.
	Rough Metal on Drum Locking Ring	Wear leather gloves when handling drums.
RELEASED		

Janice Gilmer 8/27/99
SIGNATURE/DATE
RWMC DOCUMENT CONTROL

Sequence Of Basic Job Steps	Potential Hazards	Hazard Control/PPE
	Extreme temperatures.	Additional PPE might be required for personnel performing the tasks, maintaining safety barrier positions, wearing thermal resistant gloves, as applicable. Industrial Hygienist (IH) will be onsite for extreme temperature evaluation.
	UV light (welding), lasers, nonionizing radiation.	Avoid body contact (for example, eyes, skin, etc.) with laser, as directed by MCP-2717.
	Elevated work, fall	Ensure the safety barrier is installed and secured.
	Hoisting and rigging	Avoid the drum path of travel. Safety shoes are required. Ensure equipment has been inspected before use; use approved rigging sketches, as applicable. Verify the following training and controls are observed including: • Professional or Incidental Hoisting and Rigging • PPE, as applicable Controls: • Wear eye, hand, foot, and head protection, as applicable. • Maintain safe body position • Do not exceed the safe structural capacity of roadways, and floors. Driver Procedures: • PRD-160, Hoisting and Rigging • MCP-2744, Powered Industrial Trucks • MCP-2716, Personal Protective Equipment • PRD-2007, Hoisting and Rigging • PRD-2021, Powered Industrial Trucks • PRD-2001, Personal Protective Equipment

LOCKHEED MARTIN

Lockheed Martin Idaho Technologies Company

INTERDEPARTMENTAL COMMUNICATION

Date:	June 29, 1999		
To:	D. L. Miller	MS 2208	6-9052
From:	G. A. Moore	MS 2210	6-9587
Subject:	NOTIFICATION OF COMPLETED INDEPENDENT HAZARD REVIEW FOR IHRG # IRC-99-769, MGA-IHRG-04-99		

Michael Benson submitted an Independent Hazard Review (IHR) package titled "Characterization of Solid Acid Catalysts" for IHRG review. The IHR package was assigned the number **IHRG# IRC-99-769**, and sent out for review. The IHRG met on June 17, 1999 in IRC 303 to discuss the activity. This letter is notification that the IHRG review is complete and upon compliance with the recommendations contained herein, satisfies the AEDL ES&H administrative requirements. With the accompanying signatures on the last page, this letter provides authorization, as described in MCP-3571, for the activity to be conducted in IRC (IF-603) Lab A-17.

Recommendations:

- *None*

My assessment is that the activity falls within the Hazard Classification of the facility. It is therefore, the recommendation of the IHRG that this activity be approved for execution.

This activity should be reviewed annually by you and members of your staff, and resubmitted to the IHRG in three years if it is still being conducted. Further, any significant changes to this activity will require additional review by the IHRG. Significant changes include: facility modifications, use of different/additional chemicals, alternate activity location, or anything that introduces new hazards or heightens existing hazards.

A complete file of the IHR package, reviewer comments, correspondence, IHRG review meeting attendance list, etc., is kept with the IHRG Coordinator. If you need additional information or have questions regarding the subject matter, please contact me.

IHRG Review Attendance Sheet

Date:	IHRG #s
June 17, 1999	IHRG IRC-99-621-MOD SUPERCRITICAL FLUID CATALYTIC REACTIONS – Dan Ginosar IHRG IRC-99-713-MOD SOLUBILITY OF METAL COMPLEXES IN SUPERCRITICAL FLUIDS – Bob Fox IHRG IRC-99-768 SUPERCRITICAL FLUID FACILITATED ION EXCHANGE – Stuart Janikowski IRC-99-769 CHARACTERIZATION OF SOLID ACID CATALYSTS – Mike Benson

	PRINT NAME	SIGNATURE
1	Glenn Moore	Glenn A. Moore
2	Saul Chessin	Saul J. Chessin
3	Joni M. Barnes	Joni M. Barnes
4	KEN C. PHILLIPS	Ken C. Phillips
5	Dan McDonald	DB McDonald
6	MICHAEL R SHARPSTEN (For JCMann)	Michael R Sharpsten
7	Bob Fox	R V Fox
8	Stuart Janikowski	[illegible]
9	CHRIS BUNKER	[illegible]
10	Michael Benson	Michael T. Benson
11	HARRY ROLLINS	Harry W Rollins
12	Kenneth L. Gilbert	Kenneth L Gilbert
13		
14		
15		
16		
17		

412.09#
(10/20/97 - Rev. #01)

Management Control Procedure AEDL	INDEPENDENT HAZARD REVIEW	Identifier: Revision: Page:	MCP-3571 0 A1 of A5

IRC-99-269

APPENDIX A

HAZARD MITIGATION GUIDE

The checklist below provides a listing of potential hazards that can be encountered during the conduct of research. Any hazards anticipated during the research need to be addressed in the hazard mitigation plan described in appendix B. Applicable procedures/guidelines and point of contact are listed with each hazard.

Note: If any of the underlined items are checked or if 5 or more of the remaining items are checked, a full hazard review is mandatory.

Environmental, Safety, or Health Area	Applicable/ Hazard for Current Project? √	Hazard Mitigation Procedures/Guidelines	Point of Contact
[redacted]			
Human testing		DOE 1300.3 Policy on the Protection of Human Subjects DOE 4300.2B Work for Others	Institutional Review Board Industrial Hygienist
Explosives/Materials		MCP-521 SOD – Explosives & Munitions Handling; MCP-2734 Explosive Safety	Explosives Safety Committee AEDL Facility Manager Safety Engineer
Propellants		MCP-2734 Explosive Safety	Explosive Safety Committee AEDL Facility Manager Safety Engineer
Flammable materials (f.p. < 100 F)	✓	MCP-584 Flammable & Combustible Liquid Storage & Handling; MCP-2707 Compatible Chemical Storage	Fire Safety Engineer
Combustible materials (f.p. < 200 F)		MCP-584 Flammable & Combustible Liquid Storage & Handling; MCP-2707 Compatible Chemical Storage	Fire Safety Engineer
Corrosive materials or pH < 2, pH > 12	✓	MCP-2715 Hazard Communications, MCP-2707 Compatible Chemical Storage	Industrial Hygienist Chemical Hygiene Officer
Toxic materials (Used either as a pure substance or > 1% concentration when in a mixture)		MCP-2707 Compatible Chemical Storage; MCP-2873 INEEL Chemical Management System (ICMS), MCP 153 Industrial Hygiene Exposure Assessment	Industrial Hygienist Chemical Hygiene Officer
Radioactive materials or sources (full review only at IRC)		PRD 183 ; MCP-121 Radioactive Material Areas for Storage; MCP-187 Posting Radiological Control Areas; MCP-191 Preparing & Packaging Waste or Materials for Collection; MCP-360 Naturally Occurring Radioactive Materials	Radiation Control Technician Health Physicist AEDL Facility Manager
Carcinogenic materials (Used either as a pure substance or > 0.1% concentration when in a mixture)		MCP-2703 Carcinogens; MCP 2715 Hazard Communication; MCP 2873 INEEL Chemical Management System (ICMS), MCP 153 Industrial Hygiene Exposure Assessment	Industrial Hygienist ESH&Q Manager Chemical Hygiene Officer
Human or animal biological samples		MCP 153 Industrial Hygiene Exposure Assessment; PRD 5026 Laboratory Biological Experimentation Safety	Biological Safety Committee Industrial Hygienist Chemical Hygiene Officer
Infectious agents (pathogens)		MCP 153 Industrial Hygiene Exposure Assessment; MCP-2750 Preventing Hantivirus Infection, MCP 2702, Bloodborne Pathogens, PRD 5026 Laboratory Biological Experimentation Safety	Biological Safety Committee Industrial Hygienist Chemical Hygiene Officer
Biological hazards		MCP 153 Industrial Hygiene Exposure Assessment; MCP-2750 Preventing Hantivirus Infection, MCP 2702, Bloodborne Pathogens, ; PRD 5026 Laboratory Biological Experimentation Safety	Biological Safety Committee Industrial Hygienist Chemical Hygiene Officer
Pyrophoric or reactive materials		MCP-2715 Hazard Communication; MCP-2707 Compatible Chemical Storage; MCP-153 Industrial Hygiene Exposure Assessment	Industrial Hygienist Chemical Hygiene Officer Fire Safety Engineer
Compressed gases	✓	MCP-2728 Compressed Gases	Industrial Hygienist Safety Engineer

412.09#
(10/20/97 - Rev. #01)

Management Control Procedure AEDL	INDEPENDENT HAZARD REVIEW	Identifier: MCP-3571 Revision: 0 Page: B1 of B5

APPENDIX B

IHRG CHECKLIST AND HAZARD MITGATION PLAN

[Complete Sections C through J and return to IHRG Coordinator, MS 2214]

SECTION A (to be completed by AEDL IHRG Coordinator)

IHRG #: IRC-99-769 **Date Received:** 6-10-99

Activity Title: Characterization of Solid Acid Catalysts

Are the following parts of the IHRG adequate? (Yes/No)

yes Research activity description yes Hazard Analysis yes Hazard Mitigation Plan

Quality Level (to be completed by the work organization manager or principal investigator)

1 ___ 2 ___ 3 X

SECTION B (to be completed by the principal investigator and industrial hygienist prior to commencing work)

Required Safety Equipment, Personal Protective Equipment (PPE), and Environmental Systems Checklist:

1. Fume hood or walk-in hood
2. Elephant trunk or other ventilation
3. Glove box
4. Respirator
5. Protective clothing (specify:_____)
6. Goggles or face shield
7. Foot protection (specify:_____)
8. Hearing protection
9. Safety Shower/Eye Wash
10. Warning signs
11. Panic button
12. Fire extinguishers
13. Floor drains, hood drains, sinks plugged
14. Safe Work Permit or Radiological Work Permit
15. Other (list:_____)

SECTION C

Contacts/Work Organization Manager and Lab Custodian Approval:

Michael Benson 6-1316 A-17 Bensmt

Originator (P.I.): S Trikowski Phone #: 6-0265 Lab Phone #: 6-5951 e-mail SKT MS: 2208

AEDL Facility Manager J C Marinus Phone #: 6-9217 e-mail: JSM MS: 2214

Lab Custodian signature: RV For RF4 Phone #: 6-7844 e-mail: RF4 MS: 2208

Facility and laboratory where the activity will be conducted: IRC A-17

Work Organization Manager signature: [signature] Phone #: 6-9052 e-mail: BSH MS: 2208

LOCKHEED MARTIN IDAHO TECHNOLOGIES COMPANY

FIRE HAZARD ANALYSIS

FHA-659, New Waste Calcining Facility

(FHA-659)

CONTROLLED
DOCUMENT
Copy No. 1046
NUCLEAR OPERATIONS
ICPP PLANT SUPPORT

May 25, 1998

6.5.2 Maximum Credible Fire Loss (MPFL)

A building's MCFL is based on the automatic fire protection system capability for each fire area. Postulated fire are assumed to be contained and extinguished within the design area. MCFL is calculated as shown below:

MCFL = 1.5 [Fire Area Cost/ft^2 (Design Area)]

NOTE: *The "1.5" multiplier expresses the post-fire cost of clean-up, salvage and restoration of operations.*

The MCFL for building PER-620 is calculated as follows:

Replacement Cost/ft^2	Suppression System Design Area (ft^2)	Calculated MCFL
$20,000	1000	$20,000,000

The unknown about the facility is where the fire would occur. The only thing vital is the storage of nuclear fuel, and it is scheduled to be removed over the next couple of years. There is some equipment required to remove the fuel, but this can be replace in a short period of time. So a temporary clean up would be needed to remove the fuel for about $20,000,000.

6.6 Security Coordination

The WROC area is a controlled access area, but does not have security personnel present. When buildings are unoccupied they remain locked. This is considered an acceptable practice, because there has been no previous vandalism reported. However, security personnel do conduct checks of the PBF Reactor area once every 12 hours and will accompany the fire department to any emergency response within the WROC/PBF area.

Standard operating procedures are in place to assure that the emergency response through WROC/PBF main gate area is not delayed. There are no impediments created by the security system that wound prevent timely evacuation. The security provisions for this building would have no adverse impact on fire fighting operations.

Hazards Assessment Document WROC/PBF	**FIRE HAZARDS ANALYSIS POWER BURST FACILITY (INCLUDING PER-620 604, 730, 731, AND 732)**	Identifier: PBF-FHA-001 Revision: 1 (Draft D) Page: **A3** of A5

12. Occupant Emergency Program	Number of fire Drills Conducted per Year		
	0	1 to 2	> 2
	n -2 (-3)	o 0 (1)	o 1 (2)

Table 2. INDIVIDUAL SAFETY EVALUATION

Safety Parameter	Fire Control (S1)	Egress Provided (S2)	General Fire Safety Provided (S3)
1. Construction	-1	****	-1
2. Hazardous Area	0	0	0
3. Vertical Openings	0 / 2 = 0	0	0
4. Sprinklers	10	10 / 2 = 5	10
5. Fire Alarm System	2 / 2 = 1	2	2
6. Smoke Detection and Alarm	1 / 2 = 0.5	1	1
7. Interior Finish	0 / 2 = 0	****	0
8. Smoke Control	****	3 / 2 = 1.5	3
9. Exit Access	****	-1	-1
10. Exit System	****	0	0
11. Corridor Separation	1 / 2 = 0.5	1 / 2 = 0.5	1
12. Occupant Emergency Program	****	1	1
Total	S1 = 11	S2 = 10	S3 = 16

Table 3. Mandatory Requirements.

Building Height	Control Requirement S(a)		Egress Requirement S(b)		General Fire Safety Requirement S(c)	
	New	Existing	New	Existing	New	Existing
1 Story	0.5	-1.0	1.5	0	2.0	-1.0
2 Story	-2.5	-4.0	1.5	0	-1.0	-4.0
3 Story	1.5	0.0	1.5	0	3.0	0.0
.>3 stories and < 75'	4.0	2.0	2.5	0	6.0	2.0
> 75' but , 150'	9.5	7.5	7.5	5.0	10.0	6.0
> 150 '	12.5	10.5	7.5	5.0	13.0	9.0

REVISION LOG

Rev.	Date	Affected Pages	Revision Description
1b	05/99	3-15 through 3-19	Changes made to Hazards Identification table to to reflect drop of Zr calcine contained in Calcine Sample Storage Cask.
1a	12/9/98	3-1 to 3-20	Update Chapter 3 to incorporate new INEEL Evluation Guidelines.
1	12/98	All	R. M. Stallman, Letter to J. E. Hovinga and D. G. Moore, "DOE Approval of Safety Document Revision Requests for Handling Calcined Solids Samples and for NWCF High Temperature Flowsheet Tests (OPE-INTEC-8-068)," dated August 19, 1998.
0c	2/98	All	ORM 6.5.1.5 has been cancelled requiring changes in SAR 5.1. DOE approval not required per; E. J. Ziemianski, Letter to W. E. Landon and C. S. Olson, "Revised ICPP Operational Requirements Manual Format and Content (OPE-CPP-98-020)," dated February 9, 1998.
0b	4/97	All	R. M. Stallman, Letter to J. E. Hovinga, "DOE Approval of NWCF Safety Documents (OPE-CPP-97-044)," dated April 3, 1997.
0a	9/96	All	R. M. Stallman, Letter to R. N. Gurley, "DOE Approval of Safety Documents for the New Waste Calcining Facility and Sixth Calcined Solid Storage Facility (OPE-CPP-96-057)," dated August 19, 1996; and R. M. Stallman, Letter to J. E. Hovinga, "DOE Approval of New Waste Calcining Facility (NWCF) Safety Document Revisions (OPE-CPP-96-154)," dated September 24, 1996.

Lockheed Martin Idaho Technologies Company

Hazards Assessment Document INTEC Facility	IDAHO NUCLEAR TECHNOLOGY AND ENGINEERING CENTER (INTEC) HAZARDS ASSESSMENT	Identifier: HAD-4 Revision: 3 Page: 3 of 9

Table 4-1. (continued).

Hazardous Material	Building Number	General Conditions	Maximum Quantity
Am-241	CPP-602	Am-241 is stored in multiple layers of containers. The first container is a stainless steel vial that is approximately 2-in high by 0.5-in. in diameter. The vial has a stainless steel screw-on top. This vial is stored in another stainless steel container that is open at the top. This container is stored in a glass laboratory container with a screw-on lid. The complete container is stored in a stainless steel glovebox.	4.6 Ci
Mercury	CPP-602	1.5 lb of elemental mercury is stored in a glass bottle in a safe in Laboratory Room 208. In Room 211, 107.59 lb of elemental mercury is stored in metal cylinders. The metal cylinder is similar to a gas cylinder but with a screw-in plug. The cylinder is approximately 5-in. in diameter by 15-in tall. A cylinder will hold approximately 76 lb of mercury. The cylinder in kept within a hood.	109.1 lb
	CPP-604 and CPP-605	Mercury is part of the mixed waste contained in the CPP-604/605 liquid waste storage tanks.	499.0 lb
	CPP-1619	Mercury is stored in the same type of cylinder as used in CPP-602. The cylinder is stored in Bay 2 or 2a.	76.0 lb
Silver nitrate	CPP-602	Silver nitrate is stored in several glass bottles in Laboratory Rooms 208 and 225. The silver nitrate is in the form of solid granules/crystals about the size of table salt.	14.7 lb
Irradiated fuel	CPP-603	Irradiated Fuel Storage Facility—636 fuel storage canisters that are 18-in. in diameter and 11-ft long. The canisters are stored in a carbon steel storage rack that provides spacing and support.	See Table M3-3
		Spent Fuel Storage Basin—Irradiated fuel is stored in three fuel storage basins.	Fuel Storage Basin—See Table M3-4 Ion Exchange Resin —4.0 Ci Sr90 & 4.0 Ci Y90

Lockheed Martin Idaho Technologies Company

Hazards Assessment Document INTEC Facility	IDAHO NUCLEAR TECHNOLOGY AND ENGINEERING CENTER (INTEC) HAZARDS ASSESSMENT	Identifier: HAD-4 Revision: 3 Page: 4 of 9

Table 3-1. (continued).

Building Number	Building Name	Hazardous Material	Quantity	TQ	Basis[a]	Summary of Analysis[b]
CPP-659 and Associated Facilities	New Waste Calcining Facility (NWCF)	Radiological inventory of mixed waste	See Table M-12-2	Schedule C	1	Radiological inventory: Site area emergency—Hydrocarbon fuel fire, degradation of HVAC exhaust HEPA filter, explosion in calciner cell, natural phenomena or external events.
CPP-659 and Associated Facilities	NWCF	Nitric acid	430,570 lb	1,000 lb	3	Nitric acid and radiological inventory: Site area emergency—Nitrated-organic explosion, puncture or fracture of nitric acid recycle tank, rupture of all tanks due to natural phenomena or external events.
CPP-663	Maintenance Building	Calcium hypochlorite	60 lb	50 lb	2	Less than alert.
CPP-666	Flourinel Dissolution Process and Fuel Storage Facility	Irradiated fuel	See Table M-14-2	Schedule C criticality concern	4	Alert—Criticality.
CPP-729/ 741/639	First Calcined Solids Storage Facility (CSSF)	High-level waste	See Table: M-15-1	Schedule C	1	Site area emergency—Breach of one or more bins with vault failure.
CPP-742/ 646	Second CSSF	High-level waste	See Table: M16-1	Schedule C	1	Site area emergency—Breach of one or more bins with vault failure.
CPP-746/ 647	Third CSSF	High-level waste	See Table: M17-1	Schedule C	1	Site area emergency—Breach of one or more bins with vault failure.
CPP-760/ 658	Fourth CSSF	High-level waste	See Table: M18-1	Schedule C	1	Site area emergency—Breach of one or more bins with vault failure.

Health and Safety Plan for the Decontamination and Dismantlement of the Central Facilities Area Sewage Treatment Plant

INEEL/EXT-98-00076
Revision 0
Published February 1998

Approved by:

B. J. Frazee, LMITCO Department Manager — Date: 2/10/98

T. N. Thiel, CFA STP D&D Project Manager — Date: 2/10/98

6. SAFE-WORK PRACTICES

6.1 General Safe-Work Practices

The following are general safe-work practices that will be followed at the task site:

- Employees who wear contact lenses shall comply with the LMITCO *Safety and Health Manual 14A*,[2] MCP-2716, "Personal Protective Equipment."

- **Absolutely no** eating, drinking, chewing gum or tobacco, smoking, applying cosmetics, or any other practice that increases the probability of hand-to-mouth transfer and ingestion of materials except in designated zone(s).

- Report all broken skin or open wounds to the HSO or FTL. The LMITCO OMP will determine if the wound presents a significant risk of internal chemical or radiological exposure. In conjunction with RADCON, the OMP physician will consider how the wound can be bandaged and will recommend PPE to be worn by the injured employee. Employees with unprotected wounds shall not be permitted to enter chemical or radiological contamination areas, nor shall they handle contaminated or potentially contaminated materials at the task site without having been examined by the LMITCO OMP.

- Avoid direct contact with potentially contaminated substances. Do not walk through spills or other areas of contamination. Avoid kneeling, leaning, or sitting on equipment or ground that may be contaminated.

- Be alert for dangerous situations, strong or irritating odors, airborne dusts or vapors, and broken containers. Report all potentially dangerous situations to the FTL, JSS, or HSO.

- Prevent releases of hazardous materials, including those used at the task site. If a spill occurs, contain it (if possible) and report it to the FTL or JSS. See Section 10 of this HASP for more details on the spill and emergency response plan for the task site.

- Avoid splashing during decontamination.

- Keep all ignition sources at least 50 ft from explosive or flammable environments and use nonsparking, explosion-proof equipment if advised to do so by a safety professional.

- Be familiar with the physical characteristics of the task site, including, but not limited to:

  - Wind direction
  - Accessibility of fellow employees, equipment, and vehicles
  - Communications at the task site and with other nearby facilities
  - Areas of known or suspected contamination
  - Major roads and means of access to and from the task site
  - Nearest water sources and fire fighting equipment
  - Warning devices and alarms
  - Capabilities and location of nearest emergency assistance.

Test Reactor Area Maintenance Operations Work Control
Field Change **Work Order Number 12069-02**

Work Order Field Change

JUSTIFICATION:
This Field Change will provide instructions for zeroing the SRD's.

DESCRIPTION:

Add the following Special Sequencing Information to the Work Order prior to step 60 of the Post Maintenance Te:

- Steps specific to a particular SRD (i.e. SRD #2 – steps 58 through 60, including H through L of field change #: SRD #3 – steps 61 through 63, including M through Q of field change #2: SRD #4 – steps 64 through 66, inclu steps R through V of field change #2: SRD #5 – steps 67 through 69, including W through AA of field change must be performed in sequence for that SRD. However, work steps for more than one SRD may be performed parallel to facilitate Operational check of SRD's #2-5.

Add the following work steps to the work order:

- Work steps "H" through "L" of this field change after step 60 of the work order.
- Work steps "M" through "Q" of this field change after step 63 of the work order.
- Work steps "R" through "V" of this field change after step 66 of the work order.
- Work steps "W" through "AA" of this field change after step 69 of the work order.

H. Signature _____ Date 6/7/99
OPERATIONS:
Insert the SRD until the magnet just contacts the armature. Set the position indication on the ATRC console tc zero.

CAUTION

In the following step do not allow the SRD to depress the armature more than 3/8" (.375").

I. Signature _____ Date 6/7/99
Incrementally insert the SRD until the lower limit switch is actuated, not to exceed 3/8" (.375") lower than the position noted when the magnet contacted the armature.

J. Signature _____ Date 6/7/99
OPERATIONS:
Measure the distance from the control bridge to one of the nylon guides on the Safety Rod armature.

K. Signature _____ Date 6/7/99
OPERATIONS:
Withdraw the Safety Rod while observing the measurement between the Control Bridge and the nylon guide. the drive is withdrawn this measurement should decrease by ¼

INFORMATION ONLY

CONTROLLED DOCUMENT COPY No. _____

DOCUMENT CATEGORY 1

INEL-94/022
Part II, Sec. 5.1
Revision 1b

IDAHO NUCLEAR TECHNOLOGY AND ENGINEERING CENTER

SAFETY ANALYSIS REPORT

PART II

FACILITY-SPECIFIC SAFETY ANALYSES

Section 5.1

NEW WASTE CALCINING FACILITY

May 1999

Reviewing Official: P. A. Tucker
Authorized Derivative Classifier

Date: July 18, 1996

DOES NOT CONTAIN UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

2. Comprehensive Surveys

Required Information:

Describe the methods used for initial determination of safety and health hazards. Methods may include baseline industrial hygiene surveys, comprehensive safety surveys, radiological surveys/exposure mappings, and/or project safety reviews at the time of design.

Provide evidence that the surveyors were qualified to perform the work.

Additional Guidance:

Do not attach entire surveys; executive summaries and tables of contents should be sufficient.

Evidence that nationally recognized procedures are used for all sampling and analysis would be helpful.

Industrial hygienists, safety professionals, health physicists, and specialists in occupational medicine are the professionals generally used on teams performing comprehensive surveys.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

2. Comprehensive Surveys

Statement of Fact

Work conducted at the INEEL requires comprehensive surveys to identify existing or potential hazards and help ensure a safe and healthy work environment. Facilities, tasks, projects, experiments, or portions thereof are surveyed to adequately identify hazards, determine employee risks, prioritize sampling, and determine regulatory compliance. Many of the survey data are accessible on databases so as to be readily available to planners and others who prepare jobs within the work control process and other hazard analysis processes.

Narrative Response to Yellow Page

Methods Used for Initial Determination of Safety and Health Hazards

Comprehensive surveys are performed to identify existing or potential hazards and help ensure a safe and healthy work environment. As required by Occupational Safety and Health Administration (OSHA) regulations, BBWI procedures, the INEEL Radiological Control Manual, and S&H, personnel evaluate each facility, process, task, project, experiment, or portion thereof. The results are used to identify hazards, determine employee risk, prioritize sampling, determine regulatory compliance, and make recommendations for appropriate hazard control and mitigation measures. Qualified professionals conduct S&H inspections as required throughout the INEEL. These include personnel qualified and certified to perform S&H inspections relating to electrical, construction, excavation, hoisting and rigging, traffic safety, confined space, radiation safety, chemical safety, various areas of production and process safety, fire safety, ergonomic, and other specific types of safety issues. Management control procedure MCP-3449, *Safety and Health Inspections*, directs managers who conduct S&H inspections at the INEEL to conduct monthly inspections of workplace processes and at least quarterly inspections of the entire workplace. It directs the specific conduct of these inspections, and directs them to ensure that at least one nonsupervisory employee or employee safety team participate in one S&H inspection each

Reflection of Comprehensive Surveys

ES&H

List 99 Facility Hazards Identification and Control Information List

Facility Hazards Integrated Search Tool

SITE: INEEL **AREA:** IF **BSR:** All BSRs----------

DATABASE: Laser Inventory

LI - Laser Inventory	
1	IF-603 Lab B2
2	IF-603 Lab B2
3	IF-603 Lab B2
4	IF-603 Lab B3
5	IF-603 Lab C20
6	IF-639 Lab E
7	IF-603 Lab B2
8	IF-603 Lab C14
9	IF-603 Lab B3
10	IF-603 Lab B3
11	IF-603 Lab B3
12	IF-603 Lab B3
13	IF-603 Lab B3
14	IF-603 Lab B3
15	IF-603 Lab B3
16	IF-603 Lab B2
17	IF-603 Lab B2
18	IF-603 Lab B2
19	IF-603 Lab B2
20	IF-603 Lab B2
21	IF-603 Lab B2
22	IF-603 Lab B2
23	IF-603 Lab B2
24	IF-603 Lab B2
25	IF-603 Lab B2
26	IF-603 Lab B2
27	IF-603 Lab B2

quarter. Many of these evaluations are discussed in Subelement 1.

General Safety, Hygiene Surveys, and Inventories

Comprehensive safety and hygiene surveys have been conducted throughout INEEL facilities. The data from these surveys reside in various databases, depending on the specific hazard. For example, the Site Services Branch maintains inventories of confined spaces; the Asbestos Management group in the Facilities/Utilities/Maintenance Directorate maintains facility inventories that identify asbestos-containing material; the Laser Safety officer at Research and Development maintains an inventory of the lasers in their facilities; the Waste Operations Lead group maintains an inventory of shielding lead, both contaminated and noncontaminated. In addition, industrial hygiene hazards are identified and characterized for facilities and tasks. These are documented in the Hazard Analysis Sampling System (HASS) database. Confined space inventories for each facility and chemical inventories for each facility are maintained in the Integrated Chemical Management System (ICMS).

Industrial Hygiene Exposure Assessment

MCP-153, Industrial Hygiene Exposure Assessment, directs and controls periodic assessments and analyses. Assessment and analysis frequency, as previously stated, is established in the baseline assessment using a graded approach. At minimum, high-hazard situations are reviewed annually; moderate hazard situations are reviewed every two years; and low-hazard situations are reviewed every three years. Reviews are also performed when facility management or processes change. Also, MCP-153 establishes the routine monitoring program, provides a schedule for management to walk down the facility or process to ensure no hazards have been added and necessary controls are implemented, and schedules the exposure assessment update.

The Industrial Hygiene Group conducts periodic facility exposure assessments based on potential exposure levels to toxins and other Industrial Hygiene hazards within the facility. The priority of controls to be implemented are engineering, administrative, and personal protection, per OSHA and Department of Energy (DOE) regulations for the control of chemical and physical hazards. This approach for managing hazards is expressed in program description document PDD-16, *Overview of the BBWI Safety and Health Program*, Section 2.7, Hazard Prevention and Control. (Section 2.6 of this document thoroughly describes work site analysis.) Engineering controls typically include materials substitution, enclosure, shielding, ventilation, and other barriers and systems that maintain given levels of protection. Administrative controls include control of access, employee training, and various certification requirements; these are primarily behavior controls. Personal protection includes use of personal protective equipment (PPE), such as ear protection in noise environments, and gloves, safety glasses, respirators, bubble suits, and other PPE as necessary to protect personnel. Exposure assessments determine the controls required to mitigate the exposure (to include engineered and administrative PPE). If initial sampling indicates that levels are below the administrative control levels, no further sampling is required. If levels are above the administrative control levels but below the action level, annual monitoring is performed. When levels are above the action level and below the permissible exposure level or threshold limit value, then an industrial hygienist will monitor the area quarterly. Monthly monitoring is required when initial samples indicate levels above the permissible exposure level or threshold limit value limits.

When sampling hazardous agents, one of the following methods must be used:

- National Institute of Occupational Safety and Health Manual of Analytical Methods
- Occupational Safety and Health Administration Analytical Methods
- Environmental Protection Agency Compendium of Methods for the Determination of Toxic Organic Compounds in Ambient Air
- Instrument manufacturer's or analytical laboratory's protocol in the absence of the above methods
- Another pertinent method that is documented and justified in the exposure assessment.

This program is directed by MCP-153, *Industrial Hygiene Exposure Assessment.* Industrial hygiene issues identified during these surveys are tracked in the Issues Communication and Resolution Environment (ICARE) system database.

Currently, MCP-153 requires that baseline information be collected through comprehensive surveys. These assessments are performed in two stages:

- Qualitative Assessment
  - Background reviews (review of procedures and plans, and interviews with employees)
  - Walkdown surveys (which may include direct-reading monitoring)
- Quantitative Assessment
  - Personnel or area monitoring.

A hazard characterization of each identified hazard, based on the gathered information, is used to develop schedules for routine monitoring and assessment updates. Specific procedures are also

available for ergonomic, indoor air quality, and special ventilation evaluations.

Copies of these assessments are available to facility, project, or operations management to inform them and their employees of the results. Recommendations are made to management regarding the need for their employees to enroll in medical surveillance programs. Exposure assessments, and the sampling data associated with the assessments, are documented in the Hazard Analysis Sampling System. Data entry into this system began in July 1997. Prior to that time, data were entered into other databases. The information can be used in a variety of ways, including trending, negative exposure assessments, sharing, and developing higher tier reviews.

Occupational Medical Contributions to Survey

Occupational Medical Program personnel frequently walk through various facilities with industrial hygienists and other safety professionals. These surveys are helpful for physicians and nurses, not only to identify hazards, but also to better familiarize them with the work place to assist in the treatment of work place injuries and illnesses.

Facility Hazards Lists

ES&H hazards inherent to specific buildings and work areas have been identified and placed in a Facility Hazards List database. These hazards could generally be expected to exist within the associated buildings and may result in exposure to an employee, depending on the employeeís activity in the work area. We expect the information to be used by planners and job supervisors during the planning phase of a task, as well as by employees when tasked with an activity in an area with which they may not be familiar.

Radiological Reviews and Surveys

Routine radiation and contamination surveys are scheduled for each facility per INEEL Radiological Control Manual. As surveys are performed, the survey results and changes in radiological conditions are entered into the Radiological Control Logbook and survey maps.

Radiological reviews are guided by MCP-91, *ALARA Program and Implementation.* A radiological engineer or designee performs shielding analyses, building designs, and special studies. The engineer also performs reviews and analyses of construction plans for new building construction and modifications to existing buildings to reduce the levels of ionizing radiation and contamination to as low as reasonably achievable (ALARA).

The Radiological Control Department for plans and procedures involving the use of radioactive materials or radiation-generating devices performs ALARA job reviews.

Infrequent or first-time activities undergo

- A senior management review (such as operational readiness reviews or readiness assessments) directed toward the anticipation of concerns, with emphasis on specifying protective measures
- Review and approval by the ALARA Committee
- Enhanced line and Radiological Control management oversight during initiation and conduct of work.

Survey Personnel Qualifications

Surveys are performed by highly qualified personnel. The types of qualifications maintained by these safety professionals are listed in Element IV, Subelement 1. Many survey personnel are certified industrial hygienists, certified safety professionals, and radiological engineers. The academic qualifications of the safety professionals, coupled with their workplace experience, well qualify them to recognize the hazards and adequately accomplish the surveys.

Ergonomic Analyses

Ergonomic analyses of office workers using PC workstations and assessment of activities in more industrial type settings are performed by Industrial Hygienists and trained ergonomists. These analyses are generally performed when requested by line management or the affected employees, but they are initiated by the Occupation Medical Program when employees report to medical with a certain symptomatology. These analyses are performed and documented. The written reports contain recommendations to improve conditions within the particular work environment. Employees have also been provided educational tools, such as workstation posture and equipment set-up diagrams, ergonomic information pamphlets, model offices, and a mobile trailer where they can try out new ergonomic equipment. Employees also get involved in the testing of new ergonomically designed hand tools.

Attachments

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL intranet from Electronic Document Management, no attachment is offered.

1. "Facilities, Utilities, Maintenance Directorate List of Confined Spaces at CFR, EBR Miscellaneous Areas," November 19, 1997.
2. "Laser Safety Program, Companywide Management Control Procedure MCP-2717, Attachment F," Rev. O, p. A35 of A45.

3. "Table 2. Asbestos Survey Management Data Table, CFA Technical Center," p. 1.

4. "Lead in Use at PBF Facilities," WROC TP&WO, 7645, December 3, 1997, p. 2.

5. "INEEL Tank Inventory, Query Results," Building 601 (Intranet), http://home.inel.gov//intanksl/list...ty= CFA&bldgnum-601 &B 1 =Submit +Query.

6. "IH Exposure Assessment for IF 603 LAB C-4," Interoffice Memorandum, R. D. Parker to M. R. Ahankins, 11/11/99.

7. "INEEL HASS - Exposure Assessment Sample," 2/15/99 (Intranet).

8. "Table 2. Analytical Results for Lockheed Martin Idaho Technologies," Clayton Project No. 69465.00, Clayton Laboratory Services, 12/10/98, p. 3 of 3.

9. "Annual Monitoring Schedule [asbestos, noise, etc.]" 1998.

10. "Workplace Walkthro/Inspection," Lotus Note, Gerald D. Bush to Paul N. Creighton, 8/10/99.

11. "Current Inventory List: Query Current Inventory," 2/15/99 (Intranet) wysiwyg://108/http://drj ekyll.inel.gov: 1... a/CMS C! 101 $Current-INVEN-TORY.Action Query.

12. "Facility Hazards List: Report Criteria Selection," 12/9/99 (Intranet) http://Webbeta.inel.gov/th 1/Reports/ ReportMast.asp?Selected Area=26.

13. "Hazards List Report for CFA Area Facility CFA-601," and "hazards by area" (Intranet) http://Webbeta.inel. gov/th1/Reports/Report.asp.

14. "ALARA Review," Form 441.10, ATR-00-004, 1/20/00.

15. "Radiological Survey Report: Central Facilities Sewage Treatment Plant Radiological D&D Data," 3/27/97.

16. "Radiological Survey Report: Building WMF-631," Form 441.45#, 1/26/00.

17. "Employee Qualifications/ Certifications: Industrial Safety," http://owyhee.inel.gov/trainspt_ni_ empqlf.cfm, 8/21/00.

18. "Employee Qualifications/ Certifications: Industrial Hygiene," http://owyhee.inel.gov/trainspt_ni_ empqlf.cfm, 8/21/00.

19. "Occupational Safety & Health Organization," June 22, 2000.

FACILITIES, UTILITIES, M NANCE DIRECTORATE
LIST OF CONFINED SPACES AT CFA, EBR, MISCELLANEOUS AREAS

CONFINED SPACE IDENTIFICATION #		AREA	BUILDING NUMBER		TYPE/LOCATION	PERMIT REQUIRED SPACE	POSTED AS A:
188-MH-089		CF			Telecommunications Manhole-Northeast of CF	No	NPRCS
188-MH-090		CF			Telecommunications Manhole-Southeast Corner of CF 1611 (In Dirt Road).	No	NPRCS
SEWER MANHOLES:							
188-MH-001		CF			Sewer Manhole-West of CF 622/623 In Road	No	NPRCS
188-MH-002		CF			Sewer Manhole-Southwest Corner of CF 624 In Road	Yes	PRCS
188-MH-003		CF			Sewer Manhole-North Corner of CF 621 In Road	Yes	PRCS
188-MH-004		CF			Sewer Manhole-East of CF 606/662 Across Railroad Tracks In Old Bus Parking Lot	Yes	PRCS
188-MH-005		CF			Sewer Manhole-Southeast of CF 753 In Old Bus Lot and Across Fron High Voltage Fenced Area	Yes	PRCS
188-MH-006		CF			Sewer Manhole-East of CF 668 In Old Bus Lot In Pavement 40 Feet From Heater # 19 Plug-In.	Yes	PRCS
188-MH-007		CF			Sewer Manhole-West of CF 666 In Road Near Entrance to Door 102.	Yes	PRCS
188-MH-008		CF			Sewer Manhole-North of CF 666 In Field Across From Ogden Avenue.	Yes	PRCS
188-MH-009		CF			Sewer Manhole-North of CF 625 In Field	Yes	PRCS
188-MH-010		CF			Sewer Manhole-Near End of Y-shaped Tracks	Yes	PRCS
188-MH-011		CF			Sewer Manhole-Southwest of CF 669 on Westside of Portland Avenue About 245 Feet West of Road.	Yes	PRCS
188-MH-012		CF			Sewer Manhole-South of CF 637 In Field and 10 Feet Away From Fence In Southwest Direction.	Yes	PRCS
188-MH-013		CF			Sewer Manhole-Street Corner Southeast of CF 669 at Intersection of Quebec Ave. & Access Road to CF 657 Sewage Lift Station.	Yes	PRCS
188-MH-014		CF			Sewer Manhole-Southwest of CF 657 & 11' From Fence	Yes	PRCS
188-MH-015		CF			Sewer Manhole-Southwest of CF 657 & 2' From Fence	Yes	PRCS
188-MH-016		CF			Sewer Manhole-North of CF 669	Yes	PRCS
188-MH-017		CF			Sewer Manhole-Southeast of CF 687	Yes	PRCS
188-MH-018		CF			Sewer Manhole-Northeast of CF 687	Yes	PRCS
188-MH-019		CF			Sewer Manhole-Southeast of CF 681	Yes	PRCS
188-MH-020		CF			Sewer Manhole-West of Cf 687	Yes	PRCS

FACILITIES, UTILITIES, M 'ANCE DIRECTORATE
LIST OF CONFINED SPACES AT L. 3R, MISCELLANEOUS AREAS

CONFINED SPACE IDENTIFICATION #		AREA	BUILDING NUMBER		TYPE/LOCATION	PERMIT REQUIRED SPACE	POSTED AS A:
188-MH-021		CF			Sewer Manhole-Southeast of CF 651	Yes	PRCS
188-MH-022		CF			Sewer Manhole-Southeast of Cf 651 & Across Main St.	Yes	PRCS
188-MH-023		CF			Sewer Manhole-Southwest of CF 656	Yes	PRCS
188-MH-024		CF			Sewer Manhole-South of CF 656	Yes	PRCS
188-MH-025		CF			Sewer Manhole-Southwest of CF 649	Yes	PRCS
188-MH-026		CF			Sewer Manhole-North of CF 649 in road	Yes	PRCS
188-MH-027		CF			Sewer Manhole-Southwest Corner of CF 614	Yes	PRCS
188-MH-028		CF			Sewer Manhole-Street Corner South of CF 614	Yes	PRCS
188-MH-029		CF			Sewer Manhole-Southeast Corner of CF 603	Yes	PRCS
188-MH-030		CF			Sewer Manhole-North of CF 668 in Pavement	Yes	PRCS
188-MH-031		CF			Sewer Manhole-Southeast Corner of CF 668	Yes	PRCS
188-MH-032		CF			Sewer Manhole-East of CF 753	Yes	PRCS
188-MH-033		CF			Sewer Manhole-Northwest of CF 753 in Grass	Yes	PRCS
188-MH-034		CF			Sewer Manhole-Northeast of CF 606 in Road	Yes	PRCS
188-MH-035		CF			Sewer Manhole-North of CF 662 in Gravel Area	Yes	PRCS
188-MH-036		CF			Sewer Manhole-West of CF 662 by Lincoln Road	Yes	PRCS
188-MH-037		CF			Sewer Manhole-East of CF 698 by Lincoln Road	Yes	PRCS
188-MH-038		CF			Sewer Manhole-East of CF 688 & West of Lincoln Blvd.	Yes	PRCS
188-MH-039		CF			Sewer Manhole-East of CF 689 & West of Lincoln Blvd.	Yes	PRCS
188-MH-040		CF			Sewer Manhole-Northeast of CF 663	Yes	PRCS
188-MH-041		CF			Sewer Manhole-So. of CF 690 Across From Albany Av.	Yes	PRCS
188-MH-042		CF			Sewer Manhole-Southeast of CF 690 at South Corner of of Albany Avenue & Lincoln Blvd.	Yes	PRCS
188-MH-043		CF			Sewer Manhole-East of CF 690 at North Corner of Albany Ave. & Lincoln Road.	Yes	PRCS
188-MH-044		CF			Sewer Manhole-South of CF 699	Yes	PRCS
188-MH-045		CF			Sewer Manhole-Southeast of CF 699	Yes	PRCS
188-MH-046		CF			Sewer Manhole-East of CF 685	Yes	PRCS
188-MH-047		CF			Sewer Manhole-East of CF 632 at Northeast Corner of Intersection of Ogden Ave. & Main Street.	Yes	PRCS
188-MH-048		CF			Sewer Manhole-South Corner of CF 601	Yes	PRCS
188-MH-049		CF			Sewer Manhole-Southeast Corner of CF 601	Yes	PRCS (Buried)
188-MH-050		CF			Sewer Manhole-Southwest of CF 672	Yes	PRCS
188-MH-051		CF			Sewer Manhole-South of cF 665 at Corner of Intersect.	Yes	PRCS
188-MH-052		CF			Sewer Manhole-East of CF 665 by Old Weld Shop	Yes	PRCS

Management Control Procedure Company-wide	**LASER SAFETY PROGRAM**	Identifier: MCP-2717 Revision: 0 Page: **A35** of A45

ATTACHMENT F

Laser Registration Form

Add Laser to Database ? ☐ Update to Laser Database ? ☐

Laser Type:		Property # (If Applicable)
Manufacturer:		Laser Class: 3b☐ 4☐ Embedded☐
Model #		Serial # (If Applicable)
Starting or 1st Wavelength	Ending or Last Wavelength (If Applicable)	☐mm ☐meters ☐meters
Maximum Peak Power: (If Applicable)		☐kW ☐watts ☐milliwatts ☐watts
Maximum Peak Energy: (If Applicable)		☐joules ☐mjoules ☐μjoules
Minimum Pulse Width: (Pulsed Lasers Only)		☐sec. ☐milliseconds ☐μsec. ☐ηsec. ☐ρsec.
Maximum Pulse Repetition Rate: (Pulsed Lasers Only)		☐Pulses/Second ☐Pulses/Minute
Primary Location: Building _____ Lab _____ Room _____		Org:
Responsible Manager: _____	Responsible LSO: _____	Inspection Date: ____/_____/_____
Other Important Information:		

DA /16/95

TIME: 12:52

TABLE 2

ASBESTOS SURVEY/MANAGEMENT DATA TABLE

SITE: LINELL - CFA

BUILDING NO: [illegible] BUILDING NAME: CF-[illegible], TECHNICAL CENTER

FUNC AREA#	LOCATION	SPACE DESIG	MAT CLASS	MAT** TYPE	QUANTITY	FRIAB	ACBM COND	DAM POT	EPA CAT	POT HZRD RANK	POT OCC HOURS	RECOM RESPONSE	RESPONSE COST	REMOVAL COST	START DATE	END DATE	QUANTITY REMAINING	DRAWING
0001	MECHANICAL, NORTH WEST	1001	MISC	RO1	7 LF	N	L	L	8	8	3200	O & M	$ 0	$ 105			7 LF	EA-1
	STORAGE, REAR ENTRANCE	1002	MISC	FD1	2 EA	N	L	L	8	8	100	O & M	$ 0	$ 200			2 EA	EA-1
			MISC	FD1	2 EA	N	L	L	8	8	100	O & M	$ 0	$ 200			2 EA	EA-1
			MISC	FD1	1 EA	N	L	L	8	8	100	O & M	$ 0	$ 100			1 EA	EA-1
			MISC	FT1	100 SF	N	L	L	8	8	100	O & M	$ 0	$ 1100			100 SF	EA-1
			MISC	FM1	100 SF	N	L	L	8	8	100	O & M	$ 0	$ 500			100 SF	EA-1
			MISC	FM2	100 SF	N	L	L	8	8	100	O & M	$ 0	$ 500			100 SF	EA-1
	STORAGE, MATERIAL	1004	MISC	FD1	2 EA	N	L	L	8	8	100	O & M	$ 0	$ 200			2 EA	EA-1
			MISC	FM1	145 SF	N	L	L	8	8	100	O & M	$ 0	$ 725			145 SF	EA-1
	WORK AREA, ROOM 129	1005	MISC	FT1	960 SF	N	L	L	8	8	4500	O & M	$ 0	$ 10560			960 SF	EA-1
			MISC	FM1	960 SF	N	L	L	8	8	4500	O & M	$ 0	$ 4800			960 SF	EA-1
			MISC	SK1	8 SF	N	L	L	8	8	4500	O & M	$ 0	$ 40			8 SF	EA-1
	WORK AREA, ROOM 126	1006	MISC	RO1	0 LF	N	L	L	8	8	9000	O & M	$ 0	$ 0			0 LF	EA-1
	WORK AREA, ROOM 128	1007	MISC	FT1	3940 SF	N	L	L	8	8	9000	O & M	$ 0	$ 43340			3940 SF	EA-1
			MISC	FM1	3940 SF	N	L	L	8	8	9000	O & M	$ 0	$ 19700			3940 SF	EA-1
	OFFICE, ROOM 125	1008	MISC	FT1	140 SF	N	L	L	8	8	2340	O & M	$ 0	$ 1540			140 SF	EA-1
			MISC	FM1	140 SF	N	L	L	8	8	2340	O & M	$ 0	$ 700			140 SF	EA-1
	CORRIDOR, HALLWAY	1009	MISC	FT1	75 SF	N	L	L	8	8	26208	O & M	$ 0	$ 825			75 SF	EA-1

* MATERIAL IS LOCATED ABOVE THE CEILING

** REFERENCE MATERIAL CROSS-REFERENCE TABLE FOR MATERIAL CODE DESCRIPTIONS

Lead in use at PBF facilities

Facility	Lead location (bldg or room #)	Shape/form/size/description	Qty	Wt (lbs)	CL/CO	Remarks
PBF	first basement in process utilization	Sheet		50	co	Shielding around valves. Most of the Pb in the 1st basement (excluding cubicle 10 & 13) is used to shield the Warm Waste Monitor.
PBF	first basement in process utilization	Shot		400	co	Shielding for WW well. Most of the lead in the first basement (excluding cubicle 10 and 13) is used to shield the Warm Waste Monitor.
PBF	first basement in process utilization	Brick/Bars		2,000	co	Shielding for detector. Most of the lead in the first basement (excluding cubicle 10 and 13) is used to shield the Warm Waste Monitor.
PBF	Strainer and loop resin columns	Shot		500	co	Strainer & loop resin columns have Pb bricks around them.
PBF	Strainer, loop resin columns, and lead wall	Brick/Bars		80,000	co	Strainer has lead shot to cover odd shaped holes. Lead wall is around HDW heat exchangers.
PBF	Cubicle 13 hanging	Sheet		80,000	co	Lead sheets are hung from the ceiling to provide a movable wall to shield SFD system components.
PBF	Cubicle 13 BDT wall and cave	Brick/Bars		160,000	co	Wall around blowdown tank is approx. 15' high & has 50-60 tons of Pb. Cave has approx. 10-20 tons shielding 3 spectrometers.
PBF	FPDS cave	Brick/Bars		10,000	co	Temp. shielding around old FPDS cave & lines.
PBF	Resin columns	Fabricated shapes		1,000	co	Fabricated shapes are Pb wool blankets used for shielding of temp. canal cleanup resin columns & other shielded areas.
PBF	Main floor pbf-620 in process utilization	Brick/Bars		4,000	co	Canal area usage.
PBF	625	Shipping box	1	250	cl	Lead lined box, sheet lead, and small pieces.
PBF	T-1	Sheet		300	co	Fixed 1500 cpm. Used to shield.
PBF	T-1	Brick/Bars		200	co	Used to shield.
PBF	T-1	Blankets		200	co	Used to shield.
PBF	606	Brick		200	cl	For old evacuation system collumnated detectors.
PBF	629	Pigs	3	900	cl	For radiation measurement system.
PBF	Waste Experimental Decontamination Facility	Brick			co	Under PBF control in bsmnt. Contam. in RMSA.
PBF	Waste experimental decontamination facility	Blankets			co	Under PBF control in bsmnt. Contam. in RMSA.
PBF	Waste experimental decontamination facility	Special manufactured pieces			co	Under PBF control in bsmnt. Contam. in RMSA.
PER-632	206	K + E 1936-1 Spline Weights	3	9	cl	Drafting weights.

Total in use lead (lbs) at PBF:	340,009

INEEL Tank Inventory

Query Results

Results are based on the following query critera.

Inventory Number:	Directorate:		Facility:	CFA
Area:	Building Number:	601	Tank Number:	
Regulated:	Op Status:		Contact:	
Report Name:	Responsible Person:		Tank Operator:	
Tank Type:	VCO Group No.:			

The following tanks matched the selection criteria. Click on the Inventory Number to view detailed tank information.

Facility	Area	Building Number	Tank Number	Inventory Number
CFA	B16	601		98CFA00323
CFA	B16	601		98CFA00418
CFA	B27	601	601B	98CFA00390
CFA	B28	601		98CFA00340
CFA	B28	601		98CFA00401
CFA	B28	601		98EBU00003
CFA	B8	601	601A	98CFA00355
CFA	BORAX-V	601	601-W	98BOR00007
CFA	CFA	601		98CFA00025
CFA	CFA	601		98CFA00026
CFA	CFA	601		98CFA00027
CFA	CFA	601		98CFA00028
CFA	CFA	601	723	98CFA00310
CFA	CFA	601	C32200079	98CFA00030
CFA	EBR-1	601		98CFA00360
CFA	EBR-1	601	701	98EBR00014
CFA	EBR-1	601	703	98EBR00015
CFA	EBR-1	601	704	98EBR00016
CFA	EBR-1	601	705	98EBR00018
CFA	EBR-1	601	706	98EBR00002
CFA	EBR-1	601	707	98EBR00003
CFA	EBR-1	601	708	98EBR00004
CFA	EBR-1	601	717	98EBR00005
CFA	HPTF	601		98CFA00362
CFA	HPTF	601		98CFA00376

INEEL
Idaho National Engineering & Environmental Laboratory

INTEROFFICE MEMORANDUM

Date: 11-11-1999

To: M. R. HANKINS MS 2218 6-8321

From: R. D. PARKER MS 2213 6-4645

Subject: IH EXPOSURE ASSESSMENT FOR IF 603 LAB C-4 - RDP-70-99

Location: INEEL IF 603 LAB C-4

Manager: R. M. NEILSON MS 2218 6-8274

ACTIVITY BEING PERFORMED:

IH Exposure Assessment #: 86.01
Work Process: LAB - Research & Development
Category: Electron Spectroscopy Laboratory

WORK PROCESSES IN IF 603 LAB C-4 (Electron Spectroscopy Laboratory):

The electron spectroscopy laboratory is a service laboratory that provides high-resolution imaging and elemental and/or chemical analysis of solid non-radioactive samples generated by programs at the INEEL and in a limited capacity from programs outside the INEEL. It provides this service by using one or more of three commercially manufactured analytical instruments. These instruments are the scanning auger micro probe (SAM), the x-ray photoelectron spectrometer (XPS), and the scanning electron microscope (SEM) with an energy dispersive spectrometer (EDS) detector attached.

Elemental and/or chemical analysis is accomplished in all three techniques, SAM, XPS, and EDS, by collecting discreet types of emitted electrons or characteristic x-rays and comparing their energies with a known database of electron energy or characteristic x-rays.

Samples analyzed with the SEM/XPS technique need to be coated with a conductive film if the sample is non-conductive. Samples analyzed with the SAM or XPS technique are analyzed as is and do not require any sample coating. Sample coating is done with a thermal vapor coater or an ion sputter coater. Typical coatings are graphite carbon, gold, palladium/gold alloy, or aluminum.

Liquid nitrogen is used in the lab to cool the EDS detector at all times and to cool the vacuum trap in the SEM vacuum pumping system and the vacuum trap in the thermal vapor coating system.

Acetone is used in the laboratory to clean SEM sample mounts of residual carbon film after SEM analysis. Approximately one liter a year is for this purpose. Alcohol is used in the lab to clean parts of the microscope and tools that handle the samples. Approximately 0.5 liters a year is used for this purpose.

WORK AREA: Enclosed indoor space

HAZARDOUS AGENTS EVALUATED (HAZARD PRIORITY NUMBER): Acetone (16), ethyl alcohol (13.5), and liquid nitrogen (23).

POTENTIAL EXPOSURE ROUTES: Inhalation, dermal absorption, hearing, and eye.

PERSONAL PROTECTIVE EQUIPMENT USED:

The proper selection and use of personal protective equipment (PPE) minimizes hazards to laboratory personnel. This applies to laboratory personnel who perform tasks where there is a reasonable potential for head, eye, face, body, hand, or foot injury. Managers responsible for the activities, equipment, and personnel in a laboratory or an area must ensure proper PPE is issued and used by all laboratory personnel to protect them from hazards identified in the hazard exposure assessment, PPE properly fits each affected employee, PPE is maintained in a sanitary and reliable condition, all personnel are wearing the proper PPE for performing assigned tasks safely, and PPE training is provided to each employee to know at least the following: when and what PPE is necessary, how to properly don, doff, adjust, and wear PPE, limitations of the PPE, and the proper care, maintenance, useful life and disposal of the PPE [29 CFR 1910.132(f)(1)(i – v)].

The PPE selected and used in this laboratory or area is documented below:

Eye/face - safety glasses with side shields, A19H goggles, face shield

Head – ear muffs when needed for filling dewar with liquid nitrogen in IRC Transition Area

Body - lab coat

Hand - leather and natural latex rubber gloves

Foot - closed-toe shoes

Other - not applicable

ADMINISTRATIVE CONTROLS: Policies, manufacturer's operating procedures, warning

signs, and training. Training includes chemical hygiene plan, SAA, job specific, laboratory worker, and waste generator.

ENGINEERING CONTROLS: Dilution ventilation and local exhaust ventilation.

FOLLOW-UP TYPES: IH needs to reevaluate hazards two years from exposure reassessment completion date (11/10/99).

Conclusions/Recommendations:

The potential for employee exposure to acetone, ethyl alcohol and liquid nitrogen is low.

Ear muffs, face shield, and safety glasses with side shields are worn when filling dewar with liquid nitrogen in the Transition Area of IF 603.

If you have any questions about this exposure reassessment, please contact me at 6-4645.

INEEL HASS - Exposure Assessment Sample

Actions Window Help

Create | Save | Process | Misc | Refresh | Assessment | Exit | Letter | Rpt | Empl | Seg

Assessment 890.00 890.00 Sample 0 43 Retrieve Samp Inq

Area Sample | Pers Sample | HZ Agnt ☑ | Pers PPE ☑ | Results ☑ | Area PPE ☐

IH User: SCHESSIN | Empl ☑ | Pers Mntr ☑ | Noise Rslt ☐ | Area Mntr ☐

Start Date/Time 12 02 1998 End Date/Time 12 02 1998

Sample Reason: COMPLIANCE

Sample Type: PERSONAL

Sample Method: NIOSH MANUAL OF ANALYTICAL METHODS

Sample Method #: 7300

Sample Strategy: SINGLE SAMPLE FOR FULL SHIFT TWA DETERMINATION

Exposure Freq: TYPICAL EXPOSURE

Sample Condition: INTERMITTENT EXPOSURE [LESS THAN 7 HOURS]

Sample Comments: CLEANING AND BAGGING MATERIALS IN HOOD

Sample Closed Date: 12 21 1998

02-15-1999 14:43

INEEL HASS - Agent Sample Result Selection

Agent: BERYLLIUM

			Units
Sample Duration in Minutes		36	
Flow Rate		2.6	L/M
Total Volume		94.000000	L
Actual Concentration	<	4.000000	UG/M3
Calculated TWA	<	0.300000	UG/M3
Exposure Limit		2.0000	UG/M3

Standard: OSHA PEL Time: 8 HOUR

TWA Assumption: ZERO EXPOSURE FOR PORTION OF SHIFT NOT MONITORED

Recommendation/Conclusion:

Calculation Analysis Description:

Limit Of Quantification:

Create/Update | Direct Read | Return | Refresh | Cancel

Clayton
LABORATORY SERVICES

Table 2
Analytical Results
for
LOCKHEED MARTIN IDAHO TECHNOLOGIES
Clayton Project No. 69465.00

Sample Type:	Filter	Date Received:	12/10/98
Method:	NIOSH 7300	Date Analyzed:	12/12/98
LOD (ug):	0.4		
Analyst:	CW		

Lab No.	Sample Identification	Air Volume (liters)	Beryllium (ug)	Beryllium (ug/m3)
001a	128-33 12/03/98	639	<0.4	<0.6
002a	128-34 BLANK	0	<0.4	--
003a	128-35 BLANK	0	<0.4	--
004a	128-40 12/03/98	1065	<0.4	<0.4
005a	890-36 11/25/98	385	<0.4	<1
006a	890-37 11/25/98	254	<0.4	<2
007a	890-38 11/30/98	341	<0.4	<1
008a	890-39 11/30/98	322	<0.4	<1
009a	890-40 BLANK	0	<0.4	--
010a	890-41 BLANK	0	<0.4	--
011a	890-42 12/01/98	74	<0.4	<5
012a	890-43 12/02/98	94	<0.4	<4

General Notes
<: Less than the indicated limit of detection (LOD)
--: Information not available or not applicable.

ANNUAL MONITORING SCHEDULE - 1998

	ASBESTOS-AREA	ASBESTOS-PERSONAL	CARBON MONOXIDE-AREA	COAL DUST-AREA	COAL DUST-PERSONAL	EPOXIES-PERSONAL	HF BURN GEL KITS	INORGANICS(WELDERS)-PERS	MERCURY-AREA	NITRIC ACID-PERSONAL	NOISE-AREA	NOISE-PERSONAL	NOX	OIL MIST	ORGANICS CLEAN- BRUSH	OZONE	POTASSIUM DICHROMATE-PERS	RESPIRATOR CABINET CHECK	SOLDERING-PERSONAL	WELDING FUMES
JANUARY	633 628		697							601 659								687		
FEBRUARY	603	603												663	663					
MARCH	606 UT					663			663	637										
APRIL	601 604 605	601 604 605																687		
MAY	602 637	602 637 A.STEVENS								603	606	YARDPOOL GRASS 606								
JUNE	606 627	606					PLANT			659							628			
JULY	628			687	687					621		YARDPOOL GRASS						687		
AUGUST	603	603																		
SEPTEMBER	606 UT																			
OCTOBER	601 604 605	601 604 605									687	687						687		
NOVEMBER	602 637	602 637 A.STEVENS						662					662			662			663	662

301

Gerald D Bush
08/10/99 02:41 PM

To: Paul N Creighton/CRE/LMITCO/INEEL/US@INEL, William F Belk/WFB/LMITCO/INEEL/US@INEL, Judith R Constantino/JRC/LMITCO/INEEL/US@INEL, John C Schumpert/SCHUJC/LMITCO/INEEL/US@INEL, Lisa D Edelmayer/LDM/LMITCO/INEEL/US@INEL, Gina A Bailey/GAB2/LMITCO/INEL/US@INEL, Charlene Johnson/CH1/COLEMAN/INEL/US@INEL

cc:

Subject: workplace walkthru/inspection

I SPENT TIME THIS AM WITH MARK LANGLOIS, IH, AND JEFF ALLEN, JOB SITE SUPR, AT STF [SECURITY TRAINING FACILITY]. THIS IS LOCATED 1 MI NNE OF THE MAIN GATE AT CFA. THE SITE WAS ORIGINALLY THE OMRE [ORGANIC MEDIATED REACTOR EXPERIMENT, BUILT IN THE 50'S, BUT DECOMISSIONED DURING THE KENNEDY ADMIN BEFORE IT WAS EVER FUELED. ACTIVE D&D, WITH REMOVAL OF "ALL" ASBESTOS WAS BEGAN LAST NOV AND IS 95% COMPLETE. THE BLDG IS SCHEDULED TO BE IMPLODED ON AUG 27. THE IMPLOSION WILL INVOLVE [HOPEFULLY] THE STEEL FRAMEWORK WITHIN THE CONCRETE BLDG. THE REACTOR WILL BE REMOVED BY CRANED PRIOR. THE STEEL & COPPER WITHIN THE BLDG WILL BE RECYCLED, THE CONCRETE WILL BE "MUNCHED" BY LARGE, HUNGRY MACHINES, PULVERIZED AND LIKELY FILL THE HOLE IN. THE MAIN HEALTH HAZARD WAS THE ASBESTOS. IT SOUNDS LIKE IT WILL MAKE A LARGE BLAST, HENCE HAVING IT ON A FRI OR SAT. THERE ARE 10 MEN, LABOR TYPES, EOS ETC THERE WORKING PRESENTLY. THE AIR EXCHANGE RATE FOR THOSE DOING THE ASBESTOS REMOVAL IS ABOUT 25 TIMES AN HOUR, THE TEMP IN THE BASEMENT THEY ARE WORKING IN IS ABOUT 50 DEGREES. THE AREA IN SIDE THE BLDG APPEARED RELATIVELY CLEAN AND FREE OF TRIPPING HAZARDS ETC. ASSUMING THE BLAST GOES AS PLANNED, I WOULD NOT EXPECT ANY UNUSUAL HEALTH /SAFETY CONCERNS.

Query Current Inventory

Area	Bldg	Stor. Area	Product Name	Barcode	PS	QTY	Units	LBS	Custodian	Data As Of
TRA	604	102	LEAK-TEC 372E	422588	*S*	**4**	*woz*	*.25*	*RUR*	02/15/99
TRA	604	102	MS-181N/CO2 CONNECTOR CLEANER PLUS	422125	*L*	**16**	*fl oz*	*1.282951*	*RUR*	02/15/99
TRA	604	102	MS-230 CONTACT RE-NU	422156	*L*	**8**	*fl oz*	*.818794*	*RUR*	02/15/99
TRA	604	102	RTV 156 RED SILICONE RUBBER	422113	*S*	**2.5**	*woz*	*.15625*	*RUR*	02/15/99
TRA	604	102	SOLDER	422706	*S*	**2**	*lb*	*2*	*RUR*	02/15/99
TRA	604	102	SPARKLEEN	422793	*S*	**16**	*woz*	*1*	*RUR*	02/15/99
TRA	604	102	ZERO MIST CIRCUIT COOLER	422550	*L*	**32**	*fl oz*	*2.0861*	*RUR*	02/15/99
TRA	604	103	"44" ROSIN FLUX CORED SOLDER	422800	*S*	**7**	*lb*	*7*	*RUR*	02/15/99
TRA	604	103	100% RTV SILICONE RUBBER SEALANT	421949	*S*	**3**	*woz*	*.1875*	*RUR*	02/15/99
TRA	604	103	5-MINUTE EPOXY HARDENER	421883	*S*	**2.5**	*woz.*	*.15625*	*RUR*	02/15/99

Records 1 to 10 of 670

First | Previous | Next | Last | ReQuery | Count

Return to Product Query Form
ICMS Query Chemical Information Page
ICMS Home Page
Questions? Contact the System Administrator.

This data is current as provided by the chemical custodian. Information NOT to be used for reporting purposes.

Facility Hazards List

Report Criteria Selection

Area Selection: CFA

Facility Selection: CFA-601

This process could take several minutes to load and display (Netscape appears to have stopped working, but it has not).
The time depends on the options selected on this page, the computer being used, and the available memory.

Choose the fields to be displayed on the report.

- Unique ID ☐
- Facility Description ☐
- Room Number ☑
- Room Description ☑
- Floor ☑
- Hazard ☑
- Caragory "A" ☑
- Mitigations ☑

View Selected Area Data

[Back to FHL Main Page]

Hazards List Report for CFA Area -- Facility CFA-601

Record Count = 27

Room Number	Room Description	Floor	Hazard	Catagory "A"	Mitigations
141		1	No Hazards Identified	No	
142		1	No Hazards Identified	No	
104		1	No Hazards Identified	No	
119		1	No Hazards Identified	No	
118		1	No Hazards Identified	No	
104B		1	No Hazards Identified	No	
104A		1	No Hazards Identified	No	
120	ANNEX	1	No Hazards Identified	No	
143	CHEMICAL STORAGE	1	Chemical - toxic	No	
143	CHEMICAL STORAGE	1	Rotating equipment/ Mechanical motion - doors	No	
144	FLAMMABLE MATERIAL ST	1	Flammables in storage cabinet	No	
120	GENERAL OFFICE AREA	1	No Hazards Identified	No	
103	JANITOR*S CLOSET	1	WATER HEATER	No	
105	MEN*S RR	1	No Hazards Identified	No	
	OUTSIDE 601		Trip-Fall - platform	No	
	OUTSIDE 601		Electrical Distribution Equipment - 480 VAC	No	
	OUTSIDE 601		Rotating equipment/ Mechanical motion - HVAC equipment	No	
	OUTSIDE 601		Trip/ fall - ladder	No	
137	RECEIVING AREA	1	Electrical Distribution Equipment - 480 VAC	No	
137	RECEIVING AREA	1	Steam Piping	No	
137	RECEIVING AREA	1	Compressed gas - cylinders	No	
137	RECEIVING AREA	1	Rotating equipment/ Mechanical motion - doors	No	
137	RECEIVING AREA	1	Access to a Radiological Buffer Area (RBA).	Yes	Comply with MCP-187, Posting Radiological Control Areas.
137	RECEIVING AREA	1	Forklift traffic	Yes	Obtain authorization to enter forklift operational area. Follow designated pedestrian routes. Ensure the area has adequate ventilation.
	RECEIVING ROOM	1	Flammables in storage cabinet	No	
129	STORAGE	1	Forklift traffic	Yes	Obtain authorization to enter forklift operational area. Follow designated pedestrian routes. Ensure the area has adequate ventilation.
101	WOMEN*S RR	1	No Hazards Identified	No	

hazardsbyarea

UniqueID	Area	Facility No.	Facility Description	Room No.	Room Description	Floor	Hazard Condition	Cat A	Mitigations
2660	TRA	TRA-604	MTR REACTOR BUILDING WING A	106	MACHINE SHOP	1	Compressed air - cylinders	FALSE	MCP 2728 Compressed Gasses; MCP 2715 Hazard Communication; MCP 2707 Compatible Chemical Storage; MCP 2708 Maintaining Facility Chemical Storage Limits
2661	TRA	TRA-604	MTR REACTOR BUILDING WING A	106	MACHINE SHOP	1	Flammables in storage cabinet	FALSE	
11968	TRA	TRA-604	MTR REACTOR BUILDING WING A		MARLIN & PERCH ST. MEDIAN	1	Confined Space - manhole access	FALSE	
11969	TRA	TRA-604	MTR REACTOR BUILDING WING A		MARLIN & PERCH ST. MEDIAN	1	Confined Space - manhole access	FALSE	
11971	TRA	TRA-604	MTR REACTOR BUILDING WING A		OUTSIDE 604	1	Confined Space - manhole access	FALSE	
11974	TRA	TRA-604	MTR REACTOR BUILDING WING A		OUTSIDE 604	1	Confined Space - manhole access	FALSE	
11983	TRA	TRA-604	MTR REACTOR BUILDING WING A		OUTSIDE 604	1	Compressed gas - cylinder, METHANE	FALSE	MCP 2728 Compressed Gasses; MCP 2715 Hazard Communication; MCP 2707 Compatible Chemical Storage; MCP 2708 Maintaining Facility Chemical Storage Limits
11985	TRA	TRA-604	MTR REACTOR BUILDING WING A		OUTSIDE 604	1	Rotating equipment/Mechanical motion - belts	FALSE	
14426	TRA	TRA-604	MTR REACTOR BUILDING WING A		OUTSIDE 604	1	Rotating equipment/Mechanical motion - fans	FALSE	
7759	TRA	TRA-604	MTR REACTOR BUILDING WING A		OUTSIDE LAB A19	1	Compressed air - compressor	FALSE	Know where the compressor is located. Stay clear of contact with the compressor. If the compressor is running follow any hearing protection requirements.
8757	TRA	TRA-604	MTR REACTOR BUILDING WING A	A02	RM	B	Asbestos - fixed	FALSE	
7752	TRA	TRA-604	MTR REACTOR BUILDING WING A		RMA/SE BASEMENT	B	Contaminated, radioactive - Equipment	TRUE	Comply with MCP-187, Posting Radiological Control Areas. Comply with MCP-425, Surveys of Materials for Unrestricted Release and Control of Movement of Contaminated Material.
7756	TRA	TRA-604	MTR REACTOR BUILDING WING A		RMA/SE BASEMENT	B	Compressed air - plant air lines	FALSE	
7975	TRA	TRA-604	MTR REACTOR BUILDING WING A		RMA/SE BASEMENT	B	Electrical Distribution Equipment - 480 VAC	FALSE	
7983	TRA	TRA-604	MTR REACTOR BUILDING WING A		RMA/SE BASEMENT	B	Electrical Distribution Equipment - 480 VAC	FALSE	
8003	TRA	TRA-604	MTR REACTOR BUILDING WING A		RMA/SE BASEMENT	B	LOW VOLTAGE ELECTRICAL DISTRIBUTION EQUIPMENT - 240V	FALSE	
8027	TRA	TRA-604	MTR REACTOR BUILDING WING A		RMA/SE BASEMENT	B	Electrical Distribution Equipment, High Voltage – 4160 VAC	FALSE	
13987	TRA	TRA-604	MTR REACTOR BUILDING WING A		RMA/SE BASEMENT	B	Compressed air - instrument air lines	FALSE	
6667	TRA	TRA-604	MTR REACTOR BUILDING WING A	119A	STORAGE	1	Flammables in Storage Cabinet	TRUE	Know where the flammable storage is located. Do not introduce ignition sources.
6809	TRA	TRA-604	MTR REACTOR BUILDING WING A	127	STORAGE	1	LEAD	FALSE	
6814	TRA	TRA-604	MTR REACTOR BUILDING WING A	127	STORAGE	1	Asbestos - fixed	FALSE	
6818	TRA	TRA-604	MTR REACTOR BUILDING WING A	127	STORAGE	1	Compressed gas - cylinders, liquid nitrogen, cryogenic	TRUE	Comply with MCP-2715, Hazard Communication. Comply with MCP-2736, Cryogenic Systems. Comply with MCP-2708, Maintaining Facility Chemical Storage Limits. Comply with MCP-2707, Compatible Chemical Storage.
8747	TRA	TRA-604	MTR REACTOR BUILDING WING A	A03A	STORAGE	B	Hantavirus (Mice Droppings)	FALSE	
8777	TRA	TRA-604	MTR REACTOR BUILDING WING A	A03A	STORAGE	B	Asbestos - fixed	FALSE	

ALARA REVIEW

ORIGINAL - RED
COPY - BLACK

ALARA Committee Review Y ☐ N ☒ Radiological Control Review Y ☒ N ☐

Note: Completion of Form 441.47 is a prerequisite for initiation of this form.

Procedure/Work Order/RWP Number: Abbreviated Sample Analysis Plan (ASAP) WGS-036-99 , Work Control Instructions for Beryllium Reflector Sampling – DWS-171-99/ RWP 31000194

Job Title: Sampling Be Blocks in the ATR Canal for Disposal

N/A

☐ 1. Is there a technical work document, procedure, or work package?
Comment: Yes, as listed above. This ALARA Review is being conducted to evaluate a first-time or infrequent evolution, but is not expected to reach other criteria outlined in MCP-91.

☐ 2. Has the scope of the work been clearly defined including contingency plans for anticipated difficulties?
Comment: Yes, the work consists of repositioning Outer Shim Control Cylinders as necessary to access the inner surface of each reflector block, using a porta-power hydraulic chisel to remotely break a sample from the block and collect the sample in a debris bucket. The samples will be approximately 5 grams each (1.5 cm^2) and will be brought to the surface of the water, then transferred into sample bottles using tongs. Anticipated difficulties and contingency plans are contained in the Specific Precautions section of DWS-171-99.

☐ 3. Are instructions included to review abnormal and emergency procedures and plans?
Comment: Although not specifically addressed in the work document, abnormal and emergency procedures are discussed as part of the MCP-3003 pre-job briefing. Contingency plans for specific emergencies associated with the work are discussed in the Specific Precautions section of DWS-171-99.

☐ 4. Have the radiological hold points been clearly identified in the work document?
Comment: Although not specifically identified as hold points, there are appropriate steps contained in the work documents that outline when RCT monitoring is required. Movements of blocks and control cylinders, raising and handling of samples are examples of RCT monitoring points.

☐ 5. Have "lessons learned" from similar activities been incorporated into the work package?
Comment: Data from a sampling evolution in 1997 was used to establish the controls for this comprehensive sampling operation. Procedures for raising irradiated material in a canal have been perfected over the years and have been incorporated into the Special Precautions section of DWS-171-99.

☐ 6. Have human factors such as heat stress, cold stress, etc., been considered in the work package?

Comment: Although it is not specifically addressed in the work documentation and there is no anticipation of difficulties during this evolution, management and operating personnel have identified the potential for heat stress during extended entries, and potential strains associated with the ergonomics of handling canal tools for extended periods. The job supervisor is responsible for maintaining awareness of these hazards and initiating break periods as necessary based on the conditions observed. A cooling unit is available for use and can be positioned to provide cooling to the workers commensurate with maintaining control of airborne contaminants.

☐ 7. Has special training been specified for applicable personnel?
Comment: Special training is outlined in WGS-036-99 and the prerequisites of DWS-171-99 for personnel handling and transporting samples.

☐ 8. Is the use of mockup training due to high exposure or complex tasks recommended for this job?
Comment: This activity falls under the category for normal canal operations and does not involve high levels of exposure, therefore mock-up training is not required.

☐ 9. Is a walk-down or dry-run of activity using applicable procedures recommended for this job?
Comment: Workers are to be familiar with use of the porta-power tool and should practice tool operation near the intended height of the sample location to ensure the tool can be operated as designed. Similar tools exist in the canal, but do not have the same capabilities or specific operating controls.

☐ 10. Has controlling radiation type, i.e., beta, gamma, neutron, been determined for this work?
Comment: Previous data shows that samples will be less than 350 mrem/hr at near contact, with a large portion of the dose from a beta component. Samples are handled using tongs and are shielded with water and polyethylene bottles. The procedure does not allow for open-air handling of the Be specimen. Even when unshielded, the levels are below that which would require special controls for beta radiation.

ALARA REVIEW

ORIGINAL - RED
COPY - BLACK

Procedure/Work Order/RWP Number: Abbreviated Sample Analysis Plan (ASAP) WGS-036-99 , Work Control Instructions for Beryllium Reflector Sampling – DWS-171-99/ RWP 31000194

Job Title: Sampling Be Blocks in the ATR Canal for Disposal

N/A

☐ 11. Are "stop work" levels identified and fixed instrument alarms established to adequately protect workers from excessive levels of radiation, airborne activity, or unusual contamination conditions?
Comment: Stop work level are listed as Radiological hold points in the RWP and are designed to maintain acceptable contamination and radiation levels of the work area

☒ 12. Has the elimination or reduction of radioactivity through line flushing and decontamination been incorporated into this work package?
Comment:

☒ 13. Is the use of temporary shielding applicable to this job?
Comment:

☐ 14. Have "stay times" been addressed based on anticipated dose rates?
Comment: Stay times are controlled by electronic dosimetry set to alarm at 25 mrem to warn the worker that he has exceeded his allowed exposure for the entry. Workers receiving a dose alarm are to leave the area as soon as work is placed in a safe configuration. Dose rate alarms set at 100 mrem/hr warn personnel that they have entered radiation fields approaching RWP hold points and will clear when the worker has moved to a lower radiation field.

☐ 15. Have job collective exposure estimates been determined?
Comment: This activity is comparable to other activities within the canal and entries for a team of three range from 3 to 5 mrem over a two to three hour period. It is expected that this work be completed for under 100 mrem including sampling, packaging and transport for analysis.

☐ 16. Have "hot spots" been identified or anticipated and if so, are they referenced in the work package?
Comment: Hot spots will consist of collected and packaged samples and is identified in the work document. RCT personnel will monitor the samples and direct staging to prevent the group of samples from becoming a source of high radiation in the immediate work area.

☐ 17. Is special dosimetry required such as multiple dosimeters or extremity dosimeters
Comment: Samples are not expected to be at levels meeting the criteria in MCP-189 for extremity monitoring due to the shielding afforded by the canal water and the contained sample.

☐ 18. Have controls such as containment and local ventilation to minimize the spread of contamination and the generation of airborne radioactivity been identified for use in this work package?
Comment: Airborne radioactivity concerns have been raised with respect to rising bubbles generated when the reflector block samples are broken off. No bubbles were observed during the previous sampling evolution, but cannot be ruled out during sampling of a large number of specimens. DWS-171-99 requires that a portable HEPA filtered ventilation unit be staged adjacent to the area where the Be samples will be cracked from the reflector blocks and used as necessary to collect/disperse any resultant bubbles.

☐ 19. Has respiratory protection been evaluated based on potential DAC values anticipated?
Comment: Airborne radioactivity is expected to remain below 0.1 DAC for all activities associated with this work and no respiratory protection will be required for radiological purposes.

☐ 20. Have air sampling frequency and/or methods been evaluated?
Comment: Exposure to tritium in air was evaluated as a result of the concern that tritium trapped within the beryllium would be released while collecting samples and bubble to the surface as a result of exposing new surfaces. As discussed in the attached evaluation (Longhurst, July 13, 1999 – "Tritium in ATR Beryllium"), any tritium released would quickly disperse with surrounding air and would not rise above the DAC value for tritium. With the controls listed in block 19 above, the levels of tritium will be lower than current monitoring capabilities and are not a credible hazard for this activity. Adjacent Continuous Air Monitors (CAM) are sufficient for the activity being performed and should be monitored as necessary to detect a rise in airborne radioactivity during work.

☐ 21. Are special work processes, special tooling, or robotics being used to reduce time in the work area?
Comment: Special tools are designed to control the sampling, but do not necessarily reduce time in the work area.

ALARA REVIEW

ORIGINAL - RED
COPY - BLACK

ATR-00-004

Procedure/Work Order/RWP Number: Abbreviated Sample Analysis Plan (ASAP) WGS-036-99 , Work Control Instructions for Beryllium Reflector Sampling – DWS-171-99/ RWP 31000194

Job Title: Sampling Be Blocks in the ATR Canal for Disposal

N/A

☐ 22. Have necessary materials and tools been identified so that they can be staged at the work location?
Comment: Yes, tools and equipment are listed in the controlling work documents and will be staged prior to work.

☒ 23. Has maximum use been identified for prefabrication and shop work in the work package?
Comment:

☐ 24. Have provisions been identified to handle and segregate radiological wastes?
Comment: Waste segregation is discussed in WGS-036-99.

☐ 25. Have specific recommendations to minimize exposure, based on evaluation and review of the work package, been made to the RCTs for inclusion on the RWP?
Comment: The RWP has incorporated contamination control practices of frequent glove changes, immediate containment of wipes, wipe-down of tools, and use of clean barrier material when continued contact is required with contaminated surfaces (for example, leaning on the parapet).

REQUIRED REVIEWS

Radiological Control/ALARA Committee

Brian L Grant		1-20-00
Print/Type Name	Signature	Date

Independent Radiological Engineer

John J Miller		1-20-00
Print/Type Name	Signature	Date

COPY

CENTRAL FACILITIES SEWAGE TREATMENT PLANT RADIOLOGICAL D&D DATA

Building	STP Structure	Est Manhours	Waste Volume ft3	Waste Volume cm3	Waste Material g/cm3	Structure Dimensions	Room Volume ft3/cm3	External Exposure Rate mR/hr	External Exposure man-rem	Internal Exposure man-rem	Total TEDE Exposure
	Primary	63	302	8.55E+06	1.5	24'dia-10'deep	4.52E+03	1.07E-02	6.75E-04	8.79E-04	1.55E-03
	Clarifier										
	Weir Box	16	1	2.83E+04	1.5	5.5'x2.5'x3'	4.13E+01	4.99E-07	7.98E-09	1.65E-05	1.65E-05
	Scum	8	7.5	2.12E+05	1.5	5.3'dia-3' deep	2.60E+02	2.01E-03	1.61E-05	6.41E-04	6.57E-04
	Pit										
	Secondary	87	302	8.55E+06	1.5	24'dia-10'deep	4.52E+03	4.95E-06	4.31E-07	8.33E-04	8.34E-04
	Clarifier										
CFA-766											
	Trickle	250	654	1.85E+07	1.5	50'dia-13' deep	2.55E+04	2.31E-01	5.76E-02	4.23E-03	6.19E-02
	Filter										
	Sludge	70	1000	2.83E+07	1.5	34'x60'x4'-10"	9.86E+03	3.51E-03	2.46E-04	1.96E-03	2.20E-03
	Drying Beds										
	Digester	143	320	9.06E+06	1.5	21'dia-23'deep	7.96E+03	3.23E-02	4.62E-03	1.73E-05	4.64E-03
	Vacuum	4	7.35	2.08E+05	1.5	55-gallon Drum	8.028E-03	8.028E-03	3.21E-05	4.12E-05	7.33E-05
	Debris										
	Building	376	32	9.06E+05	1.5	23'x21'x10'	4.83E+03	3.57E-03	1.34E-03	1.09E-02	1.22E-02
	Basement	80	.5-in	0.00E+00	1.0	13'x19'x11.5	2.84E+03	3.45E-10	2.76E-11	3.64E-05	3.64E-05
	Deep Well	40	554	1.57E+07	1.0	11'x14'x5'	7.70E+02	9.00E+00	3.60E-01	3.18E-05	3.60E-01
CFA-691											
	Bar Screen	8	32.5	9.20E+05	1.5	13'4.5"x4.5'x 3.24'	1.96E+02	2.072E-02	1.66E-04	3.08E-04	4.73E-04
	Chamber										
	Roof	8	320 ft2	0.00E+00	1.5	.25-inx23'x21'	N/A	1.99E-04	1.59E-06	0.00E+00	1.59E-06
	Manhole	57	1	2.83E+04	1.5	2'-diax12' deep	3.77E+01	1.66E-03	9.44E-05	4.12E-04	5.06E-04
	#1										
	Septic Tank	450	665	1.88E+07	1.0	84'x12'x15.5'	1.54E+04	1.28E-05	5.77E-06	8.96E-07	6.67E-06
CFA-716	Liquid										
	Septic Tank	450	1995	5.65E+07	1.5	84'x12'x15.5'	1.54E+04	1.73E-01	7.77E-02	3.44E-03	8.12E-02
	Sludge										
	Muffin	250	4	1.13E+05	1.5	4'x4'x12'-5" deep	1.99E+02	3.24E-06	8.10E-07	4.85E-05	4.93E-05
	Monster										
	Pumping*	40	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.00E+00	0.00E+00
CFA-657	Station										
	TOTAL	2400	man-hours					TOTAL	5.03E-01	2.38E-02	5.26E-01

* No waste samples were obtained and current surveys indicate that all surfaces were < 1000 dpm/100 cm2 beta-gamma and <20 dpm /100 cm2 alpha. Though there undoubtly is contaminated waste within the pipes and pumps, no data was available for radiation exposure calculations.

COPY

RADIOLOGICAL SURVEY REPORT

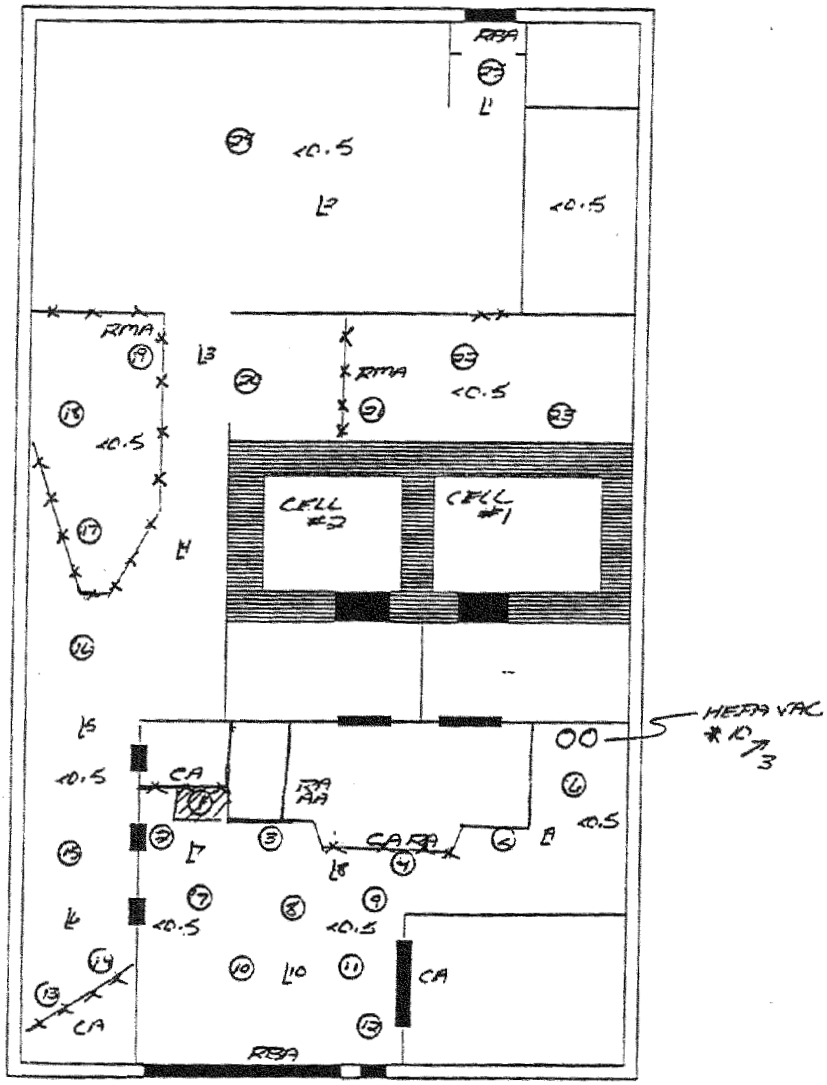
BARCODE# NA ORIGINAL

BLDG. ARA-I
AREA/ROOM 626
RWP # NA
LOG # 2
DATE: 3-27-97
TIME: 1100

☒ ROUTINE
☐ NON ROUTINE (SPECIFY)
JOB DESCRIPTION:
☐ FOLLOW UP:

RCT: TR MYERS
PRINT/SIGNATURE
REVIEWED BY:

ARA-I BLDG. 626



RADIOLOGICAL SURVEY REPORT

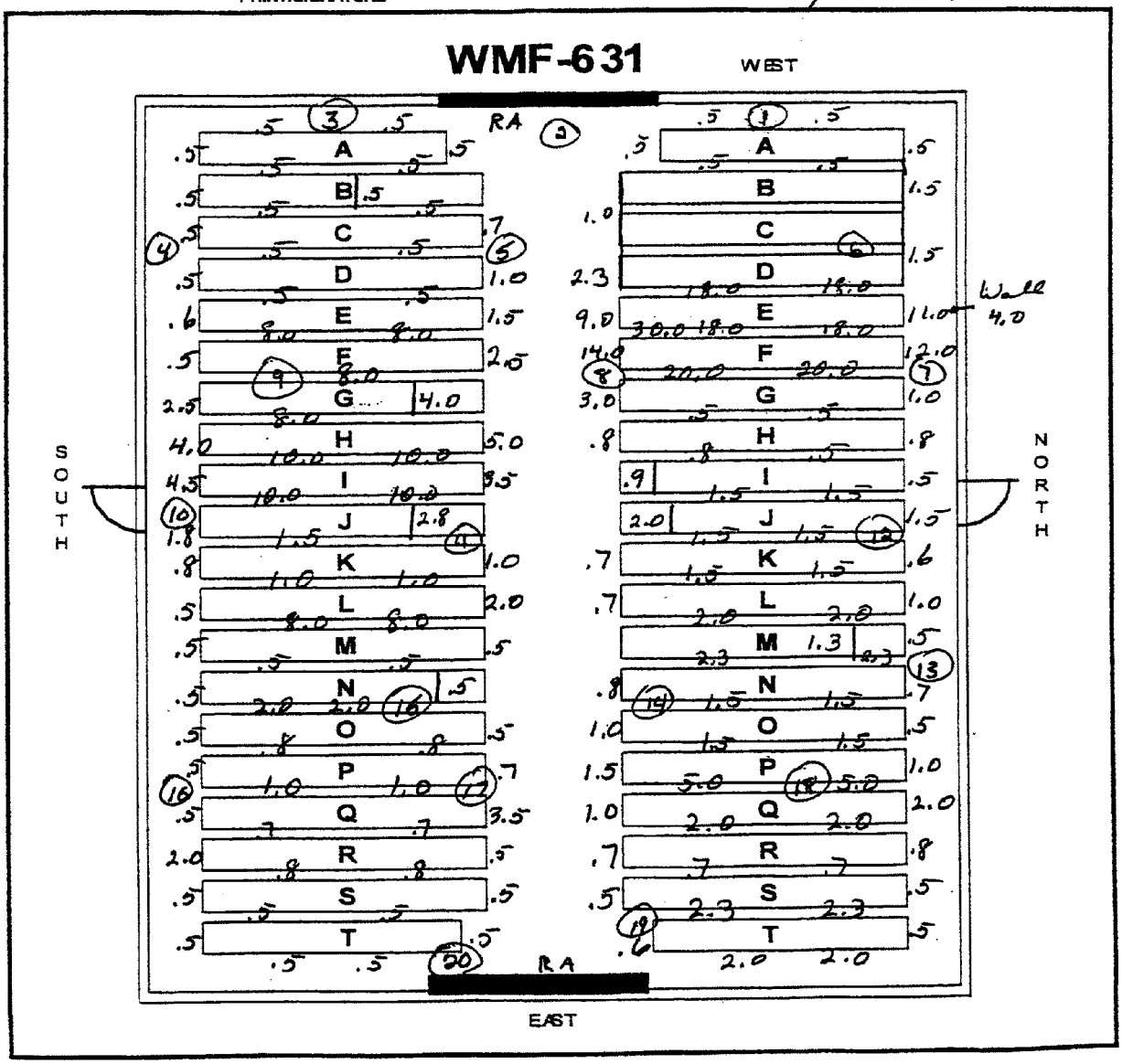
COPY ORIGINAL

BARCODE #

BLDG.: WMF-631	☑ ROUTINE **JOB DESCRIPTION**
AREA/ROOM: MODULE	☐ NON ROUTINE (SPECIFY) ☐ FOLLOW UP
RWP #: 31000004 00	COMMENTS: Weekly
LOG #: 7	
DATE: Jan 26, 2000	
TIME: 1435	ALARA TASK # 28000441 01 04

RCT: J Anderson [signature] E Leyva [signature] PRINT/SIGNATURE

REVIEWED BY: [signature]



TRAIN Reports

The INEEL Training Records and Information Network

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Employee Qualifications / Certifications

Industrial Safety (Examples of Qualifications)

The following search criteria were used to generate this report:

Search By Organization Code Organization Code 7101
Qual expires between 01/01/1950 and 12/31/2001
Include only active quals
Sorted By Org Code,Employee Last Name

Employee Name: ARDARY, DOUGLAS E Employee Number: 0592 ... 01

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00GERT	GERT QUALIFICATION	09/13/99	09/13/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/17/00	08/01/01		
QL000CPR	CPR QUALIFICATION	09/21/99	09/21/01		
QL000AID	FIRST AID QUALIFICATION	09/21/99	09/21/01		
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	09/08/99			
QLINOCHR	INCID OH CRANE/HOIST/RIG QUAL	12/23/99	12/23/02		
QLOHC002	FLOOR OPERATED CRANE	12/23/99	12/23/02		
QLCOP002	CON OPS SUPPORT QUAL	09/16/99			
QLPREJOB	PERFORMING PRE-JOB BRIEFS	05/23/00			
QLLTPRIM	LOCK/TAG PRIM AUTH EMPL	08/19/99	08/31/01		
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	09/14/99			
QLTRNGOJ	OJT INSTRUCTOR/EVALUATOR	02/03/00	02/03/02		
QLLTAUTH	LOCK/TAG AUTH EMPL	08/19/99	08/31/01		
QLORINEL	INEEL SITE ORIENTATION QUAL	08/17/00	08/01/01		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	09/01/99	09/01/02		

Employee Name: BARE, BRIAN K Employee Number: 056357 Org: 7101

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD2	RAD WORKER 2 QUALIFICATION	10/11/99	10/11/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	02/23/99	09/15/00		
QL000AID	FIRST AID QUALIFICATION	06/26/00	06/26/02		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	03/25/98	03/25/01		
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	01/10/96			
QLAW0009	AREA WARDENS/SITE AW COORD.	01/26/00	12/31/01		
QLTRNGOJ	OJT INSTRUCTOR/EVALUATOR	01/24/00	01/24/02		
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	03/23/00	03/23/01		
QLRMCTSD	RWMC ACCESS	05/11/00	05/11/01		
QLWERFSS	WERF RCRA ACCESS	04/17/00			
QL00200Q	INTEC UTILITY AREA & HAZARD A	05/11/00			
QLLTWORK	LOCK/TAG AUTH EMPL (LIMITED)	07/29/99	07/31/01		
QLCOP002	CON OPS SUPPORT QUAL	07/15/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	03/15/99			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	07/06/99			
QLMCP190	BBWI EVENT INVESTIGATOR	04/14/99			
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	03/23/00	03/23/01		
QLTRNGAF	INEEL AFFILIATE INSTRUCTOR	07/13/99			
QLASBSUP	ASBESTOS CONTRACTOR/SUPV QUAL	05/02/00	05/02/01		
QLORINEL	INEEL SITE ORIENTATION QUAL	07/08/99	09/15/00		
QL000CPR	CPR QUALIFICATION	06/26/00	06/26/02		

QLSCAFCP	SCAFFOLD COMPETENT PERSON	04/30/97			

Employee Name: BLAIR, R L Employee Number: 075077 Org: 7101

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD2	RAD WORKER 2 QUALIFICATION	06/20/00	06/20/02		
QLORINEL	INEEL SITE ORIENTATION QUAL	08/16/00	08/01/01		
QLLTAUTH	LOCK/TAG AUTH EMPL	06/15/00	07/31/01		
QLTRNGAF	INEEL AFFILIATE INSTRUCTOR	03/25/98			
QLFWATCH	FIRE WATCH QUALIFICATION	05/31/00	05/31/01		
QLCOP002	CON OPS SUPPORT QUAL	07/15/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	06/30/99			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	06/29/99			
QLMCP190	BBWI EVENT INVESTIGATOR	05/27/97			
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	02/22/00	02/22/01		
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	02/22/00	02/22/01		
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	03/07/96			
QLOCSEAS	CONF SPACE ENT/ATT/SUPER QUAL	02/16/00	02/16/03		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/08/00	08/01/01		
QL000AID	FIRST AID QUALIFICATION	02/24/00	02/24/02		
QL000CPR	CPR QUALIFICATION	02/24/00	02/24/02		
QL00GERT	GERT QUALIFICATION	02/07/00	02/07/02		

Employee Name: BRUNSON, TERRY M Employee Number: 027291 Org: 7101

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD2	RAD WORKER 2 QUALIFICATION	02/23/99	02/23/01		
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	03/07/96			
QLSCAFCP	SCAFFOLD COMPETENT PERSON	03/26/97			
QLSMCCOP	CONDUCT OF OPERATIONS	10/30/96			
QLOHC002	FLOOR OPERATED CRANE	03/01/99	03/01/02		
QLGENERL	GENERAL INSPECTOR	03/14/00	03/14/03		
QLLTWORK	LOCK/TAG AUTH EMPL (LIMITED)	08/25/99	08/31/01		
QLCOP002	CON OPS SUPPORT QUAL	07/06/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	03/30/00			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	06/29/99			
QLINOCHR	INCID OH CRANE/HOIST/RIG QUAL	03/01/99	03/01/02		
QLORINEL	INEEL SITE ORIENTATION QUAL	08/17/00	08/01/01		
QL000AID	FIRST AID QUALIFICATION	12/02/98	12/02/00		
QL000CPR	CPR QUALIFICATION	12/02/98	12/02/00		
QLOCSEAS	CONF SPACE ENT/ATT/SUPER QUAL	04/05/99	04/05/02		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/16/00	08/01/01		

Employee Name: BUTLER, KEVEN S Employee Number: 047671 Org: 7101

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD2	RAD WORKER 2 QUALIFICATION	02/10/99	02/10/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	03/16/99	09/15/00		
QL000AID	FIRST AID QUALIFICATION	08/14/00	08/14/02		
QL000CPR	CPR QUALIFICATION	08/14/00	08/14/02		
QLOCSEAS	CONF SPACE ENT/ATT/SUPER QUAL	02/16/00	02/16/03		
QLORINEL	INEEL SITE ORIENTATION QUAL	06/10/99	09/15/00		
USQQSE01	SCREENER & EVALUATOR	03/07/00	03/07/02		
USQQS001	SCREENER	03/07/00	03/07/02		
USQQA204	TAN	03/07/00	03/07/02		
USQQF042	ALL SMC FACILITES	03/07/00	03/07/02		
USQQC001	ALL ACTIVITIES/SYSTEMS	03/07/00	03/07/02		
USQQD005	ISRC CHAIRMAN	03/07/00	03/07/02		
USQQD021	USQ INSTRUCTOR	03/07/00	03/07/02		
QLSMCTSD	SMC TSD WRKR (OSHA HAZWOPER)	11/11/98			

Employee Name: ROBLEE, RICHARD L Employee Number: 063226 Org: 7101

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD2	RAD WORKER 2 QUALIFICATION	11/08/99	11/08/01		
QL000AID	FIRST AID QUALIFICATION	08/09/00	08/09/02		
QL00HEAR	HEARING CONSERVATION QUAL	05/30/00	05/30/01		
QLORINEL	INEEL SITE ORIENTATION QUAL	06/16/99	09/15/00		
QLLTAUTH	LOCK/TAG AUTH EMPL	02/21/00	03/31/01		
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	08/02/00			
QLCOP002	CON OPS SUPPORT QUAL	07/15/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	02/08/99			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	06/28/99			
QLRMCTSD	RWMC ACCESS	11/19/99	11/19/00		
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	11/09/99	11/09/00		
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	11/09/99	11/09/00		
QLAW0009	AREA WARDENS/SITE AW COORD.	01/11/99	12/31/00		
QLFWATCH	FIRE WATCH QUALIFICATION	05/31/00	05/31/01		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	07/25/00	07/25/03		
QL000CPR	CPR QUALIFICATION	08/09/00	08/09/02		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/07/00	08/01/01		

Employee Name: ROSENLEAF, MARK D Employee Number: 078915 Org: 7101

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD2	RAD WORKER 2 QUALIFICATION	03/02/99	03/02/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	03/08/99	09/15/00		
QL000CPR	CPR QUALIFICATION	04/07/99	04/07/01		
QL000AID	FIRST AID QUALIFICATION	04/07/99	04/07/01		
USQQA003	RWMC/ALL	10/25/99	10/25/01		
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	12/13/99	12/13/00		
USQQC002	ALL EXCEPT EXPERIMENTS	10/25/99	10/25/01		
QLRMCTSD	RWMC ACCESS	03/20/00	03/20/01		
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	05/24/99			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	06/23/99			
QLPREJOB	PERFORMING PRE-JOB BRIEFS	07/10/00			
QLLTWORK	LOCK/TAG AUTH EMPL (LIMITED)	10/12/99	10/31/01		
QLCOP002	CON OPS SUPPORT QUAL	07/12/99			
USQQD001	ENGINEERING	10/15/99	10/15/01		
USQQA203	RWMC	10/25/99	10/25/01		
QLFWATCH	FIRE WATCH QUALIFICATION	04/18/00	04/18/01		
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	08/10/99			
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	11/16/99	11/16/02		

Employee Name: SERR, DENISE Employee Number: 059296 Org: 7101

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	01/26/00	01/26/01		S
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	01/26/00	01/26/01		S
QL00SCBA	SELF CONTAIN BREATH APP QUAL	01/26/00	01/26/01		
QL0AHOOD	AIRLINE HOOD QUAL	01/26/00	01/26/01		
QL0ASUIT	AIRLINE SUIT QUAL	01/26/00	01/26/01		
QL00RAD2	RAD WORKER 2 QUALIFICATION	02/23/99	02/23/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/15/00	08/01/01		
QL000AID	FIRST AID QUALIFICATION	07/31/00	07/31/02		
QL000CPR	CPR QUALIFICATION	07/31/00	07/31/02		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	11/16/99	11/16/02		
QLORINEL	INEEL SITE ORIENTATION QUAL	06/21/99	09/15/00		

QLIWCP15	IWCP ESH&QA COGNIZANT PROF	05/15/00	
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	06/29/99	
QLMCP190	BBWI EVENT INVESTIGATOR	09/22/99	
QL-0333P	DOE/RW-0333P QARD FOR SNF PROG	01/26/99	05/31/01
QLSMCCOP	CONDUCT OF OPERATIONS	09/23/92	
QLTANTSD	TAN TSD WRKR (OSHA HAZWOPER)	06/29/00	
QLWERFSS	WERF RCRA ACCESS	12/03/91	
QLOHC002	FLOOR OPERATED CRANE	11/29/99	11/29/02
QLOCSEAS	CONF SPACE ENT/ATT/SUPER QUAL	04/01/99	04/01/02

Employee Name: HOMER, GRANT W Employee Number: 064396 Org: 7101

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD1	RAD WORKER 1 QUALIFICATION	06/20/00	06/20/02		
QL000AID	FIRST AID QUALIFICATION	11/30/99	11/30/01		
QLORINEL	INEEL SITE ORIENTATION QUAL	06/15/99	09/15/00		
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	01/09/96			
QLFWATCH	FIRE WATCH QUALIFICATION	01/10/00	01/10/01		
QLSCAFBL	SCAFFOLD BUILDER QUAL	09/15/97			
QLAW0009	AREA WARDENS/SITE AW COORD.	04/05/00	12/31/01		
QLSCAFUS	SCAFFOLD USER QUAL	09/15/97			
QLREQINS	RIGGING EQUIPMENT INSPECTOR	01/21/98	01/21/01		
QLCOP002	CON OPS SUPPORT QUAL	07/08/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	01/17/00			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	07/06/99			
QLMCP190	BBWI EVENT INVESTIGATOR	04/14/99			
QLRMCTSD	RWMC ACCESS	07/27/99	07/27/00	Expired	
QLWERFSS	WERF RCRA ACCESS	12/18/96			
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	05/18/00	05/18/01		
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	05/18/00	05/18/01		
QLSCAFCP	SCAFFOLD COMPETENT PERSON	09/15/97			
QLLTAUTH	LOCK/TAG AUTH EMPL	09/29/99	10/31/00		
QLOCSEAS	CONF SPACE ENT/ATT/SUPER QUAL	02/21/00	02/21/03		
QL000CPR	CPR QUALIFICATION	11/30/99	11/30/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	02/25/99	09/15/00		
QLASBINS	ASBESTOS INSPECTOR QUAL	01/25/00	01/25/01		

Employee Name: HOSKINS, TERRELL D Employee Number: 036337 Org: 7101

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	03/14/00	03/14/01	M	M
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	03/11/99	09/15/00		
QL000AID	FIRST AID QUALIFICATION	04/20/00	04/20/02		
QL00RAD2	RAD WORKER 2 QUALIFICATION	04/07/99	04/07/01		
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	03/14/00	03/14/01	M	M
QL000CPR	CPR QUALIFICATION	04/20/00	04/20/02		
QLORINEL	INEEL SITE ORIENTATION QUAL	06/08/99	09/15/00		
QLOCSEAS	CONF SPACE ENT/ATT/SUPER QUAL	03/08/99	03/08/02		
QLLTWORK	LOCK/TAG AUTH EMPL (LIMITED)	10/18/99	10/31/01		
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	01/25/00			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	10/18/99			
QLMCP190	BBWI EVENT INVESTIGATOR	03/18/98			
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	03/07/00	03/07/01		
QLTRNGAF	INEEL AFFILIATE INSTRUCTOR	03/25/98			
QLECC005	ECC, COMMUNICATIONS SPECIALIST	10/11/99	12/31/00		
QLSCAFCP	SCAFFOLD COMPETENT PERSON	03/12/97			
QLFPCOMP	COMPETENT PERS FALL PROT QUAL	01/09/96			

Employee Name: HUNSAKER, MERLE L Employee Number: 063948 Org: 7101

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size

TRAIN Reports

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Employee Qualifications / Certifications

Industrial Hygiene (Examples of Qualifications)

The following search criteria were used to generate this report:

Search By Organization Code Organization Code 7103
Qual expires between 01/01/1950 and 12/31/2001
Include only active quals
Sorted By Org Code,Employee Last Name

Employee Name: BERNHARDT, SCOTT A Employee Number: 0[illegible] Org: 7103

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	11/30/99	10/04/00		L
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	11/30/99	10/04/00		L
QL0AHOOD	AIRLINE HOOD QUAL	11/30/99	10/04/00		
QL00SCBA	SELF CONTAIN BREATH APP QUAL	11/30/99	10/04/00		
QL00RAD2	RAD WORKER 2 QUALIFICATION	08/24/99	08/24/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	09/28/99	09/15/00		
QL0RINEL	INEEL SITE ORIENTATION QUAL	06/22/99	09/15/00		
QLLTAUTH	LOCK/TAG AUTH EMPL	09/22/99	10/31/00		
QLSOURCU	SOURCE USER	09/22/99	12/31/00		
QL000ALR	AIRLINE RESPIRATOR	11/30/99	10/04/00		
QL000IHE	INDUSTRIAL HYGIENIST	01/11/00			
QL000HFT	HEPA FILTER TESTER	01/11/00			
QL0000VT	VENTILATION TESTER	01/11/00			
QLCOP002	CON OPS SUPPORT QUAL	09/20/99			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	02/17/00			
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	02/22/00	02/22/01		
QLFPARWK	AT RISK WKR FALL PROTECT QUAL	09/16/99			
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	03/10/99	03/10/02		
QL00GERT	GERT QUALIFICATION	03/08/99	03/08/01		
QL00RAD1	RAD WORKER 1 QUALIFICATION	04/05/99	04/05/01		
QL0ASUIT	AIRLINE SUIT QUAL	11/30/99	10/04/00		

Employee Name: BILLINGS, SCOTT C Employee Number: 085124 Org: 7103

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	04/03/00	11/01/00	M	M
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	04/03/00	11/01/00	M	M
QL00GERT	GERT QUALIFICATION	10/07/99	10/07/01		
QL00RAD2	RAD WORKER 2 QUALIFICATION	01/04/00	01/04/02		
QL0RINEL	INEEL SITE ORIENTATION QUAL	10/12/99	09/15/00		
QLSOURCU	SOURCE USER	12/13/99	12/31/00		
QLCOP002	CON OPS SUPPORT QUAL	10/27/99			
QL000IHT	INDUSTRIAL HYGIENE TECHNICIAN	02/28/00			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	02/17/00			
QLLTAUTH	LOCK/TAG AUTH EMPL	10/18/99	11/30/00		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	11/23/99	11/23/02		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	10/04/99	09/15/00		

Employee Name: BODILY, TROY O Employee Number: 065800 Org: 7103

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	01/17/00	01/17/01		M
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	01/17/00	01/17/01		M
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	02/18/99	09/15/00		
QL00RAD2	RAD WORKER 2 QUALIFICATION	01/10/00	01/10/02		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	06/15/99	06/15/02	PRE REQ ME	
QLFPARWK	AT RISK WKR FALL PROTECT QUAL	03/21/96			
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	04/24/00	04/24/01		
USQQA203	RWMC	02/18/99	02/18/01		
USQQC001	ALL ACTIVITIES/SYSTEMS	02/18/99	02/18/01		
USQQF070	RWMC(RADIOACT.WASTE MANGMT CO)	02/18/99	02/18/01		
QL000IHE	INDUSTRIAL HYGIENIST	03/23/00			
QLCOP002	CON OPS SUPPORT QUAL	08/25/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	05/24/99			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	06/23/99			
QLRMCTSD	RWMC ACCESS	09/27/99	09/27/00		
QLWERFSS	WERF RCRA ACCESS	05/28/98			
USQQD002	ES&H	02/18/99	02/18/01		
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	04/24/00	04/24/01		
QLLTAUTH	LOCK/TAG AUTH EMPL	09/07/99	10/31/00		
QLORINEL	INEEL SITE ORIENTATION QUAL	08/17/99	09/15/00		
QL00DCPR	CPR QUALIFICATION	02/16/00	02/16/02		
QL000AID	FIRST AID QUALIFICATION	02/16/00	02/16/02		

Employee Name: BRIDGE, ROBERT J Employee Number: 079557 Org: 7103

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSHFR	HALF FACE MSA RESPIRATOR QUAL	09/07/99	09/07/00		M
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	09/07/99	09/07/00		M
QL00SCBA	SELF CONTAIN BREATH APP QUAL	09/07/99	09/07/00		
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	09/07/99	09/07/00		M
QL00RAD2	RAD WORKER 2 QUALIFICATION	06/17/99	06/17/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	06/14/99	09/15/00		
QL000CPR	CPR QUALIFICATION	01/05/00	01/05/02		
QLORINEL	INEEL SITE ORIENTATION QUAL	06/21/99	09/15/00		
QLFPARWK	AT RISK WKR FALL PROTECT QUAL	06/29/99			
QLASBSUP	ASBESTOS CONTRACTOR/SUPV QUAL	12/16/99	12/16/00		
QL000IHE	INDUSTRIAL HYGIENIST	02/29/00			
QLCOP002	CON OPS SUPPORT QUAL	07/28/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	04/03/00			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	10/18/99			
QLSOURCU	SOURCE USER	12/20/99	12/31/00		
QL000ALR	AIRLINE RESPIRATOR	09/07/99	09/07/00		
QLLTAUTH	LOCK/TAG AUTH EMPL	10/04/99	11/30/00		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	07/13/99	07/13/02		
QL000AID	FIRST AID QUALIFICATION	01/05/00	01/05/02		
QL00GERT	GERT QUALIFICATION	06/15/99	06/15/01		
QL0ASUIT	AIRLINE SUIT QUAL	09/07/99	09/07/00		
QL0AHOOD	AIRLINE HOOD QUAL	09/07/99	09/07/00		

Employee Name: CHADWICK, KIRK Employee Number: 062523 Org: 7103

Qualification Code	Qualification Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	05/08/00	05/08/01		L
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	05/08/00	05/08/01		L
QL00SCBA	SELF CONTAIN BREATH APP QUAL	05/08/00	05/08/01		
QL0NOHFR	HALFFACE NORTH RESPIRATOR QUAL	09/20/99	09/20/00		L
QL00RAD2	RAD WORKER 2 QUALIFICATION	04/19/99	04/19/01		
QL000AID	FIRST AID QUALIFICATION	07/18/00	07/18/02		
QL00HEAR	HEARING CONSERVATION QUAL	08/21/00	08/21/01		

QLORINEL	INEEL SITE ORIENTATION QUAL	08/14/00	08/01/01	
QLASBINS	ASBESTOS INSPECTOR QUAL	01/25/00	01/25/01	
QLASBSUP	ASBESTOS CONTRACTOR/SUPV QUAL	01/27/00	01/27/01	
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	07/01/99		
QLRMCTSD	RWMC ACCESS	08/09/99	08/09/00	Expired
QLHAZ40C	40HR HAZWOPER (CERCLA WORKER)	12/20/99	12/20/00	
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	12/20/99	12/20/00	
QLASBPRJ	ASBESTOS PROJECT DESIGNER	02/10/00	02/10/01	
QL000ALR	AIRLINE RESPIRATOR	05/08/00	05/08/01	
QLLTAUTH	LOCK/TAG AUTH EMPL	05/04/00	06/30/01	
QLPBSFTY	LEAD WORKER	11/02/99	11/02/00	
QL000IHT	INDUSTRIAL HYGIENE TECHNICIAN	01/05/00		
QLCOP002	CON OPS SUPPORT QUAL	09/13/99		
QLFPARWK	AT RISK WKR FALL PROTECT QUAL	03/25/96		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	12/21/98	12/21/01	
QL000CPR	CPR QUALIFICATION	07/18/00	07/18/02	
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/16/00	08/01/01	
QL0ASUIT	AIRLINE SUIT QUAL	09/20/99	09/20/00	
QL0AHOOD	AIRLINE HOOD QUAL	05/08/00	05/08/01	

Employee Name: CHESSIN, SAUL J Employee Number: 067818 Org: 7103

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL00RAD1	RAD WORKER 1 QUALIFICATION	07/13/99	07/13/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/17/00	08/01/01		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	02/25/99	02/25/02	PRE REQ ME	
QLSCAFCP	SCAFFOLD COMPETENT PERSON	11/18/96			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	07/01/99			
QL000IHT	INDUSTRIAL HYGIENE TECHNICIAN	03/21/00			
QLPREJOB	PERFORMING PRE-JOB BRIEFS	05/04/00			
QL000IHE	INDUSTRIAL HYGIENIST	01/13/00			
QLCOP002	CON OPS SUPPORT QUAL	09/16/99			
QLAW0009	AREA WARDENS/SITE AW COORD.	06/21/00	12/31/01		
QLASBINS	ASBESTOS INSPECTOR QUAL	03/08/00	03/08/01		
QLASBSUP	ASBESTOS CONTRACTOR/SUPV QUAL	05/02/00	05/02/01		
QLORINEL	INEEL SITE ORIENTATION QUAL	06/11/99	09/15/00		

Employee Name: COE-LEAVITT, LYNNE M Employee Number: 062943 Org: 7103

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSHFR	HALF FACE MSA RESPIRATOR QUAL	02/21/00	02/21/01		S
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	02/21/00	02/21/01		S
QL00RAD1	RAD WORKER 1 QUALIFICATION	01/10/00	01/10/02		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	03/25/99	09/15/00		
QL00HEAR	HEARING CONSERVATION QUAL	08/08/00	08/08/01		
QLORINEL	INEEL SITE ORIENTATION QUAL	09/28/99	09/15/00		
QLECC006	ECC, PLANNING TEAM COMM. SPEC.	12/31/99	12/31/00		
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	07/06/99			
QLSMCCOP	CONDUCT OF OPERATIONS	06/02/92			
QL000IHE	INDUSTRIAL HYGIENIST	03/08/00			
QLCOP002	CON OPS SUPPORT QUAL	09/29/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	04/04/00			
QLECC023	ECC, TECHNICAL SPECIALIST	12/31/98	12/31/00		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	03/20/00	03/20/03		
QL0ISSUE	RESPIRATOR ISSUER QUAL	08/01/96			
QL00GERT	GERT QUALIFICATION	11/30/99	11/30/01		
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	02/21/00	02/21/01		S

Employee Name: COMBA, SHAUN C Employee Number: 078801 Org: 7103

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size

QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	05/01/00	05/01/01		M
QL00SCBA	SELF CONTAIN BREATH APP QUAL	05/01/00	05/01/01		
QL0AHOOD	AIRLINE HOOD QUAL	05/01/00	05/01/01		
QL000AID	FIRST AID QUALIFICATION	06/03/99	06/03/01		
QL0ISSUE	RESPIRATOR ISSUER QUAL	02/01/99			
QL0RINEL	INEEL SITE ORIENTATION QUAL	08/16/00	08/01/01		
QLFPARWK	AT RISK WKR FALL PROTECT QUAL	02/23/99			
QLLTAUTH	LOCK/TAG AUTH EMPL	10/13/99	11/30/00		
QLPBSFTY	LEAD WORKER	04/04/00	04/04/01		
QLTAA90D	RCRA 90-DAY ACCUMULATION AREA	06/30/99	06/30/00	Expired	
QLCOP002	CON OPS SUPPORT QUAL	07/28/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	05/15/00			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	07/01/99			
QLARCCPR	EMERGENCY RESPONDER CPR (ARC)	06/21/00	06/21/01		
QLTANTSD	TAN TSD WRKR (OSHA HAZWOPER)	03/09/99			
QLHAZ24C	24HR HAZWOPER (CERCLA WORKER)	02/17/00	02/17/01		
QLTRNGOJ	OJT INSTRUCTOR/EVALUATOR	01/20/00	01/20/02		
QLALARAC	ALARA COMMITTEE QUALIFICATION	12/21/99			
QL000IHE	INDUSTRIAL HYGIENIST	02/28/00			
QLTAAUSR	RCRA 90-DAY TAA USER	06/30/99	06/30/00	Expired	
QL000ALR	AIRLINE RESPIRATOR	05/01/00	05/01/01		
QLASBSUP	ASBESTOS CONTRACTOR/SUPV QUAL	03/09/00	03/09/01		
QL00HEAR	HEARING CONSERVATION QUAL	06/01/00	06/01/01		
QL000CPR	CPR QUALIFICATION	06/03/99	06/03/01		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/16/00	08/01/01		
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	05/01/00	05/01/01		M

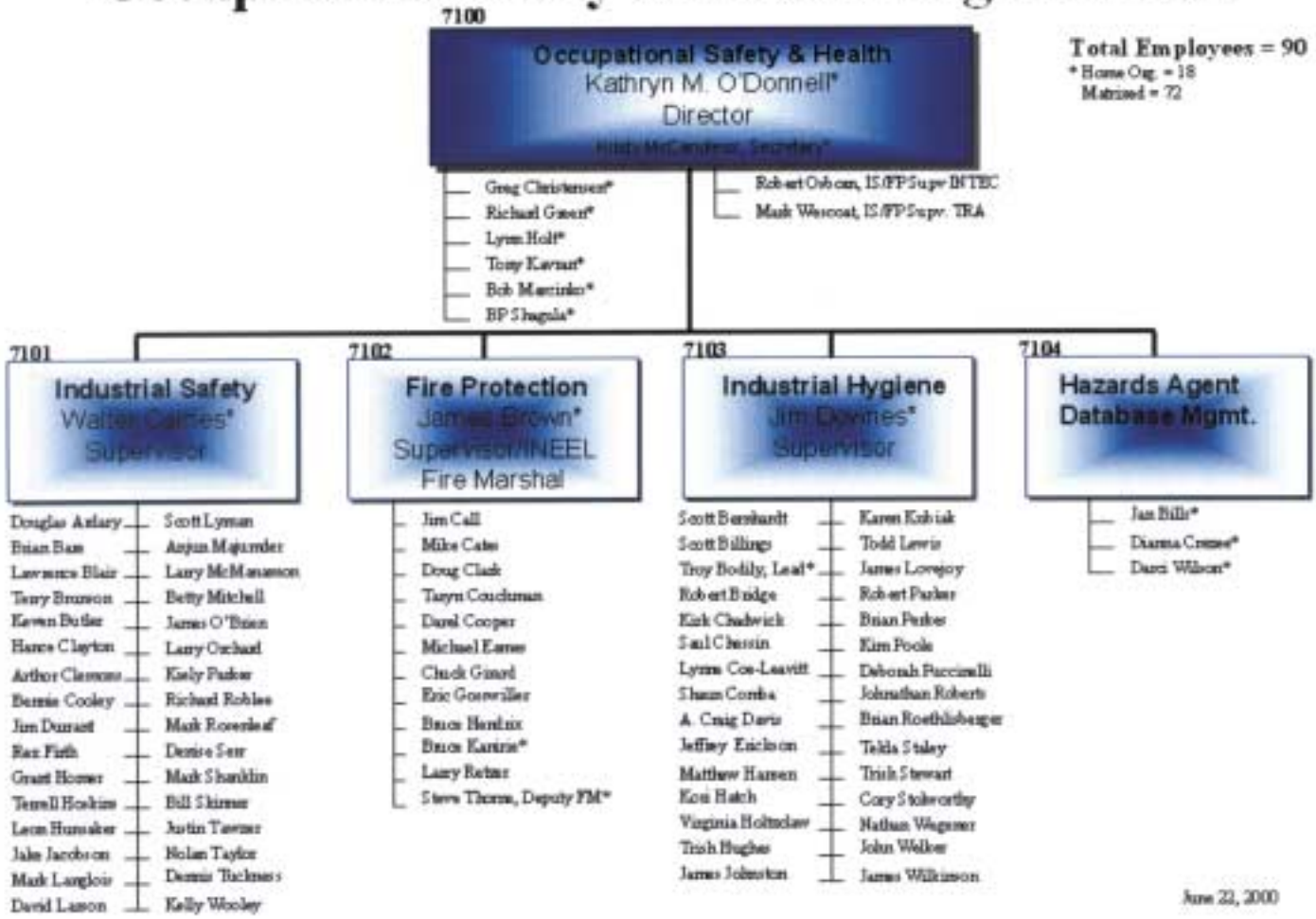
Employee Name: DAVIS, ALAN C Employee Number: 056896 Org: 7103

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	01/17/00	01/17/01		M
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	01/17/00	01/17/01		M
QL00RAD2	RAD WORKER 2 QUALIFICATION	08/11/99	08/11/01		
QL00SCBA	SELF CONTAIN BREATH APP QUAL	01/17/00	01/17/01		
QL000CPR	CPR QUALIFICATION	02/16/00	02/16/02		
QL0CSEAS	CONF SPACE ENT/ATT/SUPER QUAL	10/01/98	10/01/01		
QL0ASBIV	ASBESTOS IV AWARENESS QUAL	11/09/99	11/09/00		
QLLTAUTH	LOCK/TAG AUTH EMPL	10/12/99	11/30/00		
QLHAZ24C	24HR HAZWOPER (CERCLA WORKER)	09/20/99	09/20/00		
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)	09/20/99	09/20/00		
QL000IHE	INDUSTRIAL HYGIENIST	03/06/00			
QLCOP002	CON OPS SUPPORT QUAL	08/25/99			
QLIWCP15	IWCP ESH&QA COGNIZANT PROF	05/24/99			
QLESHQTB	ESH&QA GENERAL TECHNICAL BASE	06/23/99			
QLRMCTSD	RWMC ACCESS	09/23/99	09/23/00		
USQQD002	ES&H	02/18/99	02/18/01		
USQQC001	ALL ACTIVITIES/SYSTEMS	02/18/99	02/18/01		
USQQF070	RWMC(RADIOACT.WASTE MANGMT CO)	02/18/99	02/18/01		
USQQA203	RWMC	02/18/99	02/18/01		
QLFPARWK	AT RISK WKR FALL PROTECT QUAL	04/09/96			
QL0RINEL	INEEL SITE ORIENTATION QUAL	06/21/99	09/15/00		
QL00HEAR	HEARING CONSERVATION QUAL	08/03/00	08/03/01		
QL000AID	FIRST AID QUALIFICATION	02/16/00	02/16/02		
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	02/18/99	09/15/00		

Employee Name: DOWNES, JAMES D Employee Number: 051292 Org: 7103

Qualification Code	Title	Qual. Date	Expire Date	Comment	Respirator Size
QL0MSFFR	FULL FACE MSA RESPIRATOR QUAL	10/04/99	10/04/00		M
QL0MSFFS	SILICON FULLFACE MSA RESP QUAL	10/04/99	10/04/00		M
QL00SCBA	SELF CONTAIN BREATH APP QUAL	10/04/99	10/04/00		

Occupational Safety & Health Organization



08/22/2000 04:27 PM

To: Bowen W Huntsman/BWH/CC01/INEEL/US@INEL
cc:
Subject: Certifications

CSP
Lawrence Blair (IS)
Keven Butler (IS)
M. Leon Hunsaker (IS)
Anjan Majumder (IS)
James O'Brien (IS)
Nolan Taylor (IS)
Kelly Wooley (IS)
Robert Marcinko (IS)
Dennis Tuckness (IS)
Greg Christensen (IS)
Jim Pollard (ES&H Opers.)

ASP
Robert Osborn (ES&H Field Supv.)
Grant Horner (IS)

OSHA
Anjun Majumder (IS)

CIH
Richard Roblee (IS)
Dennie Tuckness (IS)
Mark Langlois (IS)
Robert Marcinko (IS)
Jim Downes (IH)
Troy Bodily (IH)
Bob Parker (IH)
Saul Chessin (IH)
Lance Gurney (ES&H Field Oper.)
Charlie Chebul (ES&H Field Oper. Mgr.)

IH Certifications (same as CIH's???)
Jeff Erickson (IH)
Karen Kubiak (IH)
Brian Ruethlesberger (IH)

IHIT
Brian Perkes (IH)
Trish Stewart (IH)

P.E.
Jim Call (FP)
Douglas Clark (FP)
Stephen Thorne (FP)
James Call (IS)

Anjun Majumder (IS)
John Jensen (not in our org. but use occassionally)
Chuck McKnight (not in our org. but use occassionally)

NICET III (Fire Protection)
Bruce Kanirie

CHMM
Anjum Majumder

Asbestos Abatement Supv.
Dennis Tuckness

Program Element III: **Worksite Analysis**

3. Self-inspections

Required Information:

Describe the system used to conduct routine, general worksite safety and health inspections. Include schedules and types of inspections, the qualifications of those conducting the inspections, and how corrections are tracked.

Describe how these inspections cover the entire site quarterly, through at least monthly assessments.*

Additional Guidance:

Include sample tracking forms.

Samples of checklists used for self-inspections would be of value.

*For construction sites, safety and health inspections shall cover the entire worksite weekly; safety committee hazard inspections are conducted monthly.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

3. Self-Inspections

Statement of Fact

Self-inspection has long been a useful tool in ensuring safe and effective operations at the INEEL. Self-inspection is used in all aspects of INEEL operations and is available to all BBWI employees to identify both areas of concern and those needing improvement. Self-inspection results are documented and tracked to ensure resolution of identified problems and continued improvement in safety and health

Narrative Response to Yellow Page

Safety and Health Inspections

S&H inspections are conducted to identify and correct hazards in the workplace and to ensure compliance with requirements imposed by regulations, permits, and procedures. Employee Safety Team members participate in tailgate training, TG000087, *Performing Inspections*. Other employees participate in this training on request. The S&H inspections stated in MCP-3449, *Safety and Health Inspections*, are performed by management, employee safety teams (or members), individual workers, and S&H professionals. These inspections are conducted frequently so that the entire worksite is inspected at least quarterly. As issues are discovered in an inspection, they are documented and tracked as appropriate in the ICARE system (which is being revised at the writing of this application). For those conducting the inspections, topical checklists are accessible on the S&H homepage.

This inspection process (MCP-3449) is being integrated into the *Self-Assessment Process* (MCP-8) described below. At the writing of this application, however, the task has not been completed.

Reflection of Self-Inspections

Weekly Construction Inspections

Self-inspections at construction sites are conducted as directed by weekly Program Requirements in PRD-1006, *Safety Surveillance*, and are usually conducted by the BBWI construction coordinator, an Environmental representative, ES&H safety professionals, and the contractor's safety or supervisory personnel. *BBWI Construction ES&H Requirements*, which is a contract document for all construction projects, is the basis for self-inspections required at an INEEL construction site.

Self-Assessment Process for Continuous Improvement

The self-assessment process supports the INEEL goals of operational excellence and integrated safety management. Self-assessments are accomplished by workers, supervisors, and management. They are used to evaluate the adequacy and effectiveness of an organizationís management programs. An integrated assessment schedule may include such topics as fire protection, lockout/tagout, industrial hygiene, industrial safety, nuclear safety, occupational safety and health, training, and many nonsafety-related topics. The

assessors identify problems that hinder achievement of objectives, resolve issues documented in assessment reports, and take corrective measures to preclude recurrence. From the results, line management develops assessment reports and tracks appropriate issues to resolution in the ICARE system. The self-assessment process is described and administered through MCP-8, *Self-Assessment Process for Continuous Improvement.*

Facility Excellence Program

The Facility Excellence program is a structured means to assess buildings, grounds, and structures at the INEEL in the areas of health and safety, environmental compliance, conduct of operations and maintenance, and facility appearance. The Facility Excellence Program (FEP) coordinator maintains guidance for assessing facility performance and a system for tracking, reporting, and performing followup of deficiencies. The Facility Excellence Program coordinator issues a schedule of the assessments and appoints the team leader and team members. Both those having specific expertise and general employees are used on the teams. Teams conduct walkdowns, report deficiencies, and post their rating of overall facility performance. Timely followup walkdowns ensure that deficiencies are corrected.

Oversight and Compliance Assessments

The independent oversight group conducts assessments of environment, safety, health, and quality assurance, conduct of maintenance and operations, and other special programs. The independent assessments are conducted according to an annual fiscal year schedule. At completion, exit meetings are held with the assessed organizationís management, a final report is prepared, and an overall assessment grade is established. The assessed organization develops corrective action plans, which are entered into ICARE in accordance with MCP-598. Performance of these assessments is described in MCP-552, *Conduct of Independent Oversight Assessments.*

Worker-Applied Safety Program Behavioral Observations

WASP is the formal observation and feedback process of the total safety culture. It is a grassroots process administered by employees. Employees are taught why "behaviors" are significant to improving workplace safety and why behavioral observations need to be part of the S&H program. Employees develop observation checklists for observing co-workers. They note on the checklist whether the behavior observed was safe or at risk. The data from the checklists are entered into the WASP database for trend analysis. From the data, workers can develop interventions to improve behaviors and safe work conditions. WASP exists to identify and eliminate at-risk behavior.

DO ITS

In our total safety culture, employees are presented activities called *DO ITs.* Behavior change requires continuous cycling through a four-step process: define the behavior, observe, intervene, and test by observation. An employee, or a group of employees, can perform *DO ITs*, or the employee may simply observe behavior and provide his or her coworkers one-on-one feedback.

Qualifications of Inspectors and Observers

S&H professionals conduct independent oversight inspections, construction surveillances, and multidiscipline inspections. Their qualifications are demonstrated in Section III-2, Comprehensive Surveys, and in Section IV-1, Professional Expertise. Employees, also, are involved in inspections, particularly as employee safety team members. Safety team members receive computer-based training to learn the basics of construction inspections. Most employees also participate in hazard awareness training, which gives them the tools to identify common hazards in the workplace, particularly those specific to their jobs. Employees have participated in a Total Safety Culture workshop or a WASP overview in which they learned the techniques to identify at-risk behavior and offer corrective feedback to employees displaying at-risk behavior. Aids such as inspection checklists are available on the Safety and Health homepage.

Attachments

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL intranet from Electronic Document Management, no attachment is offered. Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. Sample of a facility inspection schedule, "Specific Manufacturing Capability Project," 5/11/00.
2. "Self-Assessment Process for Continuous Improvement," Companywide Management Control Procedure MCP-8, p. 1 of 12.
3. Checklists: "Compressed Gas Checklist," "Confined Space Checklist," "Ergonomics and Back Protection," "First-Aid Kit Checklist."
4. "Unit 9 Inspection Checklist," 5/25/00.
5. "RWMC Employee Self-Assessment: RWMC-127-Q #434," 9-7-99.
6. "Safety and Health Inspections: Appendix A," Company-Wide Management Control Procedure, MCP-3449, pp. A1-A2 of A2, 10/20/97.

SPECIFIC MANUFACTURING CAPABILITY PROJECT

Employee Safety Team
Quarterly Facility Inspection Schedule

Ten occupied SMC Facilties - 606, 628, 629, 675, 676, 677, 679, 681, 681, 688
Optional for inspection - Other SMC Facilities - T24, 690, 692, 694

Jan 1 - Mar 31 Second Quarter
January 26, 2000

- TAN-682, TAN-688, TAN-676 (Guardhouse)
  - Inspection Team: Brent Andersen, Joyce Carlson, Robert Kite, Vernon Lindhorst, Greg Murphy, Myrna Wirth
- TAN-679, TAN-681
  - Inspection Team: Jeff Andersen, Jack Gerard, Dave Kudsin, Julie Mitchell, Monte Stewart

February 23, 2000

- TAN-629, TAN-677, TAN-675
  - Inspection Team: Joyce Carlson, Jack Gerard, Vernon Lindhorst, Julie Mitchell, Myrna Wirth, Greg Murphy
- TAN-606, TAN-628
  - Inspection Team: Brent Andersen, Jeff Andersen, Robert Kite, Dave Kudsin, Monte Stewart

April 1 - June 30 - Third Quarter
April 26, 2000

- TAN-682, TAN-688, TAN-676 (Guardhouse)
  - Inspection Team: Jeff Andersen, Jack Gerard, Dave Kudsin, Julie Mitchell, Monte Stewart
- TAN-679, TAN-681
  - Inspection Team: Brent Andersen, Joyce Carlson, Robert Kite, Vernon Lindhorst, Greg Murphy, Myrna Wirth

May 24, 2000

- TAN-629, TAN-677, TAN-675
  - Inspection Team: Brent Andersen, Jeff Andersen, Robert Kite, Dave Kudsin, Monte Stewart
- TAN-606, TAN-628
  - Inspection Team: Joyce Carlson, Jack Gerard, Vernon Lindhorst, Julie Mitchell, Myrna Wirth, Greg Murphy

July 1 - Sept 30 - Fourth Quarter
July 26, 2000

- TAN-682, TAN-688, TAN-676 (Guardhouse)
  - Inspection Team: Brent Andersen, Joyce Carlson, Robert Kite, Vernon Lindhorst, Greg Murphy, Myrna Wirth
- TAN-679, TAN-681
  - Inspection Team: Jeff Andersen, Jack Gerard, Dave Kudsin, Julie Mitchell, Monte Stewart

August 23, 2000

- TAN-629, TAN-677, TAN-675
  - Inspection Team: Joyce Carlson, Jack Gerard, Vernon Lindhorst, Julie Mitchell, Myrna Wirth, Greg Murphy
- TAN-606, TAN-628
  - Inspection Team: Brent Andersen, Jeff Andersen, Robert Kite, Dave Kudsin, Monte Stewart

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Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	SELF-ASSESSMENT PROCESS FOR CONTINUOUS IMPROVEMENT	Identifier: MCP-8 Revision: 3 Page: 1 of 12
Document Control Center: (208) 526-1202	Document Owner/Approver: Executive Vice President, Operations – Chief Operations Officer	Effective Date: 08/31/99

Manual: 13B – Quality and Requirements Management Procedures **CATEGORY 3** DAR Number: 19194

NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

The purpose of the INEEL self-assessment program is to provide for a continuous improvement *process* (see def.) to support the INEEL goals of operational excellence and Integrated Safety Management. Through a combination of *worker* (see def.), supervisor, and management participation in the self-assessment program, continuous improvement can be achieved. The program uses an integrated assessment approach built upon self-evaluation and feedback, promoting a high level of awareness of those areas that require improvement and identifying those areas where excellence has been achieved.

This Management Control Procedure (MCP) provides the basic required framework for the self-assessment programs that are implemented for INEEL facilities, using an *integrated assessment schedule* (see def.).

The self-assessment process also supports other requirements and commitments specified in: ***Integrated Safety Management (ISM)***, 10CFR830.120, Quality Assurance; PRD-101, Quality Assurance Program; PLN-400, Program Management Plan for Environmental Compliance; the Voluntary Protection Program (VPP); and Enhanced Work Planning (EWP). This integrated assessment process implements the Total Quality Management (TQM) concept in PDD-1, Quality Assurance Program Description:

> *A management philosophy that involves everyone in an organization in controlling and continuously improving how work is done in order to meet customer requirements and expectations.*

2. SCOPE AND APPLICABILITY

The key elements of the self-assessment process includes the following :

A. program oversight
B. preparing the annual integrated assessment schedule
C. conducting and reporting self-assessments
D. *integrated assessment program reviews* (see def.)

DOE G414.1-1, Implementation Guide for Independent and Management Assessment (Interim Guide), provides information regarding assessment planning, performance, and reporting.

This procedure provides the basic self-assessment program elements that are required for all INEEL facilities and programs. The cognizant Site Area Director (Program Director for those areas not under a designated Site Area Director) has overall responsibility for implementation of this procedure.

Date: _____

COMPRESSED GAS CHECKLIST

1	Are face shields or safety glasses with side shields used by employees when using compressed air for cleaning or other uses?	Yes ( ) No ( ) N/A ( ) Comments:
2	Are pressure reducing fittings in place on air lines when compressed air is used for cleaning purposes to reduce the air pressure to less than 30 psi.?	Yes ( ) No ( ) N/A ( ) Comments:
3	Are compressed gas cylinders protected from excessive heat (>125 degrees F) during use or storage?	Yes ( ) No ( ) N/A ( ) Comments:
4	Are oxygen cylinders stored at least 20 feet from fuel-gas cylinders or separated from fuel-gas cylinders by a noncombustible barrier at least 5 feet high?	Yes ( ) No ( ) N/A ( ) Comments:
5	Are compressed gas cylinders stored in an upright position and secured to prevent falling?	Yes ( ) No ( ) N/A ( ) Comments:
6	Are protective caps on cylinders when in storage or during transport?	Yes ( ) No ( ) N/A ( ) Comments:
7	Are regulators removed from cylinders when they are in storage?	Yes ( ) No ( ) N/A ( ) Comments:
8	Are cylinders positioned such that they do not impede egress or are susceptible to damage when in use or storage?	Yes ( ) No ( ) N/A ( ) Comments:
9	Are cylinders legibly marked as to their contents?	Yes ( ) No ( ) N/A ( ) Comments:
10	Are unnecessary cylinders present in the work area?	Yes ( ) No ( ) N/A ( ) Comments:
11	Are the hoses, regulators, fittings, piping and all associated components of a compressed gas system in good condition and free of any obvious defects or damage?	Yes ( ) No ( ) N/A ( ) Comments:

COMPLETED BY:_____ DATE:_____

Date: _____

CONFINED SPACE CHECKLIST

1	Are confined spaces adequately labeled?	Yes ( ) No ( ) N/A ( ) Comments:
2	Are all personnel working in the confined space trained for the duties they are to perform?	Yes ( ) No ( ) N/A ( ) Comments:
3	Is a confined space entry permit completed if the confined space is considered a "permit required confined space"?	Yes ( ) No ( ) N/A ( ) Comments:
4	Is emergency rescue equipment provided and properly set up if required for the confined space entry?	Yes ( ) No ( ) N/A ( ) Comments:
5	Are moving parts and equipment inside confined spaces locked-out if they present a hazard?	Yes ( ) No ( ) N/A ( ) Comments:
6	Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentrations in the confined space before entry?	Yes ( ) No ( ) N/A ( ) Comments:
7	If required, is either natural or mechanical ventilation provided prior to confined space entry?	Yes ( ) No ( ) N/A ( ) Comments:
8	Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work if required.	Yes ( ) No ( ) N/A ( ) Comments:
9	Is there an attendant (an employee outside of the confined space) when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?	Yes ( ) No ( ) N/A ( ) Comments:
10	Is the attendant appropriately trained and equipped to handle an emergency.	Yes ( ) No ( ) N/A ( ) Comments:
11	Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection if appropriate?	Yes ( ) No ( ) N/A ( ) Comments:

Date: _____

ERGONOMICS AND BACK PROTECTION CHECKLIST

ERGONOMICS		
1	For identified deficiencies, have periodic work-site analyses been conducted to identify and prevent ergonomic and back disorders?	Yes ( ) No ( ) N/A ( ) Comments:
2	Have recommended improvements been accomplished in a timely manner?	Yes ( ) No ( ) N/A ( ) Comments:
3	Has poorly designed equipment been eliminated from the workplace?	Yes ( ) No ( ) N/A ( ) Comments:
4	Has general ergonomic awareness information been provided to employees who are exposed to ergonomic risk factors?	Yes ( ) No ( ) N/A ( ) Comments:
5	Has appropriate mechanical handling equipment been provided to reduce the potential for musculoskeletal injury?	Yes ( ) No ( ) N/A ( ) Comments:
6	Have rest breaks been provided to relieve repetitious fatigue?	Yes ( ) No ( ) N/A ( ) Comments:
7	Is work schedule adjustments, such as job rotation, being used to alleviate physical fatigue and stress?	Yes ( ) No ( ) N/A ( ) Comments:
8	Are regular stretching exercises used in the workplace?	Yes ( ) No ( ) N/A ( ) Comments:
BACK		
9	Are weight lifting restrictions complied with at work locations?	Yes ( ) No ( ) N/A ( ) Comments:
10	Are precautions taken to evaluate and use proper lifting techniques?	Yes ( ) No ( ) N/A ( ) Comments:
11	Are employees manually lifting more than 50 pounds?	Yes ( ) No ( ) N/A ( ) Comments:
12	Are employees who manually handle material instructed on proper lifting techniques during pre-job briefings or in formal training sessions?	Yes ( ) No ( ) N/A ( ) Comments:

COMPLETED BY:_____ DATE:_____

Date: _____

FIRST-AID KIT CHECKLIST

1	Are first-aid kits easily accessible at each work area if required?	Yes ( ) No ( ) N/A ( ) Comments:
2	Are first-aid kits in weatherproof containers and readily identifiable with a standard first-aid symbol?	Yes ( ) No ( ) N/A ( ) Comments:
3	Does the employee know the emergency phone numbers in case of an emergency?	Yes ( ) No ( ) N/A ( ) Comments:
3	Are first-aid kits in facilities and vehicles inspected at least monthly?	Yes ( ) No ( ) N/A ( ) Comments:
4	Are first-aid kits at construction sites inspected at least weekly?	Yes ( ) No ( ) N/A ( ) Comments:
5	Has a seal been placed on the first-aid kit to verify the kit has the required contents?	Yes ( ) No ( ) N/A ( ) Comments:
6	Are employees in the area aware of the requirement to notify their immediate supervisor or manager of all injuries requiring first-aid treatment or first aid supplies?	Yes ( ) No ( ) N/A ( ) Comments:

COMPLETED BY:_____DATE:_____

Unit 9 Inspection Checklist

Date of Inspection: 5/25/2000

Inspection conducted by: Rebecca Lords, Norman Stevens, Regena Alsen, Cheryl Noble, Doreen Leonard and Loann Belnap

EST Consultant: Rebecca Lords

Area Inspected

Willow Creek Building Not Applicable Floor Not Applicable Wing

Other Area Reference (optional): Access between floors, Grounds, and Parking Areas

Manager or Supervisor of tenant organization: John Quick

Prohibited Conditions	subtotals	Marginal Conditions	subtotals
A. Electrical	0		0
_____ 1. Frayed cords, bare wires, or damaged plugs		_____ i. Inadequate, surplus, or poorly placed power poles	
_____ 2. Extension cords used in series		_____ ii. Excessive or permanent use of extention cords	
_____ 3. Non-UL listed electrical items		_____ iii. Failed office lights	
_____ 4. Panel box access obstructed		_____ iv. Wall outlets & panel boxes not covered or protected	
		_____ v. Surge protector >3 years old	
B. Storage	0		0
_____ 1. Excess equipment in occupied areas		_____ i. Insufficient storage capacity or filing space	
_____ 2. Stacked boxes >5 feet high			
_____ 3. Overloaded shelves			
_____ 4. Top-heavy cabinets			
_____ 5. Unlabeled containers			
C. Housekeeping	3		0
_____ 1. Inappropriate storage of foods		_____ i. Loose or tangled cords	
1 2. Improper disposal of food wastes or sharp items		_____ ii. Cluttered bulletin boards or walls	
1 3. Papers on floor		_____ iii. Notices with no reference date	
_____ 4. File drawers left open		_____ iv. Outdated signs or notices (information no longer applies or unofficial items left more than 30 days)	
_____ 5. Spills or leaks			
1 6. Other tripping hazards			
D. Ergonomics (may require separate assessment)	0		0
_____ 1. Pain or recurring discomfort from computer use or repetitive task		_____ i. Monitor not at eye level	
_____ 2. Keyboard/mouse height disperity		_____ ii. Inadequate lighting	
_____ 3. Screen glare		_____ iii. Unstable primary chair (<5 castors)	
_____ 4. Other problems at a human/equipment interface		_____ iv. No document holder	
E. Fire Protection	0		0
_____ 1. Obstructed sprinkler head		_____ i. Clutter	
_____ 2. Narrow egress path (<28" for cubicle access)			
_____ 3. Boxes, equipment or other obstacles in hallways			
_____ 4. Paper on or near top of kite lights			
_____ 5. Inadequate Fire Extinguishers			
F. Other Findings (please describe)	5		3
2 1. Dead tree branches along sidewalk - need pruning		1 i. Large divet in pavement around light post - fill in or grade	
2 2. Parking areas need stall and crosswalks repainted		1 ii. Post section east of NW stairway for motorcycle parking	
1 3. Areas restricted from parking need to be marked better		1 iii. Chipped & peeling paint in NE stairwell	

Grid Location	Office Occupant, or location description & responsible party	Finding Designator(s)	Status at time of Inspection Report
Grounds	Areas around the outside edges of the parking lots	C2, C3, and C6	Serious amounts of debris and construction junk. Bill Shelton provided construction crew with a cleanup list. General WCB Cleanup Day is being planned in the next few weeks. Restricted railroad access may prohibit cleanup of some of this problem.
Along sidewalk near foot-bridge	Trees in general need pruning - especially two on the left as you exit WCB approaching the bridge	F1	Related ICARE # 12383 had already been submitted. This issue was closed on June 12, 2000.
Parking Lots	Lines for parking stalls and crosswalks need to be repainted all around	F2	Submitted ICARE # 13053.
West Parking Lot	Areas designated "no parking" need to be marked better	F3	Included in ICARE # 13053.
single-light Lamp post	In the NE/central area of the East parking lot	Fi	Included in ICARE # 13053. Divet can pose a tripping hazard, but is not in a high traffic area.
Area east of NW stairway	Suggest this section be designated for motorcycle parking	Fii	Included in ICARE # 13053.
NE Stairwell	Chipped and peeling paint	Fiii	Item has been identified to our facilities manager, Bill Shelton. As this is of minor safety impact, response is left to his discretion.

Send completed checklists to Rebecca Lords at RZL@inel.gov or Mail Stop 3114.

Rev-1

RWMC Employee

ADMIN Area MGR Self-Assessment RWMC-127-Q #434

Employee(s): W. M. HELESON, J. M. WASYLW Date: 9-7-99
Locations and activities observed: 613

(Refer to attached guidance. Note that not all items will apply to every assessment. NA those items that do not apply)

General workplace conditions:

Are floors and other walking and working surfaces in good condition?
Satisfactory Unsatisfactory (list cause)

Are aisles and passageways clear and unobstructed?
Satisfactory Unsatisfactory (list cause)

Are ladders in good condition? If they are in use, are they securely placed to prevent slipping?
Satisfactory Unsatisfactory

Do stairs with 4 or more steps have stair rails? Are they slip resistant? Are they free of stored material? Satisfactory Unsatisfactory

Are exits and the routes to them clearly marked, unobstructed, and free of snow and ice?
Satisfactory Unsatisfactory

Is lighting sufficient for the detail of work performed? Satisfactory Unsatisfactory

In high-noise areas, is hearing protection provided and used?
Satisfactory Unsatisfactory
N/A 9-7-99

Do design and placement of equipment allow operation without assuming an awkward position?
Satisfactory Unsatisfactory

Are stacks and racks of stored equipment secure? Satisfactory Unsatisfactory

If chemicals are in use, are spill absorbent materials readily available? Are containers labeled to show contents and hazards? Are chemicals past their useful life?
Satisfactory Unsatisfactory

WGT # 4522
Cleaning solutions + equipment in Janitors closet should be relocated

Are flammable liquids in appropriate storage cabinets or safety containers?
Satisfactory Unsatisfactory

N/A 9-7-99 WMA

Are compressed gas cylinders stored upright and secured against tipping? Are they kept away from heat sources? Satisfactory Unsatisfactory

N/A 9-7-99 WMA

Is there an adequate number of trash containers? Do any need to be emptied?
Satisfactory Unsatisfactory

If extension cords or hand held portable electric tools are noted, spot check to ensure the power cords have the correct color tape on them to indicate that the semiannual inspection was performed. If the cords don't have the correct color tape, contact the Electrical Shop and report the condition. Note the contact and which items' power cords weren't correctly taped in the comments section. Satisfactory Unsatisfactory

Are vehicle seat belts in use? Satisfactory Unsatisfactory

N/A 9-7-99 WMA

Are electrical panels closed? Is the space in front of them clear? Satisfactory Unsatisfactory

Are signs legible? Are their instructions clear? Satisfactory Unsatisfactory

Are materials that are no longer needed stored in the area? Satisfactory Unsatisfactory

Yes - see comments

Machine Guarding: Verify fan blade guards have no openings larger than one half inch, when guards are less than seven feet above the floor or work level. Satisfactory Unsatisfactory

N/A 9-7-99 WMH

Is fire protection equipment accessible? Satisfactory Unsatisfactory

Equipment Room - ceiling tile missing around conduit (Gosswiller)

Is Personal Protective Equipment (PPE) available and in use?
Satisfactory Unsatisfactory

N/A 9-7-99 WMH

Observe the outside of the building. Note any comments/concerns in the com
Satisfactory Unsatisfactory

Ashtrays need dumped

If applicable, are refrigerators, microwaves, or other food preparation or sto
Satisfactory Unsatisfactory

per attached note - this is sent to J. Bishoff to send to S. Hill for a WCF

Suggestions, requests and needs from co-workers:

(An essential part of your self-assessment is to talk to those working in the area. They are most likely to have suggestions to improve quality, efficiency, and the general work environment. Although you can't guarantee the results, you can assure the employees that their ideas will be considered and responded to.)

"What can the facility provide for you to make your work more productive?" - Nothing at this time. / Better records receiving & processing Area

Per Cawg 9/9/99 J. Walsylow a ECF to change configuration is in review process.

Do you have the tools, equipment, materials, and information you need to do your job effectively?

yes, yes

Can you provide changes for improvements for this job, your work area, the facility?

None, Better records receiving & processing area

"Good Job" noted:

COMMENTS:

Excessive amounts of signage and stored material in WGT # 4523 building - Packing boxes, Document boxes, etc. WGT # 4523 Bird droppings excessive on west door - Ash trays at all doors need emptied

Signature	S#	Time/Date
[illegible]	43540	0850 9-7-99
[illegible]	38674	— — —

412.09#
(10/20/97 - Rev. #01)

Management Control Procedure Companywide	SAFETY AND HEALTH INSPECTIONS	Identifier: MCP-3449 Revision: 0 Page: A1 of A2

APPENDIX A

Page 1 of __

LMITCO Safety and Health Inspection Report

Submitted by: H. WILLIAMS Date: 6/27/00
Facility inspected: TSB Work Area:

Inspection Conducted by:					
Name	S #	Title	Name	S #	Title
H. WILLIAMS	22546	Mgr	S. Jenkins	18126	Eng

Subjects Inspected

	Subject	Inspected (x)	Satisfactory #	Unsatisfactory #	Subject	Inspected (x)	Satisfactory #	Unsatisfactory #	Subject	Inspected (x)	Satisfactory #	Unsatisfactory #
X	General Safety & Health	X	X		Motor Vehicles				Laser Safety			
X	Housekeeping	X	X		Heavy Ind. Vehicles				Indoor Air Quality			
X	Sanitation				Powered Ind. Trucks				HEPA Filters			
	Fieldwork				Cryogenics				Ventilation Systems			
	Safe Work Permits				High Temperatures				X Fire Protection	X	X	
	Compressed Gases				Machine Guarding				Welding/Hot Work			
	Concrete and Masonry				Material Handling				Flam/Combustible Liq.			
	Demolition				PPE				X Fire Extinguishers	X	X	
	Electrical Safety				Respiratory Protection				Lock Out & Tag Out			
	Equipment Safety				Hearing Protection				X Illumination	X	X	
	Excavations				X Safety Signs, Barriers	X	X		Boilers/Pressure Vessels			
	Surface Penetrations				X Asbestos Signs	X	X		Medical Services			
	Explosives Safety				Structural Steel				X First Aid Kits	X	X	
	Hand and Power Tools				Temporary Facilities				Other (list below)			
	Hoisting and Rigging				HazCom/MSDSs							
	Aerial Lifts				Exposure Assessment							
	Fall Protection				Chemical Safety							
	Ladders				X Ergonomics	X	X					
	Scaffolds				X Back Protection	X	X					
X	Walk/Work Surfaces	X	X		Heat & Cold Stress							
X	Tripping Hazards	X		X	Confined Spaces				Totals			

NOTE: Attach any checklists, procedures, requirements, or other documents used during the inspection. All items listed in the "Unsatisfactory" column must be described on page 2.

Entered into 2 Care
SJ 6/27/00

412.09#
(10/20/97 - Rev. #01)

Management Control Procedure Companywide	**SAFETY AND HEALTH INSPECTIONS**	Identifier: MCP-3449 Revision: 0 Page: **A2** of A2

APPENDIX A

Page __ of __

LMITCO Safety and Health Inspection Report (cont.)

Inspector Name: H Williams / S. Jenkins
Subject (from p. 1):
Description of Finding: cords under modular furniture tripping hazards

Corrective Action Taken:

ICARE Number: Ser-13279 Correction Date: _____ Corrected by: _____

Inspector Name: Jenkins / Williams
Subject (from p. 1):
Description of Finding: Jerry Shea: coat rack; clutter; 10 am surge protector

Corrective Action Taken:

ICARE Number: 13729 Correction Date: _____ Corrected by: _____

Inspector Name: Jenkins / William
Subject (from p. 1):
Description of Finding: Surge protector hidden - fire hazard
Duck Bombert

Corrective Action Taken:

ICARE Number: 13280 Correction Date: _____ Corrected by: _____

Inspector Name: Jenkins / Williams
Subject (from p. 1):
Description of Finding: Surge Protector plugged into extension cord
Larry Blackburn

Corrective Action Taken:

ICARE Number: 13281 Correction Date: _____ Corrected by: _____

Program Element III: Worksite Analysis

4. Routine Hazard Analysis

Required Information:

State how the site reviews jobs, processes, and/or the interaction among activities to determine safe work procedures. Describe the frequency of these analyses and provide supporting documentation.

Construction applicants must describe phase planning.

Describe how results from analyses, such as job hazard analyses, are used in training employees to do their jobs safely and in planning and implementing the hazard correction and control program.

If process hazard analyses are being conducted, describe how you decide which processes to analyze.

Additional Guidance:

Include procedures used in conducting job hazard analyses.

Documentation showing that line personnel participate in job hazard analyses would be helpful.

Include a list of any processes for which hazard analyses have been conducted and two or three examples of job hazard analyses.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

4. Routine Hazard Analysis

Statement of Fact

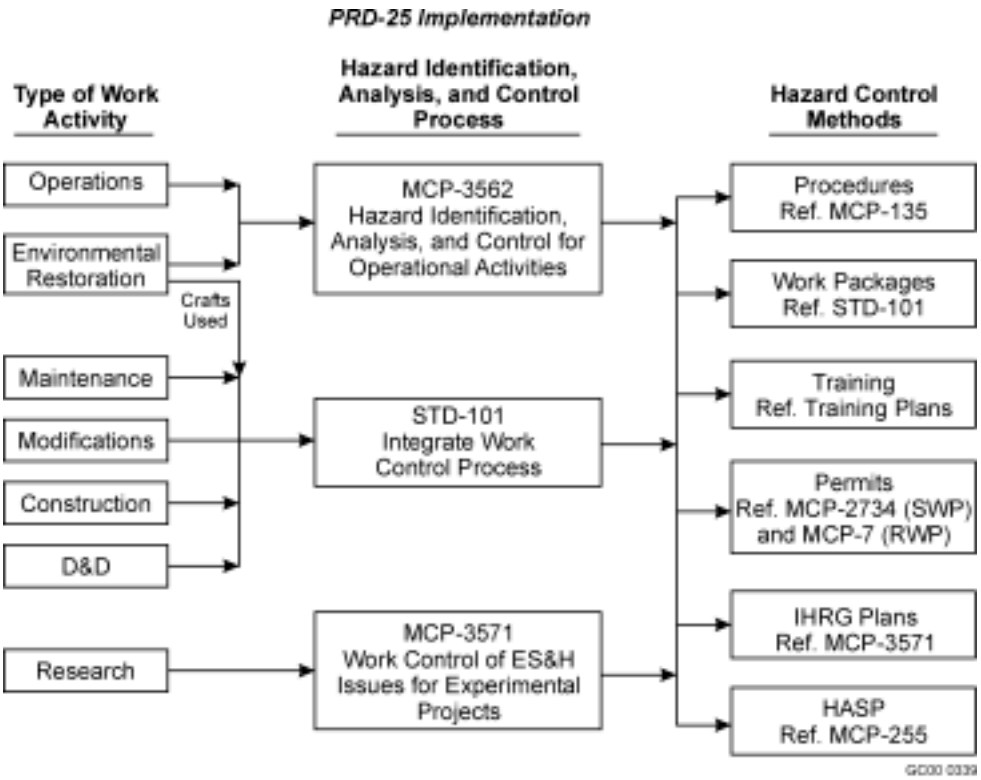
Routine, multidisciplinary hazard analyses are performed with a frequency based on the hazard level inherent in the specific process, facility, or operation. Routine hazard analyses performed at BBWI facilities are directed by MCP-3562 or operational activities, STD-101 for maintenance, construction, and D&D activities, and MCP-3571 for R&D research activities.

Narrative Response to Yellow Page

Process for Reviewing Jobs and Processes to Determine Safe Work Practices

Program Requirements Document PRD-25, Activity Level Hazard Identification, Analysis, and Control, specifies the requirements for identifying, analyzing, and controlling environmental, safety, and health hazards for work performed at the INEEL. The diagram below illustrates the documents that implement these requirements for work at the activity level.

Reflection of Routine Hazard Analysis



Subelement 1, Preuse/Prestartup Analysis, discusses in general MCP-3562, STD-101, and MCP-3571. The Job Safety Analysis (JSA) is one of the main tools to document a hazard evaluation. Essentially, the JSA describes a job, its hazards, and the means to mitigate the hazards. MCP-3450, *Performing Job Safety Analyses*, describes the process for developing JSAs. Form 442.17, Job Safety Analysis, is the form used for documenting the hazard analysis. When routine tasks are performed, provided the safety conditions have not changed since the JSA was approved, the JSA can replace the need to complete another hazard evaluation. This allows such routine activities as periodic maintenance (where detailed procedures are not required or practical since the work is expected to be performed within the skills envelope of the craftsmen) to proceed without additional hazard analyses.

A JSA may be used as a stand-alone document provided it addresses the scope, hazards, and hazard mitigation of an authorized activity. A JSA does not authorize work; it must be used in conjunction with work authorization. High-hazard JSAs are reviewed annually. The remaining are reviewed every 3 years, unless tasks/jobs change and require an update. JSAs are also used to train workers in prejob briefings. JSAs are significant contributors to the work control process, which involves employees from the walkdown to the postjob briefing.

The Radiation Work Permit (RWP) is another common evaluation tool used to establish administrative radiological work controls for activities such as entry into radiation areas, entry into contaminated areas, and handling of materials with removable contamination. The RWP informs workers of the radiological conditions in the work area and the precautions (including personal protective equipment requirements) that must be taken when working in the radiologically contaminated area or with the contaminated materials. All radiological control requirements are recorded in the RWP, and workers acknowledge by signature (or by electronic means if automated access systems are in place) that they have read and understand the requirements and will comply with those requirements. The INEEL has a sitewide electronic system, the Radiological Control Information Management System (RCIMS), which is a network-based data storage system implemented for the INEEL RadCon organization. The system builds, provides, and maintains an extensive history of job specific details relating to a given RWP and WO/ALARA Task. The *BBWI RCIMS User Guide* fully describes the system, its uses, and operating details. The guide is found on the BBWI Intranet under Safety and Health, Radiological Control, Radcon Documents.

The Safe Work Permit, Form 442.01, is used frequently to supplement existing hazard evaluations (such as work orders, project hazard analyses, and procedures) when one or more hazardous conditions develop (or are identified) that were not identified in original documentation.

The Construction Work Authorization is used in construction areas to communicate between Construction Management or Project Management personnel and facility, area, or shift management to ensure that hazards are made known to the worker and appropriately mitigated. Project Management personnel identify preconstruction hazards and analyze preliminary hazards. Identified hazards and appropriate mitigating actions and restrictions are documented on the Construction Work Authorization and distributed to all Construction Management or Project Management personnel, facility or area management, shift management, and plant shift or operations management.

Hazard Analysis Results and Training

Management and supervisory personnel are responsible for communicating the actual and potential hazards identified in a safety review to the employees performing the activity, and to all other employees working in adjacent areas that may be affected by the proposed activity. Managers and supervisors implement the protective or risk reduction requirements identified in the hazard evaluation. As new hazards are discovered or existing hazards are removed, managers and supervisors must update the current hazard evaluation as appropriate and inform all affected personnel of the change in safety conditions and hazard mitigating requirements. Employees implement the results of the safety review process by always monitoring work area safety conditions to ensure their own safety and the safety of fellow employees.

Prejob briefings and postjob reviews are required of all operational, maintenance, and construction tasks. These briefings ensure that employees are aware of related job requirements, potential safety and health hazards, environmental compliance issues, and the mitigating actions necessary to minimize the hazards and protect the worker. These briefings include discussion of the hazard evaluations performed for the task and any applicable regulatory requirements. MCP-3003, *Performing Pre-Job Briefings and Post-Job Reviews*, directs performance of pre- and postjob reviews and disseminates pertinent information learned in these reviews to employees to ensure their safety and that of their coworkers.

Process Safety Analysis

We have reviewed the OSHA Process Safety Standard and have determined that it is not directly applicable at our facilities. The INEEL does, however, operate by the spirit of that law and, as indicated throughout the Worksite Analysis element, hazard evaluations are thoroughly performed and mitigating controls are put in place prior to work being performed.

Employee Training to Procedures

New procedures or changes to procedures occur frequently. These documents often contain hazard information relating to a specific job task. The Facility Training Review and Implementation Board (FTTRIB) is the vehicle for Site areas to review companywide documents and ensure the appropriate training requirements are included. The FTRIB members work with the site area directors to ensure that all appropriate work forces are trained as needed to the new requirements prior to the effective date for the new document or document change.

Lessons Learned/Hazard Recognition Tool

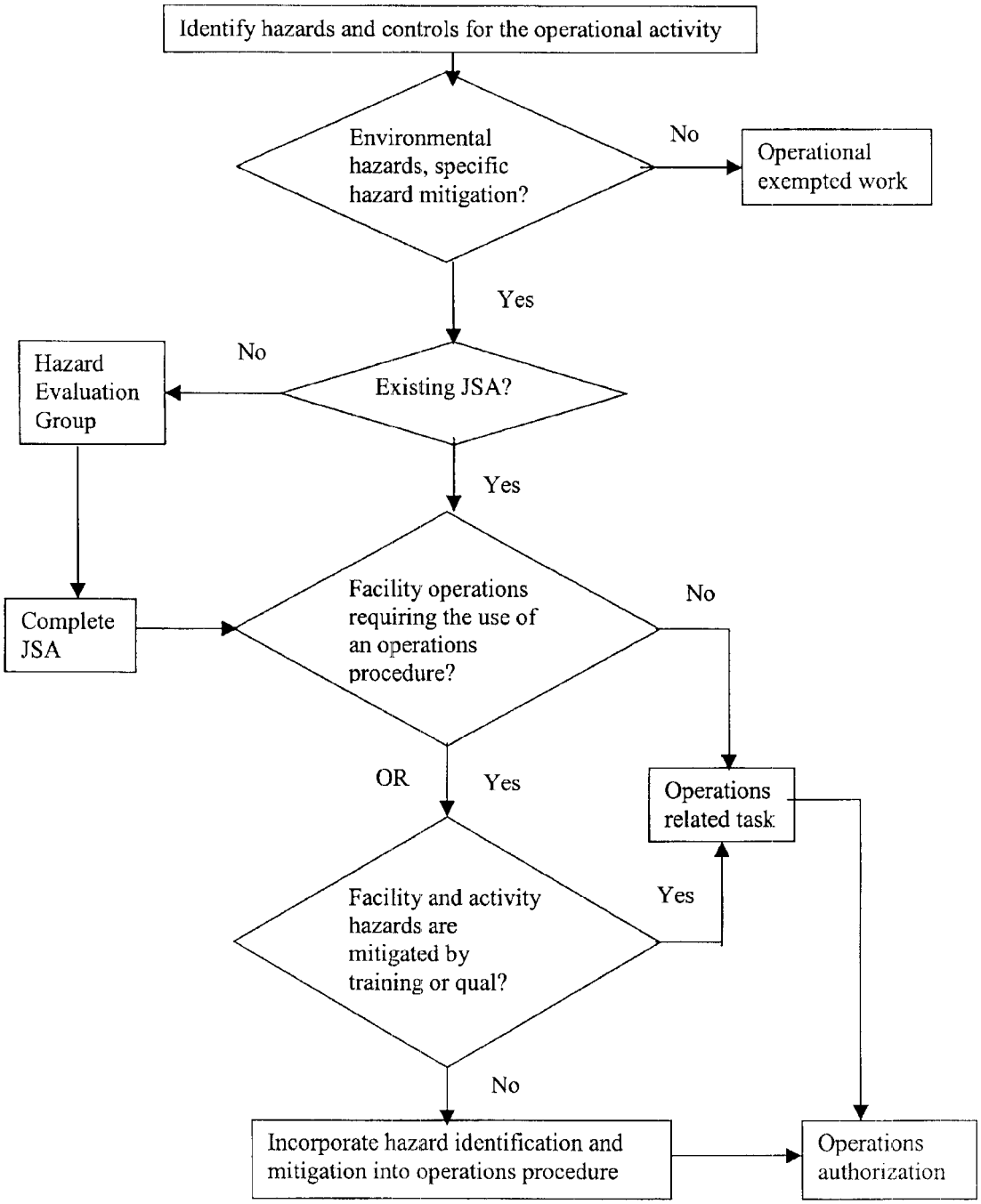
A Lessons Learned group reviews and collects operational experience information according to MCP-192, *Lessons Learned Program*. This information is risk-ranked and made available to the training director, functional area managers, sit area directors, and others by way of the Lessons Learned Database. This information can be used in the work control process, in developing procedures, developing Job safety analyses, safety meetings presentations, and in conducting inspections.

Attachments

Note that though only a few pages of most of the following documents are attached, the entire documents are available on site.

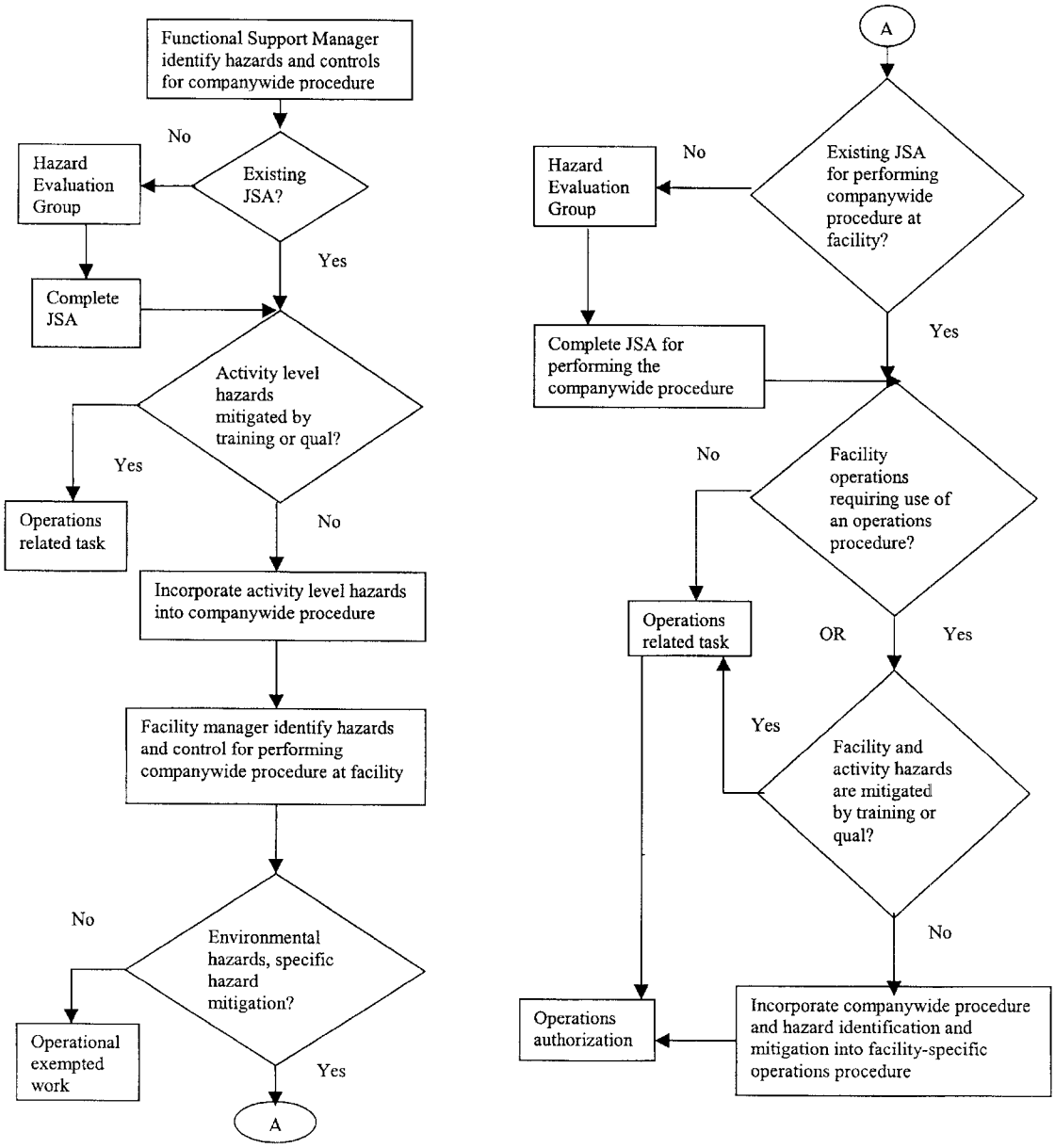
1. "Hazard Identification, Analysis, and Control of Operational Activities: Appendixes A, B, and E," MCP-3562, pp. A1-A2 of A2, B1 of B12, and E1 of E140.
2. "Integrated Work Control Process Chapter 3," STD-101, rev.3, pp. 1-13 of 145, 12/14/99.
3. "Independent Hazard Review," MCP-3571, rev. 2, pp. 1-9 of 12, A1 of A5, B1 of B5, C1 of C2, E1 of E1, 2/2/00.
4. "Developing and Using Job Safety Analyses," MCP-34650, pp. 1-4 of 4 and A1-A4 of A4, 8/13/99.
5. "Job Safety Analysis" (Intranet), April 11, 2000.

APPENDIX A
Operational Activities



APPENDIX A

Companywide Procedures Performed at a Facility



Form 412.09
10/06/99 - Rev. 04

Management Control Procedure Companywide	HAZARD IDENTIFICATION, ANALYSIS AND CONTROL OF OPERATIONAL ACTIVITIES	Identifier: MCP-3562 Revision: 2 Page: **B1** of B12

APPENDIX B

	Hazard Screening Questions	CHECK BOX IF VALID	SUBJECT MATTER EXPERT SUPPORT (see legend at end of form)						
			S	IH	RAD	ENV	ENG	FP	Other
	Industrial Safety								
1.	Will the operational activity involve operating any machinery with mechanical rotating motion?		X						
2.	Does the operational activity require the employee to operate on or near unguarded operating rotating equipment or with pinch points or sharp edges (*near* is the distance where an individual or tool could contact the piece of equipment)?		X						
3.	Will the operator be exposed to the danger of striking against, being struck by, or making harmful contact with an object (i.e., overhead obstructions, falling objects)?		X						
4.	Can the operator be caught in, by, or between objects?		X						
5.	Does the operational activity involve hoisting and rigging or material handling?		X						
6.	Will the hoisting and rigging involve a critical lift?		X				X		
7.	Does the operational activity have the potential to contact an overhead or suspended obstruction (such as overhead wires, low clearances, etc., along route of travel)?		X						
8.	Does the activity involve operating where personnel or equipment can make contact with distribution system equipment while operating within 50 feet of an overhead high voltage transmission line?		X						PWR
9.	Does the operational activity involve an elevated platform (6 feet above normal walking surface level)?		X						
10.	Is scaffolding required for this operational activity?		X						
11.	Will ladders be used to operate above 6 feet to perform this activity?		X						
12.	Is the operational activity being performed on a roof?		X						
13.	Will the operational activity require access into, or operation near pits, excavations, or other fall hazards greater than 6 feet?		X	X					
14.	Is an aerial platform to be used for this operational activity (i.e., bosuain's chair, vehicle-mounted devices, telescopes or articulating boom, or vertical tower)?		X						

APPENDIX E
Hazard Mitigation Guide

HAZARD SCREENING STATEMENTS	MITIGATION GUIDANCE
Industrial Safety	
1. The operational activity will involve operating any machinery with mechanical rotating motion.	Training: • Trained to operate machine Controls: • Follow applicable manufacturing instructions and/or operating procedures. • Wear PPE as appropriate.
2. The operational activity will require the employee to operate on or near unguarded operating rotating equipment or with pinch points or sharp edges (near is the distance where an individual or tool could contact the piece of equipment).	Training: • Lock-Out/Tag-Out as applicable—TRN14 • Familiarity with the operation of the equipment and manufacturer's instructions • Personal Protective Equipment—TRN288 Controls: • Rotating Equipment – IF performing "minor tool changes, adjustments or servicing activities" or equipment is not required to be guarded, THEN secure loose clothing & hair to prevent being caught in machinery. – IF NOT performing "minor tool changes, adjustments or servicing activities" or equipment is not guarded, THEN shut down, lockout, and guard rotating equipment or establish barricades and signs to prevent personnel from entering hazardous area until equipment can be shut down, locked out, and guarded. • Pinch points & sharp edges – Maintain safe body position – Wear cut resistance protective equipment as applicable – Pad sharp edges • Evaluate if an outage is required (see Note 2 at end of Hazard Screening Checklist).

INEEL
Idaho National Engineering & Environmental Laboratory

Form 412.09
10/06/99 - Rev. 04

Standard Companywide	INTEGRATED WORK CONTROL PROCESS CHAPTER 3	Identifier: STD-101 Revision: 3 Page: 1 of 145
Document Control Center: (208) 526-1202	Document Owner/Approver: Site Operations Maintenance Coordinator	Effective Date: 12/14/99

Manual: 6 - Maintenance DAR Number: 42629

NOTICE: The intranet version of this document is the current revision.

CHAPTER 3: WORK PLANNING & HAZARD ANALYSIS PROCESS

1.0 PURPOSE

This chapter provides the instructions for the three levels of work planning, as determined by the Hazard Profile Screening Checklist (HPSC) screening blocks, and for performing the HPSC required for all three levels of work planning. Additionally, this Chapter provides:

- Instructions and guidelines for conducting a more detailed Integrated Hazard Assessment (IHA) for highly complex or hazardous projects/activities
- A matrix of the roles and functions of the hazard evaluation processes, procedural tools, nuclear safety evaluation, and related documentation used to identify, employ, and integrate the specific hazard evaluation into programmatic requirements
- A description of the differences and similarities among WO planning process elements
- A description of how various hazard evaluation processes relate to one another, including hierarchy, ranking, and graded approach used to determine selection and use prioritization.

2.0 OVERVIEW

This chapter describes the three levels of planning for activities screened using the HPSC. Each planning level requires that a planning walkdown and an HPSC be performed to help the planning team understand the magnitude and severity of the hazards involved in performing the work, and to help determine the level of controls required to perform the work safely.

Once the work activity scope has been defined and properly characterized, an HPSC is performed for all planning levels. An HPSC is a very useful tool to help the Planners and workers focus on the hazards associated with performing the work activity. In its simplest form, the planning team identifies the potential hazards associated with the work scope for low hazard or routine maintenance work activities and establishes the required control sets to prevent or mitigate the hazards. Somewhat more complex work processes require more thought and effort to identify and analyze the hazards that exist, and then to subsequently determine what control set is required. Form 430.13, Walkdown Checklist

For IWCP HIM Process, is used to invoke a questioning process to ensure that hazards are not overlooked or unplanned. It might be necessary to perform additional planning walkdowns and/or HPSCs prior to completing the WO. Performing an HPSC is an iterative process and **MAY** be revisited many times during the planning phase and/or execution phase if new hazards are discovered.

NOTE: *A control set is a listing of the mitigations associated with the hazards of the job.*

The most complex or hazardous projects/activities require more thought and effort to identify and analyze the hazards that exist and subsequently determine what control sets are required. In those cases, a more detailed IHA is required. Appendix 3-3 provides instructions and guidance for conducting an IHA. Appendix 3-3 also provides a matrix of the various types of hazard assessment tools and techniques used for the high-planning-level work control process.

3.0 WORK PLANNING PROCESS INSTRUCTIONS

Table 3-1 is a matrix of the low, medium, and high planning process elements. This matrix provides an approach to planning commensurate with the types, levels, and uncertainties in the hazards profile, the uncertainties surrounding the level of experience in the management team and work team, and the complexity and coordination that must exist to ensure the work activity is performed safely.

The planner/project manager **SHALL** refer to Table 3-1 and execute the planning process elements (marked with an "X") by the level of planning indicated. Appendix 3.1 provides additional guidance on how to execute the planning process elements. The planner/PM should expand the planning effort whenever it improves the quality of the planning. This process is designed to implement minimum requirements. Management always retains the ability to incorporate processes from higher planning levels as deemed necessary.

NOTE: *An equivalent intranet-based process is the preferred method to query and review the FHL, fill out and process the HPSC, and incorporate the HMG. These processes are incorporated into the HIM Checklist. The HIM Process home page URL address, to access the intranet-based WCF, is: http://webism.inel.gov/him/himhome.html. This standard describes how to use the referenced forms to fill out the WCF when the intranet-based process is unavailable.*

- Consider the following key steps in performing activity planning for all levels of work planning:

- Ensure the activity is adequately characterized
- Determine required planning process elements for Low, Medium, and High levels of planning
- Identify subject matter experts (SMEs) knowledgeable of the facility and scope of the work, and designate them to analyze hazards and identify controls
- Determine methodology for performing hazards evaluations
- Identify and assess the applicable hazards using the FHL, LST-99, and HPSC
- Identify control sets to prevent or mitigate the hazards following the guidelines in the FHL, LST-99, and HMG

NOTE: *The HMG is a compilation of the mitigations and controls based on company requirements. Only the applicable HMG items are incorporated into the final work order, with the approved work order taking precedence over the HIM Process output report. Appropriate alternative training* ***MAY*** *be used in lieu of the training identified. The appropriate SME makes this determination.*

- Develop and integrate the control sets
- Incorporate the control sets into work control documents
- Assess feedback (including lessons-learned) relative to work planning
- Identify applicable standards and criteria, necessary quality verifications, special controls, and environmental conditions and processes.

• For Federal Facilities Act/Consent Order (FFA/CO) HAZWOPER activity, follow the work control planning process of this standard and MCP-255, *Preparation of Task-Specific Health and Safety and Limited Scope and Hazard Characterization Plans.*

• For high-planning-level work, perform an IHA to address the following elements (guidelines for conducting an IHA are provided Appendix 3-3):

- The relative impact to safety
- The magnitude of any hazard involved
- The life cycle stage of a facility

- The programmatic mission and particular characteristics of the facility, including regulatory compliance requirements
- The verified design basis documentation available.

- For high-planning-level work, ensure that the IHA and controls development provided in the planning process address:
  - Work activity definition
  - Characterization, categorization, and classification of hazards
  - Identification of scenarios of concern
  - Evaluation of consequences
  - Hazard mitigation/identification of control sets
  - Determination of the acceptability of the consequences
  - Documentation of the assessment.
- Ensure that the hazards evaluations and work planning documents are maintained current and updated, as necessary, throughout the duration of the work activity.
- Ensure that work activity evaluations are performed for discovery issues, as well as when change occurs in a facility disposition phase, work activity scope, or hazard. For example, this would include deactivation of long-term surveillance and maintenance (S&M) or a change during a life cycle phase (such as building-support utilities modification or termination during long-term S&M). The hazard baseline is reevaluated to ensure that: 1) new hazards or energy sources have not been introduced, and 2) assumptions and commitments associated with the hazard baseline are still valid. This is accomplished through workability walkdowns, execution of the WO, worker feedback, and WO change control.

4.0 PLANNING TEAM COMPOSITION AND MEMBER QUALIFICATIONS

Planning Team composition is dependent upon the uncertainty of the work activity, the hazards anticipated during the performance of the work, and the complexity of the work activity. The HPSC provides the planner/PM with an initial identification of the SMEs that **SHOULD** be considered while establishing the planning team.

The planner/PM generally selects a team of no less than two and, typically, no more than 12 people. These people have a combination of individual experience and education that

provides expertise about the work activity under consideration. The team can include the primary owner, members from the primary and principal subcontractors, including floor-level workers and SMEs, when appropriate, and when such inclusion is required, to reach quality decisions about safety and the required hazard control set. The combination of expertise on the team allows the team to:

- Provide a detailed analysis of the hazards inherent in the work activity
- Use the appropriate level of work planning (i. e., Low, Medium, and High) to establish an adequate set of controls for the safe performance of work
- Based on the results of the hazards analyses, determine and express the control set in a way that can be communicated to those performing the work.

Depending on the rigor required for planning, the team **MAY** need to physically work together to take advantage of the synergism of the team; that is, the deliberations and decisions about the hazards, the analyses, and the selection of the control set takes place while the team is together in one location.

In any given project, there could be more than one team necessary to plan the work.

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Table 3-1. Matrix of planning process elements - tailored to level of planning.

PLANNING PROCESS ELEMENT	Level of Planning (Tailored Approach)		
	Low	Medium	High
Lessons-Learned Review	X	X	X
Facility Hazards List Review	X	X	X
SME Review of LST-99 (when SME review is required)	X	X	X
Work Activity Purpose and Technical Scope/Statement of Work (SOW)	X	X	X
Hazard Profile Screening Checklist (HPSC)	X	X	X
Work Activity/Job Walkdown (Planning/Workability Review Walkdown)	X	X	X
Control Set (includes Skill of the Worker)	X	X	X
Develop work control document(s) (procedure, work order, etc.)	X	X	X
Work activity/job specific training	X	X	X
Operations involvement	X	X	X
Workability Walkdown	X	X	X
Nuclear Safety Evaluation/USQ		X [1]	X [1]
Project Execution Plan (includes user requirements, WBS, schedule, project resources, budget, barriers & constraints) – required only for projects.		X	X
Identify and form Work Planning Team		X	X
Emergency Planners involvement in team planning	X[3]	X[3]	X[3]
Post-job review (includes feedback & Lessons-Learned – may be required for Low & Medium per MCP-3003)			X
Work activity flow chart (work tasks and subtasks)			X
Work activity task/subtask expectations (projects only) (IHA process)			X
Integrated Hazards Assessment (Appendix 3-3)			X
Independent Work Order Review			X[2]
Mockups/dry runs/drills/emergency response as required			X

X = REQUIRED
BLANK = NOT REQUIRED OR AT PLANNER/PS DISCRETION
[1] – REFER TO MANUAL 10B, ENGINEERING AND RESEARCH - SAFETY ANALYSIS AND CRITICALITY SAFETY PRD-113, *UNREVIEWED SAFETY QUESTIONS*, AND MCP-123, *UNREVIEWED SAFETY QUESTIONS*, AS INDICATED ON WCF SECTION 2.
[2] – AS DETERMINED BY COMPLETION OF THE HPSC BLOCK F, INDEPENDENT WORK ORDER REVIEW.
[3] – IF NECESSARY.

4.1 Work Planning Team Roles and Responsibilities

Some projects require multiple teams for specific or unique activities. In those cases in which multiple teams are required, single points of contact **SHOULD** be identified as interface points between teams to disseminate information and to establish team hierarchy.

For each established team, consider the following team roles and responsibilities:

- Identification of stakeholders
- Agreement on working schedules
- Management commitment to allow team members to participate
- Selection of team members for all aspects of the activity
- Priority of maintaining team continuity and minimizing team member turnovers
- Identification of training requirements/qualifications
- Identification of specific roles and responsibilities for each team member
- Identification of part-time SMEs for areas with weak coverage by full-time team members.

4.2 Team Walkdown

The selected members of the planning team **SHALL** validate the HPSC. The team **SHALL** use the walkdown checklist in Form 430.13, Walkdown Checklist for IWCP HIM Process.

APPENDIX 3-1 - Planning Level Instructions

Low-Planning-Level

The planner/PM **SHALL**:

NOTE: *In addition to the planner/PM and worker, other safety disciplines or process SMEs identified from the HPSC portion of the HIM can be used to perform this level of planning, at the discretion of the planner/PM.*

- Review lessons-learned database using keyword searches and other menu-driven search aids for applicable topics and incorporate relevant and applicable information.
- Select a Craft/worker knowledgeable about the work (except for subcontractor work) to assist the planner as needed in performing the low-planning-level approach.
- Utilize the Hazard Identification and Mitigation (HIM) process described in Chapter 2.
- Utilize appropriate controls from the Hazard Mitigation Guide (HMG), Appendix 3-2, identified by the planner and the individuals supporting the low-planning-level approach (including SMEs, if used), and incorporate in the WO.
- Ensure that the required low-planning-level elements are addressed per Table 3-1.
- Identify documents that implement the control set required for each task and list items in Form 430.09, Hazard Analysis Results For IWCP, if performing this step manually. Some examples are: procedures, safety processes, Radiological Work Permit, HASPs, and WOs.

Medium-Planning-Level

The planner/PM **SHALL**:

- Review lessons-learned database using keyword searches and other menu-driven search aids for applicable topics and incorporate relevant and applicable information.
- Identify a planning team based on the HPSC.
- Assign a Team Leader.

NOTE: *Frequently, the following step must be repeated after establishing hazards mitigations and controls, or after any other activity that discloses additional hazards.*

- Validate the hazards identified in the HPSC and decide if the HIM Process results are sufficient.
- Utilize the appropriate controls developed from the Hazard Mitigation Guide, Appendix 3-2, by the Planning Team, and incorporate in the WO.
- Review the results of the Hazard Profile Screen from the HPSC (Block C-Screen 2) completed as part of the HIM Process, as a starting point for identifying all the hazards for the activity.
- Ensure that the required medium-planning-level elements are addressed per Table 3-1.
- Use the HIM Process described in Chapter 2.
- Medium-Planning-Level Team **SHALL:**
  - Assist the planner/PM in developing the control set and preparing the final work documents using either the electronic HIM Process results or hard copy, Form 430.09, Hazard Analysis Results For IWCP.
  - Identify documents that implement the control set required for each task and list items in Form 430.09, Hazard Analysis Results For IWCP, if performing this step manually. Some examples are: procedures, safety processes, Radiological Work Permit, HASPs, and WOs.

High-Planning-Level

The planner/PM **SHALL**:

- Review lessons-learned database using keyword searches and other menu-driven search aids for applicable topics and incorporate relevant and applicable information.
- Identify a planning team based on the HPSC.
- Assign a team leader.
- Ensure that an IHA is performed per Appendix 3-3.
- Utilize the appropriate controls from the Hazard Mitigation Guide, Appendix 3-2, developed by the planning team, and incorporate in the work order.
- Ensure that the required high-planning-level elements are addressed per Table 3-1.
- Utilize the HIM Process developed in Chapter 2.

- Resolve and incorporate independent review team comments into the WO, and submit the final WO to the site area director (SAD) for approval.

The Planning Team **SHALL**:

- Develop a task flow chart for the project being planned using the information provided in the HPSC.

- Perform a hazard evaluation considering both normal and reasonably anticipated abnormal events and the following criteria:

  - Commensurate with the level of risk, hazard, and consequence of the task(s) to be analyzed

  - Considering any pre-existing hazards analyses or safety analyses pertinent to the work under consideration (e.g., Authorization Basis, Health and Safety Plan, Nuclear Safety Analyses, Safety Analyses)

  - Specific to the potential hazards associated with the task(s) of concern.

- Identify initiating events and potential mitigating systems failures ("what-if" scenarios) that could cause the hazard to produce undesirable consequences. Use team processes involving the whole team (e.g., brainstorming) to optimize the determination of an adequate hazard evaluation.

- Develop the control set using the Hazard Mitigation Guide, Appendix 3-2.

- Identify documents that implement the control set required for each task and list items in Form 430.09, Hazard Analysis Results For IWCP if performing this step manually. Some examples are: procedures, safety processes, Radiological Work Permits, HASPs, and WOs.

- Prepare a WO that contains the results from all the steps performed for the high-planning-level approach (includes scope description) and HIM Process. Review the WO, and have the appropriate planning team members and additional SMEs (if used) sign it.

The planner/PM **SHALL**:

- Submit the high-planning-level package to the SAD to convene a team to perform an independent review using personnel who were not involved in the WO preparation. The independent review team chaired by the SAD, or designee, prepares a review report and submits it to the planner/PM. The planner/PM resolves and incorporates the independent review comments, prepares a final planning document, and submits the final WO to the review and approval process, which will include the SAD.

The Site Area Director **SHALL**:

- If applicable, determine whether an Independent Work Order Review will be performed (Block E, HPSC).
- Convene a team to perform an independent review of the WO. The SAD will chair this review team.
- Ensure the team provides a review report and submits it to the planner/PM for comment resolution and WO update.
- Review the final WO and indicate approval by signing.

APPENDIX 3-2 – Hazard Mitigation Guide

HPSC QUESTIONS	MITIGATION GUIDANCE (Note 1)
4. The work will involve maintenance on any machinery with mechanical motion.	Training: • Lockout/Tagout for Authorized Employees - 000TRN14 Controls: • Lockout/Tagout. • Evaluate if an outage is required (see Note 2 at end of HMG). Permits/Forms: • Form 433.01, Outage Request Driver Procedures: • MCP-3650, Level 1 Lockouts and Tagouts • MCP-3651, Level 2 Lockouts and Tagouts • PRD-2012, Lockout and Tagout • MCP-2, Outages
5. The work will be performed on a system that stores energy (such as springs, batteries, capacitors, hydraulic accumulators, etc.).	Training: • Higher than Normal Risk Electrical Safety training - 000TRN59 • Lockout/Tagout Training for Authorized Employees - 000TRN14 Controls: • Verify all energy sources are identified and adequately controlled prior to commencing work. • Lockout/Tagout as applicable, ensuring stored energy is relieved or blocked. • Safety glasses as applicable. • Inspect voltage regulators that may have potentially been in contact with PCBs in accordance with PCB transformer requirements. • Evaluate if an outage is required (see Note 2 at end of HMG). Permits/Forms: • Form 433.01, Outage Request

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HPSC QUESTIONS		MITIGATION GUIDANCE (Note 1)
		Driver Procedures: • MCP-3650, Level 1 Lockouts and Tagouts • MCP-3651, Level 2 Lockouts and Tagouts • MCP-2731, Electrical safety • NFPA 70E, Standard for Electrical Safety Requirements for Employee Workplaces, 1995 Edition • PRD-2012, Lockout and Tagout • PRD-2011, Electrical Safety • MCP-2, Outages
6.	The work will require blocking of hinged or rotating equipment that could pose a pinching problem.	Training: • Lockout/Tagout Training for Authorized Employees - 000TRN14, as applicable • Familiarity with the operation of the equipment Controls: • Remove only the guards necessary for "blocking." • Lockout/Tagout. • Maintain safe body position. • Use structurally adequate "block." • Evaluate if an outage is required (see Note 2 at end of HMG). Permits/Forms: • Form 433.01, Outage Request Driver Procedures: • MCP-3650, Level 1 Lockouts and Tagouts • MCP-3651, Level 2 Lockouts and Tagouts • MCP-2738, Machine Guarding • PRD-2012, Lockout and Tagout • MCP-2, Outages
7.	The work activity will require the employee to work on or near unguarded operating rotating equipment or with pinch points or sharp edges (near is the distance where an individual or tool	Training: • Lockout/Tagout Training for Authorized Employees - 000TRN14, as applicable • Familiarity with the operation of the equipment • Personal Protective Equipment - 00TRN288

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NOTICE: The intranet version of this document is the current revision.

1. PURPOSE

This procedure establishes the Research and Development (RD) *Independent Hazard Review* (IHR) (see def.) process that implements U.S. Department of Energy (DOE) Integrated Safety Management requirements for the conduct of *research* (see def.). The procedure also establishes the operations and actions of the Independent Hazard Review Group (IHRG) with respect to implementing the IHR process.

2. SCOPE AND APPLICABILITY

This process describes the activities necessary to ensure RD research is conducted in accordance with all applicable environmental, safety, health and quality (ESH&Q) requirements and within the *authorization basis* (see def.) established at each research facility. This process applies to all personnel engaged in management, supervision or execution of research at RD facilities.

3. PREREQUISITES

3.1 Equipment and chemicals to be used in the conduct of the research are identified.

3.2 Preliminary review of applicable *Work Activities* (see def.) has been completed.

3.3 All research system *conceptual design* (see def.) is complete.

3.4 IHR chairs are selected and trained as outlined in Appendix H, "IHR Chair Selection and Qualification Guide."

4. INSTRUCTIONS

4.1 Prepare IHR Documents

4.1.1 *Principal Investigator* (see def.): Determine if the proposed activity is research or involves equipment that will be used in the conduct of research.

IF it is determined that the proposed activity is research or involves equipment that will be used in the conduct of research,
THEN GO TO Step 4.1.2.

NOTE: *Equipment that will be used in the proposed research activity may, under certain circumstances, be assembled/installed prior to completion of the IHR process, provided that:*

- *A documented hazard evaluation, such as a Safe Work Permit (SWP) or other method identified in PRD-25, "Activity Level Hazard identification, Analysis, and Control," is completed to address potential hazards and controls applicable to the assembly/installation activities, OR*

- *The laboratory manager may authorize assembly/installation of the equipment without the use of a documented hazard evaluation in instances where such activities pose no inherent hazards beyond those which already exist in the workplace. When making this determination, issues such as manually or mechanically moving heavy objects, awkward body positioning, the potential for being struck by or striking against other objects, and the use of portable power tools (rotating equipment) should be considered as possible hazards beyond those which already exist in the workplace.*

OR

IF it is determined that the proposed activity is not research or does not involve equipment that will be used in the conduct of research, THEN follow the requirements for non-research activities provided in MCP-3562, "Hazard Identification, Analysis and Control of Operational Activities."

OR

IF the activity involves maintaining, constructing, or dismantling facilities, non-laboratory processes, or non-laboratory equipment, THEN follow STD-101 guidance.

4.1.2 The IHR coordinator shall be carbon copied (cc'd) on all electronic mail (e-mail) relating to questions, comments, or resolutions associated with the IHR process.

4.1.2.1 The IHR number must be included within the subject line of the electronic mail correspondence.

4.1.3 Work Organization Manager:

IF the proposed activity is to be conducted at a RD facility, THEN GO TO Step 4.1.4.

IF the proposed activity is to be conducted at a non-RD facility or off-site, THEN determine if the off-site location has an established ESH&Q infrastructure.

IF an infrastructure exists
AND involved employees concur with the adequacy to provide for their safety,
THEN no further IHR review is necessary.

Use the off-site infrastructure process to review the activity.
IF the infrastructure does not exist,
THEN GO TO Step 4.1.4.

NOTE: *For the purpose of this procedure, Idaho Falls facilities are considered a part of the INEEL site.*

4.1.4 Principal Investigator or Researcher: Complete Appendix B, "Hazard Mitigation Checklist" and sections B through H of Appendix A, "IHR Checklist and *Hazard Mitigation Plan* (see def.)." IHR documents can be obtained electronically from the IHR coordinator or by accessing the RD home page http://cutbow.inel.gov/AEDL/.

4.1.5 Principal Investigator or Researcher: Complete Appendix C, " Work Activities Checklist."

NOTE: *National Environmental Policy Act (NEPA) Environmental Checklist Form 451.01 may also need to be completed and submitted to Environmental Programs. Contact a RD environmental specialist for help in determining the need. If an Environmental Checklist is required, it must be approved prior to purchase of equipment that supports research.*

4.1.6 Principal Investigator or Researcher: Complete Appendix D, "Exposure Assessment Survey Form". List all *hazardous agent(s),* including CAS numbers, for chemicals on Appendix D survey form.

4.1.7 Principal Investigator: Obtain appropriate laboratory custodianconcurrence and signature (page A1 of Appendix A) that the proposed activity is compatible with other projects in the lab.

4.1.8 Principal Investigator: Obtain laboratory manager review and signature (page A1 of Appendix A) for IHR document completeness and concurrence with the scope of the research.

4.1.9 Principal Investigator: Obtain an IHR number from the IHR coordinator.

4.1.10 IF on completion of Appendix B there are significant hazards identified
AND/OR
IF there are 5 or more other hazards identified,
THEN GO TO Step 4.3.

4.1.11 IF on completion of Appendix B there are no significant hazards identified AND less than 5 other hazards
THEN GO TO Step 4.2
OR to Step 4.3 (if preferred).

4.2 Abbreviated Hazard Review

4.2.1 Principal Investigator: Submit completed IHR documents to the laboratory manager and request they schedule a meeting with the appropriate lab custodian, the RD facility manager and yourself, to review the proposed research activity, including hazards and proposed mitigation methods and compatibility with other laboratory projects.

4.2.2 RD Facility Manager: Involve other reviewers, as necessary to ensure the proposed research activity is within the authorization basis for the facility and that it can be conducted safely.

4.2.3 RD Facility Manager: Determines whether the proposed project/activity is within the authorization basis for the facility.

4.2.4 RD Facility Manager: Complete Appendix F, "Conduct of Operations Checklist" following the discussion of the proposed research activity, as applicable.

4.2.5 Principal Investigator: Complete section A of Appendix E, "IHR Review Checklist."

4.2.6 RD Facility Manager:

IF the research system configuration or operation is not clearly understood by the review group,
THEN assign appropriate reviewers to perform a physical walk-down of the research activity.

OR

IF the activity introduces hazards not previously encountered at the facility,
THEN assign appropriate reviewers to perform a physical walk-down of the research activity.

4.2.7 IF both the laboratory manager and the RD facility manager determine that all hazards are identified and mitigation adequately addressed,
THEN both sign an approval letter addressed to the principal investigator.

OR

IF not,
THEN GO TO Step 4.3.

4.2.8 IHR Coordinator: Make copies of the completed IHR documents and send to the laboratory manager and RD facility manager (as requested), the principal investigator and the laboratory custodian.

4.2.9 Laboratory Custodian: Place the completed IHR documents and approval letter in the appropriate laboratory custodian binder.

4.2.10 Involved Project Personnel: Read and abide by all conditions and requirements established in the IHR documents and approval letter. Sign the "read and sign" roster.

4.2.11 IF either the laboratory manager or the RD facility manager determine that there is insufficient hazard identification or hazard mitigation,
THEN forward the IHR documents for a full hazard review as described in Step 4.3.

4.3 Full Hazard Review

4.3.1 Principal Investigator: Submit completed IHR documents to the IHR coordinator.

4.3.2 RD Facility Manager: Assign an IHR chair.

4.3.3 IHR Coordinator: Forward the completed IHR documents to the assigned IHR chair for review.

4.3.4 IHR Chair: Review the research activity description and IHR documents in the areas listed below. Return comments to the IHR coordinator.

4.3.4.1 Completeness: Determine if the IHR documents provide an adequate basis for the review.

IF the documents are adequate,
THEN GO TO Step 4.3.4.2.

OR

IF the documents are not adequate,
THEN return them to the IHR coordinator for rework by the principal investigator.

4.3.4.2 Complexity: Determine if system or project complexity or hazard severity dictate that a more rigorous method of hazard analysis is necessary (Hazard and Operability Analysis, Failure

Mode Analysis, Effects and Criticality Analysis, Probabilistic Risk Assessment, Process Safety Analysis, etc.).

IF the IHR review process is adequate,
THEN GO TO Step 4.3.5.

OR

IF a more rigorous hazard analysis method is necessary,
THEN notify the RD facility manager. The RD facility manager will identify and initiate the appropriate method of hazard analysis and review.

4.3.5 IHR Chair: Select review group members and forward names to the IHR coordinator [not required for a *hazard modification review* (see def.)]. The IHR chair and group members constitute the Independent Hazard Review Group (IHRG). Coordinate selection of CFA, INTEC, TAN and TRA ESH&Q members with the appropriate facility ESH&Q manager. The RD ESH&Q manager will provide coordination assistance, as requested.

4.3.6 IHR Coordinator: Forward copies of the IHR documents to reviewers, and schedule an IHR meeting, as necessary.

4.3.7 IF the IHR will be completed separately by the individual reviewers with results communicated by electronic mail,
THEN GO TO Step 4.3.9.

4.3.8 IF the IHR will be completed in a meeting,
THEN GO TO step 4.3.10.

4.3.9 IHR Chair: Facilitate one-on-one, group, or e-mail interactions between IHR reviewers and the principal investigator, as necessary to address all issues raised during review of the IHR documents. GO TO Step 4.3.11.

4.3.10 Principal Investigator: Present a 5-8 minute summary of the proposed research, including discussion of the mitigation of all significant hazards.

NOTE: *Pertinent information not documented in the IHR but discussed in the IHR meeting will be recorded and inserted into the associated IHR folder.*

4.3.11 IHR Chair: Facilitate identification and discussion of potential issues.

4.3.12 Principal Investigator: Provide additional information as necessary to address all questions from the IHRG.

4.3.13 RD Facility Manager: Complete Appendix F, "Conduct of Operations Checklist" following discussion of the proposed research activity, as applicable.

4.3.14 Principal Investigator: Complete section A of Appendix E, "IHR Review Checklist."

4.3.15 RD Facility Manager:

IF the research system configuration or operation is not clearly understood by the review group,
THEN assign appropriate reviewers to perform a physical walk-down of the research activity.

OR

IF the activity introduces hazards not previously encountered at the facility,
THEN assign appropriate reviews to perform a physical walk-down of the research activity.

4.3.16 IHR Chair: Identify and document in a letter (or e-mail if a hazard modification review) to the laboratory manager, additional actions to be completed prior to commencing research. Include a recommendation on whether the research activity can be conducted within the authorization basis for the facility.

4.3.17 Principal Investigator: Document completion of additional actions (identified in Step 4.3.15) in a letter or e-mail addressed to the IHR coordinator.

4.3.18 IF the laboratory manager and the RD facility manager determine that all hazards are identified and adequately addressed,

THEN both sign an approval letter addressed to the laboratory manager (or an e-mail if hazard modification review).

4.3.19 IHR Coordinator: Make copies of the completed IHR documents and send to the laboratory manager and RD facility manager (as requested), the principal investigator and the laboratory custodian.

4.3.20 Laboratory Custodian: Place the completed IHR documents and approval letter in the appropriate laboratory custodian binder.

4.3.21 Principal Investigator: Brief all involved project personnel as to the content and requirements of the IHR documents and any additional requirements imposed during the IHR review.

4.3.22 Involved Project Personnel: Read and abide by all conditions and requirements established in the IHR documents and approval letter. Sign the "read and sign" roster.

4.4 Hazard Modification Review

4.4.1 Principal Investigator:

WHEN a potential *significant change* (see def.) is proposed in the scope of in-progress research,
SUBMIT a description (e-mail is sufficient) of the proposed change(s) and associated hazards/mitigation method(s), including those from Appendices B and C, and the IHR number to the IHR coordinator.

NOTE: *When new, non-similar, or modified volumes of chemicals are proposed in the modification, review by industrial hygiene is required.*

4.4.2 IHR Coordinator: Identify the original IHR chair.

IF available,
THEN forward the modification write-up to them

OR

IF not available,
THEN forward the modification write-up to another chair designated by the RD facility manager.

4.4.3 IHR Chair: Review the modification write-up for extent of modification and completeness.

IF the write-up is not complete,
THEN return it to the principal investigator.

OR

IF the modification involves an extensive change in work scope or results in the addition of completely new hazards not presented in the original IHR review,
THEN the IHR chair will conduct a full hazard review starting at Step 4.3.3.

OR

IF the modification is within the original work scope and no new hazards

categories are added to mitigation, approve the modification by e-mail, THEN complete Steps 4.3.9, 4.3.16, 4.3.20, 4.3.21, and 4.3.22.

4.5 Periodic Reviews of Authorized Research

4.5.1 Principal Investigator: Resubmit the research activity for a hazard modification review whenever significant changes are made to the research scope.

4.5.2 Principal Investigator: Resubmit the research activity for a full independent hazard review following any significant system upset or failure, at the discretion of the RD facility manager.

4.5.3 Laboratory Manager: Document an annual review of each active research project in section B of Appendix E, "IHR Review Checklist."

4.5.4 Principal Investigator: For any ongoing research activity, resubmit an updated IHR package every three years for a full independent hazard review.

5. RECORDS

Appendix A, IHR Checklist and Hazard Mitigation Plan

Appendix B, Hazard Mitigation Checklist

Appendix C, Work Activities Checklist

Appendix D, Survey Form

Appendix E, IHR Review Checklist

Appendix F, Conduct of Operations Checklist

Appendix G, Notice of Unattended Experiment

Appendix H, IHRG Chair Selection and Qualification Guide

Appendix I, Procedure Basis

6. DEFINITIONS

Authorization Basis. In the context of this MCP, the authorization basis comprises aspects of the other than nuclear design basis and operational requirements relied upon by DOE for all research and development laboratories facilities and the Company's operation line management to authorize operation. These aspects are considered to be

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APPENDIX A

IHR CHECKLIST AND HAZARD MITIGATION PLAN

[The principal investigator is to complete Sections C through H. After completing C through H, the principal investigator is to complete Section B and return the package to the IHR coordinator.]

SECTION A (to be completed by RD IHR Coordinator)

IHR #: _____ **Date Received:** _____

Are the following parts of the IHR adequate? (Y/N)

_____Research activity description _____Hazard Assessment _____Hazard Mitigation Plan

SECTION B

Activity Title: _____

Quality Level

1 _____ **2** _____ **3** _____ **NQ** _____

Originator (principal investigator): _____

Phone #: _____Lab Phone #: _____ e-mail _____ MS:_____

RD Facility Manager _____

Phone #: _____ e-mail: _____ MS: _____

Facility and laboratory where the activity will be conducted: _____

Laboratory Custodian: _____
printed name

_____
signature

Phone #: _____ e-mail: _____ MS: _____

Laboratory Manager: _____
printed name

_____
signature

Phone #: _____ e-mail: _____ MS: _____

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APPENDIX B
HAZARD MITIGATION CHECKLIST

The checklist below provides a listing of potential hazards that can be encountered during the conduct of research. Any hazards anticipated during the research need to be addressed in the hazard mitigation plan described in Appendix B. Applicable procedures/guidelines and points of contact are listed with each hazard.

NOTE: If any of the **bolded** items are checked or if 5 or more of the remaining items are checked, a full hazard review is mandatory.

Environmental, Safety, or Health Area	Applicable/ Hazard for Current Project? √	Hazard Mitigation Procedures/Guidelines	Point of Contact
1. Industrial Safety/Industrial Health/Environmental Protection			
Human testing (see def.)		DOE 1300.3 Policy on the Protection of Human Subjects DOE G481.1 Work for Others (Non-DOE Funded Work), DOE G481.1-1 Work for Others	Institutional Review Board Industrial Hygienist
Explosive materials		MCP-521 SOD – Explosives & Munitions Handling; MCP-2734 Explosive Safety	Explosives Safety Committee RD Facility Manager Safety Engineer
Propellants		MCP-2734 Explosive Safety	Explosive Safety Committee RD Facility Manager Safety Engineer
Flammable materials (f.p. < 100 F)		MCP-584 Flammable & Combustible Liquid Storage & Handling; MCP-2707 Compatible Chemical Storage	Fire Safety Engineer
Combustible materials (f.p. < 200 F)		MCP-584 Flammable & Combustible Liquid Storage & Handling; MCP-2707 Compatible Chemical Storage	Fire Safety Engineer
Oxidizers (e.g. – pure oxygen)		MCP-584 Flammable & Combustible Liquid Storage & Handling; MCP-2707 Compatible Chemical Storage	Fire Safety Engineer
Corrosive materials or pH < 2, pH > 12		MCP-2715 Hazard Communications, MCP-2707 Compatible Chemical Storage	Industrial Hygienist Chemical Hygiene Officer
Toxic materials (Used either as a pure substance or > 1% concentration when in a mixture)		MCP-2707 Compatible Chemical Storage; MCP-2873 INEEL Chemical Management System (ICMS), MCP-153 Industrial Hygiene Exposure Assessment	Industrial Hygienist Chemical Hygiene Officer
Radioactive materials or sources (full review only at IRC)		PRD- 183 Radiation Protection – INEL Radiological Control Manual ; MCP-121 Radioactive Material Areas for Storage; MCP-187 Posting Radiological Control Areas; MCP-360 Naturally Occurring Radioactive Materials	Radiation Control Technician Health Physicist RD Facility Manager
Carcinogenic materials (Used either as a pure substance or > 0.1% concentration when in a mixture)		MCP-2703 Carcinogens; MCP- 2715 Hazard Communication; MCP- 2873 INEEL Chemical Management System (ICMS), MCP- 153 Industrial Hygiene Exposure Assessment	Industrial Hygienist ESH&Q Manager Chemical Hygiene Officer
Human or animal biological samples		MCP-153 Industrial Hygiene Exposure Assessment; PRD 5026 Laboratory Biological Experimentation Safety	Biological Safety Committee Industrial Hygienist Chemical Hygiene Officer
Infectious agents (pathogens)		MCP-153 Industrial Hygiene Exposure Assessment; MCP-2750 Preventing Hantavirus Infection, MCP-2702, Bloodborne Pathogens	Biological Safety Committee Industrial Hygienist Chemical Hygiene Officer
Biological hazards		MCP- 153 Industrial Hygiene Exposure Assessment; MCP-2750 Preventing Hantivirus Infection, MCP-2702, Bloodborne Pathogens	Biological Safety Committee Industrial Hygienist Chemical Hygiene Officer
Pyrophoric or reactive materials		MCP-2715 Hazard Communication; MCP-2707 Compatible Chemical Storage; MCP-153 Industrial Hygiene Exposure Assessment	Industrial Hygienist Chemical Hygiene Officer Fire Safety Engineer
Thermites or other energetic materials		MCP-2715 Hazard Communication; MCP-2707 Compatible Chemical Storage; MCP-153 Industrial Hygiene Exposure Assessment	Industrial Hygienist Chemical Hygiene Officer Fire Safety Engineer
Compressed gases		MCP-2728 Compressed Gases	Industrial Hygienist Safety Engineer

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APPENDIX C
WORK ACTIVITIES CHECKLIST

The following list of Work Activities will guide the RD Environmental Specialist in determining required actions to comply with the National Environmental Policy Act. Check all that apply.

Environmental, Safety, or Health Area	Applicable/ Aspect for Current Project? √	Procedures and Guidelines	Point of Contact
1. Environmental Aspects			
Chemical Purchase, Use, and Storage		MCP-2873, INEEL Chemical Management System (ICMS); MCP-2707, Compatible Chemical Storage; MCP-475, Material Exchange Management ; MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Sections 4.5, 4.6	Industrial Hygienist Chemical Custodian Safety Engineer Chemical Hygiene Officer Chemical Storage Facility Technical Specialist
Contaminated Areas – Working in a CERCLA area of contamination (chemical and radiological)		MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.9	Radiaiton Control Technician Health Physicist ESH&Q Manager
Facility, Equipment, and/or Processes - Constructing, modifying, maintaining ,and repairing facilities, equipment, or processes		MCP-557, Managing Records; MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Sections 4.16, 4.17, 4.26, 4.28	ESH&Q Manager
Facility, Equipment, and/or Processes That Emit Air Pollutants		MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Sections 4.24, 4.25 MCP-557, Managing Records; MCP-3476, Procedures for Treatment, Storage, and Disposal of Environmentally Regulated Waste, Section 4.4	Industrial Hygienist
Inspections - Responding to regulatory inspections		PDD-1012, LMITCO Environmental Management System, Appendix C; MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.32	RD Facility Manager ESH&Q Manager
Laboratory Services – Procuring laboratory services for waste characterization		MCP-557, Managing Records; MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.33	ESH&Q Manager
Ozone Depleting Substances (ODS), Refrigerants or Appliances Containing Refrigerants		MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.34	Industrial Hygienist Chemical Custodian Fire Safety Engineer
Pesticides and Fertilizers - Procuring, applying, and storing pesticides		MCP-2873, INEEL Chemical Management System (ICMS); MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.39	Industrial Hygienist
Property - Leasing, renting, or transacting real property		MCP-557, Managing Records; MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.41	RD Facility Manager
Research and Development - Conducting new or modifying existing research and development activities		MCP-557, Managing Records; MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.42	RD Facility Manager
Soils – Disturbing Soil or Altering Stream Channels		MCP-557, Managing Records; MCP-3480, Environmental Instructions for Facilities, Processes, Materials and Equipment, Section 4.48	RD Facility Manager ESH&Q Manager
Spills, Releases and Fire-Related		MCP-439, Facility Notification and Release Reporting ; MCP-	Industrial Hygienist

APPENDIX E

IHR REVIEW CHECKLIST

Laboratory manager: _____ Facility Manager: _____

The IHR review will help improve the process by providing routine and consistent checks and feedback. Section A is to be completed by the facility manager and principal investigator at the completion of the initial IHR review. Section B is to be completed by the laboratory manager annually.

Section A. Post IHR Meeting Review **Date:** _____

_____ Pre-meeting administrative support adequate?
Comments :_____
_____ Pre-meeting ESH&Q support in identification of potential hazards adequate?
Comments :_____
_____ Meeting successful in ensuring identification of additional hazards?
Comments :_____
_____ Additional required hazard mitigation methods appropriate?
Comments :_____

Problems:_____
_____

Suggestions:_____
_____

Other Comments:_____
_____
_____

Overall process rating: (Poor=1, Fair=2, Average=3, Good=4, Excellent=5) _____

Section B. Annual Review (to be completed by laboratory manager)

_____ Have there been any changes to the research activity that would introduce new hazards (or Work Activities)?
_____ Have there been any additions or increases in amounts of chemicals used resulting in significant change to the IHR?
_____ Has there been any change in scale or scope?
_____ Has the research location moved to different or more labs resulting in significant change to the IHR?
_____ Has there been any new equipment introduced resulting in significant change to the IHR?

If any significant changes are noted, direct the Principal Investigator to submit an addendum.
If there are no significant changes noted, sign and date below (space is provided to accommodate 3 years).

_____ _____ / _____ _____
Signature Date Signature Date

Return completed Appendix to the IHR coordinator, MS 2214

Lockheed Martin Idaho Technologies Company

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Management Control Procedure Companywide	DEVELOPING AND USING JOB SAFETY ANALYSES	Identifier: MCP-3450 Revision: 1 Page: 1 of 4
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Safety and Health	Effective Date: 08/13/99

Manual: 14A – Occupational Safety and Fire Protection

CATEGORY 3

DAR Number: 18597

NOTICE: The LMITCO intranet version of this document is the current revision.

Entire Document Revised

1. PURPOSE

The Job Safety Analysis (JSA; Form 442.17) is one method (of several) used to document a *hazard evaluation* (see def.). In its primary function, the JSA describes a task, its hazards, and the means to mitigate the hazards. The purpose of this procedure is to provide instructions for developing and using a JSA.

2. SCOPE AND APPLICABILITY

This procedure describes the processes for developing and using JSAs. It applies to all Lockheed Martin Idaho Technologies Company (LMITCO) personnel working at INEEL work locations.

A JSA may be used as a stand-alone document provided it addresses the scope, hazards, and hazard mitigation of an authorized activity. A JSA does not authorize work; it must be used in conjunction with work authorization.

3. PREREQUISITES

3.1 A completed hazard evaluation in accordance with a process that meets the requirements of PRD-25, Activity Level Hazard Identification, Analysis, and Control.

3.2 A facility or project has established a numbering system to uniquely identify JSAs used by those organizations.

4. INSTRUCTIONS

4.1 Developing a JSA

4.1.1 *Job Supervisor* (see def.) or Designee: Obtain a copy of form 442.17, Job Safety Analysis.

4.1.1.1 Complete the JSA form according to the instructions provided on the form and by incorporating hazard/mitigation information obtained through the hazard identification, analysis, and control process from MCP-3562, STD-101, or MCP-3571.

4.1.1.2 Describe the subtask steps of the activity, list all hazards associated with each job step, and identify the methods for controlling or mitigating those hazards.

4.1.1.3 Describe the steps of a job in sufficient detail that all existing and reasonable potential hazards can be identified.

4.1.1.4 Avoid the following common errors:

A. making the breakdown so detailed that an unnecessarily large number of steps are included

B. making the job breakdown so general that basic steps are omitted.

4.1.1.5 Record each step in the order in which it normally occurs.

4.1.1.6 Identify the effective date and expiration date of the JSA; maximum expiration dates must not exceed 3 years after the approval or effective dates.

WARNING

JSAs supporting highly hazardous activities, as determined by line management, have maximum effective dates not to exceed 1 year.

4.1.1.7 Submit the JSA to facility/project manager for review and approval.

4.1.2 Facility/Project Manager: Review and approve the JSA based upon completeness and adequacy.

4.2 Using JSAs

4.2.1 Job Supervisor or Designee: Obtain a copy of the approved JSA and use in conjunction with the work authorization, as appropriate.

4.2.1.1 Verify the JSA is still appropriate for current safety conditions.

4.2.1.2 If the JSA does not reflect the current safety conditions, modify it to include the new safety conditions through application of the requirements in MCP-3562, STD-101, or MCP-3571.

4.2.1.3 Perform a pre-job briefing in accordance with MCP-3003, Performing Pre-Job Briefings and Post-Job Reviews.

4.2.1.4 Ensure that a legible current copy of the JSA is available for review by the employee.

4.2.2 All Employees: Perform work in accordance with the terms of the JSA and all other applicable work-control documents.

4.2.2.1 Stop work in accordance with MCP-553, Stop Work/Shutdown Action, and notify management if any of the following situations occurs:

A. the terms of the JSA contradict other work-control documents
B. the work cannot be safely performed in accordance with the requirements of the JSA
C. new hazards are discovered or if work conditions change in a manner which are not covered by the JSA.

5. RECORDS

Records Description	Uniform File Code	Disposition Authority	Retention Period
Form 442.17 Rev. 03 Job Safety Analysis	5156	DOE 1,1 GRS II NNA-2984(5) U2-2-c	As safety review records, Job Safety Analyses are to be retained until they are 75 years old. They must also remain accessible under the destruction moratorium presently imposed on all epidemiological records for inclusion in an ongoing federal study

6. DEFINITIONS

Hazard Evaluation. A worksite analysis that assesses all the known potential dangers, reasonable potential hazards, and unhealthy exposures to personnel or the environment associated with each activity and the means that will eliminate, mitigate, or administratively control such hazards.

Job Supervisor. The person who is responsible for the tasks covered by the JSA.

7. REFERENCES

MCP-3562, Hazard Identification, Analysis & Control of Operational Activities

MCP-553, Stop Work/Shutdown Action

MCP-3003, Performing Pre-Job Briefings and Post-Job Reviews

STD-101, Integrated Work Control Process

MCP-3571, Independent Hazards Review

8. APPENDICES

Appendix A, Sample JSA, Showing Steps, Associated Hazards, and Hazard Control Methods

APPENDIX A

Sample JSA
Showing Steps, Associated Hazards, and Hazard Control Methods

The next three pages show a sample JSA and instructions for preparing it. This JSA was developed for training purposes by the National Safety Council (NSC), and is used here as an illustration with their permission. It illustrates well the concepts of listing the steps in a process, describing the potential hazards associated with the process, and determining the actions or equipment necessary to mitigate or eliminate the hazards.

The NSC form is similar enough to the INEEL form in that it is useful as an illustration, and the instructions for using the NSC form are informative and helpful. However, only INEEL form 442.17 is authorized for use at the INEEL. In addition, since the analysis provided in this example was prepared for training purposes, it was not intended to be "perfect," and it may not completely analyze the tasks described. This analysis should not be used to direct or authorize work at the INEEL.

APPENDIX A

National Safety Council JOB SAFETY ANALYSIS

INSTRUCTIONS ON REVERSE SIDE

JOB TITLE (and number if applicable): Lamp Replacement	PAGE 1 OF 2 JSA NO. 004	DATE: Today	☒ NEW ☐ REVISED
TITLE OF PERSON WHO DOES JOB: John Browne	SUPERVISOR: Al Key	ANALYSIS BY: Pete Moore	
COMPANY/ORGANIZATION: King Company, Inc.	PLANT/LOCATION: Test Area	DEPARTMENT: Maintenance	REVIEWED BY: Don Hub
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Hard hat, full face shield, safety glasses, hearing protection, protective footwear, flashlight if necessary			APPROVED BY: Dick Singer

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
1. Pick up powered work platform	1. Strike against another object	1. Conduct visual walk around, and operational check of controls.
2. Travel to work area	2. Strike against racking/ pallets; strike pedestrian or another vehicle; fall from platform	2. Ensure a clear field of vision at all times. Observe speed restrictions, pedestrians and vehicle traffic. Hold on to railing.
3. Position and set powered work platform	3. Tipping of equipment	3. Upon arrival place safety cones around work area.
4. Pick up replacement lamp	4. Struck by/strike against broken glass	4. Wear gloves and eye protection.
5. Disconnect power	5. No apparent hazard	5. Use inventory sheet to locate appropriate breaker. Lockout/tagout if possible.
6. Raise powered work platform	6. Fall to below from platform; contact with overhead object; struck by another vehicle	6. Tie safety lanyard onto plaform. Raise platform slowly. Watch for obstructions. Determine position relative to fixture (use 'creep' control if necessary).

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APPENDIX A

National Safety Council JOB SAFETY ANALYSIS

INSTRUCTIONS ON REVERSE SIDE

JOB TITLE (and number if applicable): Lamp Replacement	PAGE 2 OF 2 JSA NO. 004	DATE: Today	☒ NEW ☐ REVISED
TITLE OF PERSON WHO DOES JOB: John Browne	SUPERVISOR: Al Key	ANALYSIS BY: Pete Moore	
COMPANY/ORGANIZATION: King Company, Inc.	PLANT/LOCATION: Test Area	DEPARTMENT: Maintenance	REVIEWED BY: Don Hub
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Hard hat, full face shield, safety glasses, hearing protection, protective footwear, flashlight if necessary			APPROVED BY: Dick Singer

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
7. Remove lamp	7. Struck by falling glass; exposure to material in fixture; fall to below from platform	7. Full face shield in place. Wear gloves. Remove lamp using both hands and counter clockwise motion. Place on shelf of platform.
8. Replace lamp	8. Struck by falling glass; exposure to material in fixture; fall to below from platform	8. Pick up new lamp and proceed in reverse order of step #6.
9. Lower powered work platform to floor	9. Fall to below from platform; strike below the platform	9. Ensure lanyard is secured prior to lowering platform. Observe area near powered platform.
10. Turn on power	10. New lamp could shatter	10. Remove lockout/tagout hardware and restore power. Make sure no one is underneath lamp. Make sure lamp operates.
11. Return powered work platform	11. Struck by broken glass; strike against racking/ pallets; fall to below from platform; strike pedestrian or another vehicle	11. Collect safety cones and dispose of expired bulb while wearing PPE. Ensure a clear field of vision at all times. Observe speed restrictions, pedestrians and vehicle traffic.

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APPENDIX A

INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them *before* the job is performed, and *before* they have a chance to become accidents. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on jobs which run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.

Set priorities for doing JSA's: jobs that have a history of many accidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.

Select a job to be analyzed. Before filling out this form, consider the following: The purpose of the job—What has to be done? Who has to do it? The activities involved—How is it done? When is it done? Where is it done?

In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. If you are not familiar with a particular job or operation, interview an employee who is. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. You may also wish to videotape the job and analyze it.

Here's how to do each of the three parts of a Job Safety Analysis:

SEQUENCE OF BASIC JOB STEPS

Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list *all* the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the handtruck. However, if that step is generally part of the job it should be listed.

POTENTIAL HAZARDS

A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards—both those produced by the environment or conditions and those connected with the job procedure.

To identify hazards, ask yourself these questions about each step:

Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?

Can the employee be caught in, by, or between objects?

Is there potential for slipping, tripping, or falling?

Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?

Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards—the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.

RECOMMENDED ACTION OR PROCEDURE

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.

Begin by trying to: 1) engineer the hazard out; 2) provide guards, safety devices, etc.; 3) provide personal protective equipment; 4) provide job instruction training; 5) maintain good housekeeping; 6) insure good ergonomics (positioning the person in relation to the machine or other elements in such a way as to improve safety).

List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as, "lift using your leg muscles." Avoid general statements such as, "be careful."

List the required or recommended personal protective equipment necessary to perform each step of the job.

Give a recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.

(JSA) JOB SAFETY ANALYSIS (representative list)

Document	Title	Rev	Release
602-0001	Access HP-LC-1 Carrier A/C Unit	0	03-DEC-97
602-0002	Access Blower Unit - BLO-LB-201	0	03-DEC-97
604-0005	Operate and/or Inspect Breaker Position	0	28-JAN-97
605-0001	INTEC 605 Ladder	0	18-JAN-00
627-0001	Access AC-UTI-3021, BLO-UTI-3017, 3018, 3019, and 3020	0	03-DEC-97
630-0001	Access AHU-LA-701, BLO-UTI-242, 3000, 3005 and Filter Banks	0	03-DEC-97
637-0001	CPP-637, Access UTI-1004 HVAC Unit	0	28-MAY-97
637-0002	Access to BLO-LBF-1000, North Side Low Bay Roof	0	28-MAY-97
637-0003	Access to BLO-UTI-1009, Northwest Corner Low Bay Roof	0	28-MAY-97
637-0004	Access to BLO-UTI-1011	0	28-MAY-97
637-0005	Access to BLO-LBF-711	0	28-MAY-97
637-0006	CPP-637, Access EF-LBF-203	0	28-MAY-97
637-0007	CPP-637, Access EF-PIF-1014	0	28-MAY-97
637-0008	CPP-637, Access BLO-UTI-1005, 1006 and 1007	0	28-MAY-97
637-0009	CPP-637, Access BLO-UTI-1013	0	28-MAY-97
651-0001	Perform Work on the Roof of INTEC (CPP) 651	0	01-JAN-00
654-0001	INTEC Lockshop	0	18-JAN-00
659-0001	Access stack 90' level.	3	02-APR-97
659-0002	Remove/replace decon cell hatches -Room 308.	3	02-APR-97
	open/close crane access door to steam booth.	3	02-APR-97
659-0004	Remove/Replace Cubicle Hatch #1 or #2.	3	02-APR-97
659-0006	Access Overhead Piping on 2nd Level, South Corridor--All except outside Liquid/Gas sample cell where fall protection devices been placed	1	16-OCT-96
659-0007	Access Overhead Piping on 2nd Level, North Corridor--all but air valves, steam supply to heater 312	1	21-OCT-96
659-0008	Calibrate Isokinetic Sampler	2	02-APR-97
659-0009	Pull CMA Hatches	0	11-NOV-96
659-0010	Observe Cell Activities With CMA Hatches Off	1	02-APR-97
659-0011	General Access to Decon Cubicle Hatch Area	0	02-APR-97
659-0012	Enter Blower Room Calcine Storage #6	0	02-APR-97
659-0013	Add Antifreeze to Generators NCM-440-1&2	0	02-APR-97
659-0014	Perform Voltage/Amperage/Checks/Test/Replace Fuses on Par Power Centers-MAN-NCM	0	08-APR-97
659-0015	Perform Monitoring Activities -CPP-659 Stack Platform	0	03-DEC-97
659-0016	Access Area Above Ceiling in Second Level Elevator Entry Way	0	03-DEC-97
659-0017	Pull CMA Hatches &/Observe in Cell Activities Using Fall Protection System on NCM-901	0	24-SEP-97
659-0018	Travel Restriction System - Room -314	0	03-DEC-97
659-0019	Activities on Top of Calciner Plenum	0	26-FEB-98
659-0020	Perform Computer System Changes on DCS-NCC-901	0	21-MAR-00
663-0001	Change Waste Drum for Fluorescent Lights.	1	08-APR-97
663-0002	Crush Fluorescent Bulbs	0	23-SEP-98
666-0001	Replacement or Repair of Camera (C006GA) on the Northwest End of INTEC Building 666	0	25-JAN-99
679-0001	INTEC Tent Shop	0	18-JAN-00
685-0001	Access HVAC Unit on Roof of CPP-685	0	04-DEC-97
687-0001	Installing/Removing Electrical Jumper Wires Into/From the Card Lock System	2	01-APR-97
687-0006	Perform Monitoring Activities - CPP-687 Stack Platform	0	01-APR-97
GEN-0004	Perform amp/volt checks or replace/inst. fuses on HVAC cont. circs. to 120V	1	08-APR-97
GEN-0006	DCS System routine maintenance and troubleshooting.	4	03-DEC-97
GEN-0009	Entry to panels and cabinets for calibration and repairs--up to 120 volts.	1	19-FEB-96
GEN-0010	Repair and Maintain the Cameras on the Towers at INTEC	2	31-JAN-00
GEN-0011	Corrective/Preventive Maintenance for Intrusion Detection Systems	1	25-JAN-00
GEN-0012	Routine Security Equipment Troubleshooting and Repair	0	26-JAN-99
GEN-0013	SES Installation/Modifcation	0	25-JAN-99
	Work Packages Forklift Battery Charging	0	22-JUN-99

Using Ladder to Stage and Issue Material	0	22-JUN-99
GEN-0016 Receiving and Issuing of Compressed Gas Cylinders	0	22-JUN-99
GEN-0017 Receiving, Handling and Storage of Hazardous Materials	0	22-JUN-99
GEN-0018 General Freight Handling	0	22-JUN-99
GEN-0019 Performing Verification at INTEC on Less Than 300-Volt Systems	0	22-SEP-99
GEN-0020 Radiological Custodial Cleaning	0	14-MAR-00
GEN-0021 Custodial Cleaning	1	14-MAR-00
JSA-1 LAGOON 3 & 4 SAMPLING EMS-079-98	0	10-SEP-98
JSA-2 TRE 1 WEEKLY PM ES-WMF-0630	0	08-SEP-98
JSA-3 TRE 1 WEEKLY PM ES-WMF-0629	0	08-SEP-98
TRE 1 WEEKLY PM ES-WMF-0628	0	08-SEP-98
JSA-5 TRE 1 WEEKLY PM ES-WMF-0635	0	08-SEP-98
JSA-6 TRE 1 WEEKLY PM ES-WMF0634	0	08-SEP-98
TRE 1 WEEKLY PM ES-WMF-0633	0	08-SEP-98
JSA-8 TRE 1 WEEKLY PM ES-WMF-0632	0	08-SEP-98
JSA-9 TRE 30 FORKLIFT BATTERY INSPECTION	0	08-SEP-98
JSA-10 TRE 1 WEEKLY PM ES-WMF-0631	0	08-SEP-98
JSA-11 PERFORM FLOW TESTS ON WELLS 3E & 4E IN SDA	0	01-SEP-98
JSA-13 GENERAL WMF-636	3	20-AUG-99
JSA-14 PM W O Q8PMR3246 (LL18)-RWMC FOOT PLATES	0	01-OCT-98
JSA-16 Diagnostics, Troubleshooting and Calibration Activities	1	28-FEB-00
JSA-17 VERIFING SYSTEM IS DE-ENERGIZED	1	28-FEB-00
JSA-18 TRM 200 DVE-DVE-1501	0	28-AUG-98
JSA-19 FILTER INSERTION MACHINE AND LUBE OIL SYSTEM	0	09-SEP-98
JSA-20 RWMC/WMF615 PM VENTING SILO DOORS	0	09-SEP-98
JSA-21 DVF HYDRALIC FLUID	0	09-SEP-98
JSA-22 TRO-21 CVS-CVS-1501	0	10-SEP-98
JSA-23 COVER CONTAMINATED SOIL IN SDA	0	16-SEP-98
JSA-27 GENERAL WMF-610	2	03-APR-00
JSA-28 TRQ 3H WEEKLY QA INSPECTION FOR WMF-635 WARMING ENCLOSURE	0	09-SEP-98
TRQ 1A WEEKLY QA INSPECTION OF WMF-628	0	09-SEP-98
TRQ 1A WEEKLY QA INSPECTION OF WMF-629	0	09-SEP-98
TRQ 1A WEEKLY QA INSPECTION OF WMF-631	0	09-SEP-98
JSA-33 TRQ 1A WEEKLY QA INSPECTION OF WMF-630	0	09-SEP-98
Q8CMR0427	0	01-SEP-98
JSA-37 LLM 4 WEEKLY AUXILIARY ELECTRIC FIRE PUMP PM WMF-603	0	03-SEP-98
JSA-38 LLM 80 WEEKLY ELECTRIC FIRE PUMP PM WMF-639	0	03-SEP-98
JSA-39 LLM 3 WEEKLY DIESEL FIRE PUMP PM WMF-639	0	03-SEP-98
JSA-40 LLM 32 W DEEPWELL PUMP PW-P-301	0	03-SEP-98
JSA-41 LLM 24-M DOMESTIC PUMP PW-P-0303	0	03-SEP-98
JSA-42 LLM 21-M DOMESTIC PUMP PW-P-0302	0	03-SEP-98
JSA-43 LLM 100-M WATER HEATER PUMP PW-P-3701	0	03-SEP-98
JSA-44 LLM 6 W SUMP PUMP	0	10-SEP-98
JSA-45 LLM 101 M OCB WATER HEATER	0	03-SEP-98
JSA-46 MOISTURE MONITORING	0	12-OCT-98
JSA-47 SUCTION LYSIMETER SAMPLING	1	15-NOV-99
JSA-48 TRE 2 WEEKLY PM ES-WMF-0610	0	08-SEP-98
JSA-49 MOISTURE MONITORING	0	12-OCT-98
JSA-53 Q8CMR0025	0	02-SEP-98
JSA-54 TPR-1697 WASTE HANDLING APPROVED RCRA STORAGE	2	16-MAR-00
JSA-55 TPR-1703 SDA PIT DISPOSAL FOR BOXES AND DRUMS TPR-1706 APPROVED SDA BULK PIT DISPOSAL	0	20-AUG-99
JSA-57 LLM 43 MONTHLY INSPECTION OF OF HVAC UNIT	1	01-FEB-99
JSA-58 LLM 43 MONTHLY INSPECTION OF HVAC UNIT	0	03-SEP-98
JSA-59 LLM 43 MONTHLY INSPECTION OF HVAC UNIT	0	03-SEP-98
JSA-60 LLM 43 MONTHLY INSPECTION OF HVAC UNIT	0	03-SEP-98
JSA-61 LLM 43 MONTHLY INSPECTION OF HVAC UNIT	0	03-SEP-98
JSA-62 FILL LIQUID NITROGEN TANKS FOR SPECTROMETERS IN RCT OFFICE (WMF-601)	1	14-SEP-99
JSA-63 TPR 1584 AND TPR-1722 DRUM VENTING SYSTEM	1	20-AUG-99
JSA-64 TPR-1722 DRUM VENT OPERATIONS DOP	0	22-SEP-98
JSA-65 PROVIDE TEMPORARY POWER TO THE WMF-612 INFLATION PACKAGE	0	14-SEP-98

JSA-66 STANDING WORK ORDER FOR RADIATION MONITORING EQUIPMENT REPAIR	0	09-SEP-98
JSA-77 QTP-018	0	03-SEP-98
JSA-78 WMF-656 SHOP WORK	2	13-JAN-00
JSA-79 TRE 4 WEEKLY PM (EL-WMF-0628)	0	09-SEP-98
JSA-80 RWMC EMERGENCY NOTIFICATION SYSTEM MONTHLY PM AINTENANCE (LSS TPR-5676)	0	09-SEP-98
JSA-81 LLM 59 MONTHLY INSPECTION OF HVAC UNIT	0	30-SEP-98
JSA-82 LLM 76 MONTHLY INSPECTION HVAC UNIT	0	28-SEP-98
JSA-83 REPAIR/REPLACE THE WEATHER STRIPPING ON THE W OVERHEAD DOOR OF WMF-633	1	28-SEP-98
JSA-84 LLS-1 MONTHLY FIRE EXTINGUISHER INSPECTION	0	24-SEP-98
JSA-85 RETRIEVE WERF BINS AND LOAD FOR SHIPMENT TO WERF	0	14-SEP-98
JSA-86 LOADING/UNLOADING & REMOVAL/REPLACEMENT OF LID ON STANDARD WASTE BOXES, TX4 BOXES, CAKE BOXES, & M3 BINS	0	15-SEP-98
JSA-87 OPERATING SIGN MACHINE FOR MAKING SIGNS, LABELS AND TAGS	0	15-SEP-98
JSA-88 TPR-1745	1	20-AUG-99
JSA-89 TPR-1742 LOADING /UNLOADING NON-TRUPACT ANL-W	1	20-AUG-99
JSA-90 INSTALL CEILING FANS IN THE HEATED AREA OF WMF-655	0	24-SEP-98
JSA-91 COLD TEST PIT DEMONSTRATION	0	15-SEP-98
JSA-92 COLD TEST PIT DEMONSTRATION OU 7-10	1	17-SEP-98
JSA-93 PORTAL MONITOR PM-6A CALIBRATION (TR151)	0	17-SEP-98
JSA-94 BI-WEKLY PM (LLE4) FOR THE STAND-BY GENERATOR	0	28-OCT-98
JSA-95 MECHANICAL DRIVE SYSTEMS	1	10-NOV-98
JSA-96 WEEKLY PM (TRE102)FOR THE TSA-RE SECONDARY POWER GENERATOR	0	04-NOV-98
JSA-97 TRO 49 MONTHLY FMCA SURVEILLANCE	1	03-DEC-98
JSA-98 PAINT AND STENCIL WASTE BOXES	0	01-OCT-98
JSA-99 BACKFILL ACID PIT COREHOLES AND COVER THRUST BLOCK	0	01-OCT-98
JSA-100 OPEN STANDARD WASTE BOX, TX-4 AND 83 GALLON OVERPACKS AND REMOVE INNER CONTAINER	0	21-SEP-98
JSA-101 Q8CMRO625 ; PUMP WATER FROM THE FIREWATER STORAGE TANKS AT THE TSA-RE	0	29-SEP-98
JSA-102 Q8CMRO410; PUMP VACUUM BREAKER VAULTS	0	29-SEP-98
JSA-103 TRO 21 ..Q8PMR34	0	24-SEP-98
JSA-104 TRO 1 Q8PMR3458	0	
JSA-105 TRI 200 Q8PMR3447	0	28-SEP-98
JSA-106 OFFLOAD WASTE DRUMS FROM TRAILERS	0	23-SEP-98
JSA-107 RE-PAINT THE 30,000 GALLON PROPANE TANK AND SUPPORTS	1	05-OCT-98
JSA-108 WMF-603 VALVE EXCRETES	0	19-OCT-98
JSA-109 LSS 00003133 WMF-612 FIRE ALARM ENS D&D	0	16-OCT-98
JSA-110 EMERGENCY TROUBLE SHOOT AND REPAIR OF LINEAR BEAM SMOKE DETECTORS IN WMF-630 (FASOSLTO630-01 & FAS-SLR0630-01)	1	10-DEC-98
JSA-111 INSPECTION AND INVENTORY OF RADIOACTIVE SOURCES	0	24-SEP-98
JSA-114 ATTACH CEL INDENTIFICATION LABELS TO EQUIPMENT	0	13-OCT-98
JSA-115 REMOVE AND CLEAN X-RAY TUBES AND PLUGS	0	05-OCT-9
JSA-116 ADD WATER TO THE SEWAGE LAGOONS 3 & 4	0	15-OCT-98
JSA-118 MAINTENANCE ON SONIC DRILL RIG FOR OU 7-10 CONTINGENCY STAGE 1 PROJECT	1	30-SEP-98
JSA-119 Q9CMR00577	0	23-NOV-98
JSA-120 Q8VMT00544	0	19-OCT-98
JSA-121 TRW-5, CONSOLIDATED PROPANE LEAK CHECK	0	19-OCT-98
JSA-122 LLW-19	0	19-OCT-98
JSA-123 LLI-2, DEEPWELL & DOMESTIC PUMP SWITCH VERIFICATION	0	15-OCT-98
JSA-124 LLS-4M WMF-656 STATIONARY EYEWASH MAINTENANCE	0	15-OCT-98
JSA-125 TRS-1, ENCON PORTABLE EYEWASH STATION MAINTENANCE	1	05-JAN-99
JSA-126 RECONFIGURE POWER TO WMF-612 AIRLOCK DOORS, LIGHTS, AND DOOR INTERLOCKS	0	21-OCT-98
JSA-127 LLS 3 M	0	
JSA-128 LLM 104 AND LLM 105 ANNUAL MAINTENANCE OF HOT WATER BOILERS	1	11-JAN-00
JSA-130 ALPHA CAM 6A-1 ANNUAL CALIBRATION (TRI 13)	0	21-OCT-98
JSA-132 DRAIN AND STACK WASTE CONTAINERS UPSIDE DOWN	1	5-OCT-98
JSA-133 Q8CMR0659 EXTEND CURB VALVE BOX FW-CV-SA10	0	15-OCT-98

JSA-134	REPLACE FIRE HYDRANT GASKET ON HYDRANT FW-HYD-SA14	0	21-OCT-98
JSA-135	SCBA MONTHLY CHECK	0	06-OCT-98
JSA-136	TPR-1733 HCDC DISCHARGE	1	20-AUG-99
JSA-137	PERFORM FUNCTIONAL CHECK AND ADJUSTMENT OF 55-TON CASK LOAD CELL READOUT	0	06-OCT-98
JSA-139	LLM 43 MONTHLY INSPECTION OF HVAC UNIT	3	24-FEB-99
JSA-140	REPLACE ENS AMP BATTERIES	0	20-OCT-98
JSA-141	TRA 4 ANNUAL PROPANE FIRED HEATER	0	20-OCT-98
JSA-142	Q8CMR0415	0	15-OCT-98
JSA-143	RWMC TURNSTYLES, CARDREADERS, MICRO 5 PANELS	0	08-OCT-98
JSA-144	FORKLIFT BATTERIES PREVENTIVE MAINTENCE BIWEEKLY	0	15-OCT-98
JSA-145	PAINT GRIDS ON WMF-629 FLOOR (NO WASTE IN WMF-629)	0	12-OCT-98
JSA-146	REPAIR FLOOR IN WMF-631, 632, 633, 634, 635	3	27-OCT-98
JSA-147	SEISMIC REFRACTION SURVEY AT THE SDA	0	04-MAY-99
JSA-148	TIME DOMAIN ELECTROMAGNETIC FIELD SURVEY AT THE SDA	0	04-MAY-99
JSA-149	FREQUENCY DOMAIN ELECTROMAGNETIC INDUCTION SURVEY AT THE SDA	0	04-MAY-99
JSA-150	MAGNETIC FIELD SURVEY AT THE SDA	0	04-MAY-99
JSA-151	TRM 48	0	29-OCT-98
JSA-152	AUGER TO THE BASALT TO DETERMINE DEPTH OF SOIL	0	16-NOV-98
JSA-153	TSA EXCLUSION FENCE	0	15-OCT-98
JSA-154	SDA GATES	0	15-OCT-98
JSA-155	SPPR04, PROPANE BOTTLE FILL STANDING WORK ORDER	0	21-OCT-98
JSA-156	Q9CM0016 & Q9CM0018 REPLACE DISCHARGE SCREEN FOR THE OVERFLOW PIPING ON THE POTABLE WATER STORAGE TANK WMF-709 AND THE FIREWATER STORAGE TANK WMF-727	0	02-NOV-98
JSA-157	TRM205 CONSOLIDATED PROPANE VAPORIZER CLEANING	0	26-OCT-98
JSA-158	SOIL VAPOR SURVEY AT THE SDA	0	21-OCT-98
JSA-159	TRO 16 DVS CONVEYOR SYSTEM	0	29-OCT-98
JSA-160	TRM 201	0	29-OCT-98
JSA-161	WGS PERSONNEL MOVING CONTAINERIZED WASTE TO AND FROM STORAGE	2	26-MAR-99
JSA-162	WGS SEGREGATION AND STORAGE OF WASTES	1	05-NOV-98
JSA-163	WGS PERSONNEL PACKAGING CONTAINERIZED WASTES	2	26-MAR-99
JSA-164	WGS PERSONNEL TRANSFERRING NONCONTAINERIZED WASTE	2	26-MAR-99
JSA-165	TENNELEC STACK COUNTER ANNUAL CALIBRATION (LLI 500)	0	16-NOV-98
DocumentJSA-166	TRW 4, PROPANE FILTER REPLACEMENT	0	26-OCT-98
JSA-167	RELOCATE FENCING AND CLEANUP PIT 9 SURFACE AREA	1	09-NOV-98
JSA-168	PRESSURE GAUGE REPLACEMENT	0	22-OCT-98
JSA-169	TRW 2 ANNUAL MAINTENANCE SNOW MELT FURNACE	0	09-NOV-98
JSA-170	TPR313 WMF-636 LOW POINT DRAINS	0	02-NOV-98
JSA-171	TRF309 WMF-609 LOW POINT DRAINS	0	02-NOV-98
JSA-172	LLF 5 FIRE HYDRANT WINTERIZATION	0	02-NOV-98
JSA-173	TRF308 WMF-655 LOW POINT DRAINS	0	02-NOV-98
JSA-174	TYPE II STORAGE MODULE LOW POINT DRAINS (TPR-301, 302, 303, 304, 305, 306, -307)	0	02-NOV-98
JSA-175	TRF14, WMF-610 ANTIFREEZE LOOP	0	02-NOV-98
JSA-176	TROUBLESHOOT AND REPAIR/REPLACE LINEAR BEAM HOUSING HEATER	0	03-DEC-98
JSA-178	TRL 500 ENVIRONMENTAL FILTERS, CATCH BASINS AND CULVERTS	0	29-OCT-98
JSA-179	ENVIRONMENTAL CAM PUMP INSPECTION (LLM 79)	0	02-NOV-98
JSA-180	STANDING WORK ORDER FOR ENVIRONMENTAL CAM MAINTENANCE	0	18-SEP-98
JSA-181	ISOLATE POWER TO WMF-612 (C&S)	0	27-OCT-98
JSA-182	LLC1 SEMI-ANNUAL INSPECTION OF PERSONNEL DOORS AND WINDOWS	0	27-OCT-98
JSA-183	LSS TPR-18, 32, 40, 48, 4906 AND OP-2729, 2730 PREVENTIVE MAINTENANCE FOR THE BEAM SMOKE DETECTORS IN THE TYPE II STORAGE MODULES	0	08-DEC-98
JSA-184	LSS TPR-5769, 5770, 30, 38, 46, 4904, 4912 PREVENTIVE MAINTENANCE PRE-ACTION SUPERVISORY ALARMS IN THE TYPE II STORAGE MODULES	0	08-DEC-98
JSA-185	LSS TPR-29, 37, 45, 4903, 4911, 5769, 5770 PREVENTIVE MAINTENANCE FOR LOW AIR TEMPERATURE ALARMS IN THE TYPE II STORAGE MODULES	0	08-DEC-98

JSA-186	LSS TPR-19, -32, -40, -48, -4906, AND OP-2729, 2730, PREVENTIVE MAINTENANCE FOR SPOT SMOKE DETECTORS IN TYPE II STORAGE MODULES	0	08-DEC-98
JSA-187	TRM 34 EXHAUST FAN & OUTSIDE AIR VENT DAMPER AND FILTER MAINTENANCE	0	17-NOV-98
JSA-188	PAINT GRIDS ON WMF-628 & 629 FLOOR (NO WASTE IN -629 OR 628)	1	28-OCT-98
JSA-189	FLUORESCENT LIGHTING TUBE CRUSHING	0	23-NOV-98
JSA-190	TRM 33 EXHAUST FAN & OUTSIDE AIR VENT DAMPER AND FILTER MAINTENANCE	0	23-NOV-98
JSA-191	REMOVE WMF-612 EMERGENCY NOTIFICATION WIRING	0	04-NOV-98
JSA-192	RETREIVE C&S AND ASB II SOIL AND ASPHALT SAMPLES	0	04-NOV-98
JSA-193	REMOVE WMF 612 FIRE PROTECTION SYSTEM WIRING	0	09-NOV-98
JSA-194	ROUTINE SKILL OF CRAFT LABOR TASKS	0	04-NOV-98
JSA-195	LLF4, MONTHLY FIRE PROTECTION VALVE POSITION VERIFICATION	0	17-NOV-98
JSA-196	INVENTORY IRT VEHICLE	0	09-NOV-98
JSA-197	LLF1, LLF2, TRF 22, TRF 26, TRF 30, TRF 34, TRF 38 ANNUAL FIRE HOSE SYSTEM CONTROL VALVE PM	0	17-NOV-98
JSA-198	GENERAL TYPE II STORAGE MODULES	1	20-AUG-99
JSA-200	LLF3 ANNUAL SPRINKLER SYSTEMS VISUAL INSPECTION	0	11-NOV-98
JSA-201	LLW2, LLW24 ANNUAL GAUGE ACCURACY CHECK	0	23-NOV-98
JSA-202	LSS OP-1735 WMF-617, SENIANNUAL SUPERVISORY ALARMS PM	0	16-NOV-98
JSA-203	LSS OP-1736 WMF-618 SEMIANUAL SUPERVISORY ALARMS PM	0	16-NOV-98
JSA-204	TRA 2 MONTHLY AIR FILTER INSPECTION AND REPLACEMENT	0	24-NOV-98
JSA-205	LLM 84 MONTHLY AIR FILTER INSPECTION FOR HEATING SYSTEMS	0	18-NOV-98
JSA-206	LLR201 MONTHLY AIR FILTER INSPECTION FOR HEATING SYSTEMS	0	18-NOV-98
JSA-208	ASSIST USGS PERSONNEL WITH VETEM CART MOVEMENT RWMC PIT 9	0	11-NOV-98
JSA-209	LSS TPR-11, 13, 16, 17 WMF-635 FIRE ALARM SYSTEM PMS	0	16-NOV-98
JSA-210	TRO 35	0	03-DEC-98
JSA-211	TRO 22	0	03-DEC-98
JSA-212	WMF-637 BOILER ROOM GENERAL MAINTENANCE	0	18-NOV-98
JSA-214	OVERHEAD CRANE INSPECTION	0	16-NOV-98
JSA-215	REMOVE SECTIONS OF ASPHALT IN THE C&S AND ASB II FOR SAMPLING	0	16-NOV-98
JSA-217	WMF-639 COOLING WATER RELIEF VALVE CHANGE OUT	0	23-NOV-98
JSA-219	ANNUAL FIRE HOSE SYSTEM CONTROL VALVE PM (WMF-635)	0	08-DEC-98
JSA-220	Q8CMR0673/INSPECTION OF THE SPEEDAIRE COMPRESSOR	0	23-NOV-98
JSA-222	LLI 4 OVERHEAD ELECTRICAL WORK- <6 FEET OFF GROUND	0	25-NOV-98
JSA-223	TRM31 THERMOMETERS AND THERMOSSTATS	0	25-NOV-98
JSA-224	LLE 200 S/A HVAC HEATING/COOLING COIL AND FAN INSPECTION	0	19-NOV-98
JSA-225	LLM 85 S/A HVAC HEATING/COILING COIL AND FAN INSPECTION	0	19-NOV-98
JSA-226	TR 1, A INSPECTION OF BACKFLOW PREVENTERS	0	24-NOV-98
JSA-228	RWMC TRITIUM MONITORING PROJECT	1	10-JAN-00
JSA-229	CONNECT POWER TO D&D SUPPORT TRAILERS	0	19-NOV-98
JSA-230	PROPANE SYSTEM REPAIR AND MAINTENANCE	0	24-NOV-98
JSA-231	ROUTINE EQUIPMENT OPERATOR/LABORER TASKS	0	19-NOV-98
JSA-232	REPLACE INSPECTOR TEST VALVE	0	03-DEC-98
JSA-233	VERIFY CAM OPERATIONS (TYPE I AND II BUILDINGS)	0	02-FEB-99
JSA-234	WMF-601/IT SHOP	0	09-DEC-98
JSA-235	WMF-603 POTABLE WATER PUMP HOUSE GENERAL MAINTENANCE	0	25-NOV-98
JSA-236	DISCONNECT AND REMOVE WMF-612 INSTRUMENTATION WIRING	0	25-NOV-98
JSA-237	PORTABLE MONITOR PCM-2 CALIBRATION (TRI 48)	0	03-DEC-98
JSA-238	GEOPHYSICAL SURFACE SURVEY OF PIT 9 (OU 7-10 STAGE 1 AREA)	0	30-NOV-98
JSA-239	GENERAL ACCESS TO RWMC CONTROLLED AREA OF PIT 9 RWMC/SDA	0	25-NOV-98
JSA-240	SWEPP OPERATIONS: TPR-1573, 1576, 1577, 1580, 1582, 1588, 1620, 1726	1	08-MAR-99
JSA-241	QTP-002, REAL-TIME RADIOSCOPY (RTR) TPR-1572, OPERATING THE RTR SYSTEM TPR-1627, OPERATING THE RTR SYSTEM FOR NON-STANDARD WASTE	2	27-JAN-00
JSA-242	REMOVE WMF-612 AIRLOCK FIRE PROTECTION STANDPIPE SYSTEM	0	19-DEC-98
JSA-243	TPR-1625 CONTAINER EXAM PLANS AND DISPOSITIONING	1	20-AUG-99
JSA-245	OU 7-10 STAGED INTERIM ACTION, STAGE 1, PIT 9 SITE PREP	0	02-DEC-98
JSA-246	BATTERY PREVENTATIVE MAINTENANCE WMF-610	0	16-MAR-99
JSA-247	BATTERY PREVENTATIVE MAINTENANCE WMF-711	0	16-MAR-99
JSA-248	KOHLER EMERGENCY ENGINE BATTERY - DUPLICATE	0	

JSA-249	REMOVE 60 FOOT RAIL SECTION, GRADE AREA, INSTALL RAMP AND SETUP TRAILERS IN PIT 9 AREA	0	03-DEC-98
JSA-250	CAM PUMPS (LLM 30)	0	05-JAN-99
JSA-251	LSS WO 6376 - DUPLICATE	0	
JSA-252	LSS WO 6376	0	08-DEC-98
JSA-254	ROUTINE INSPECTION OF SAAS AND TAAS	0	07-DEC-98
JSA-255	SELF ASSESSMENT OF WMF-609	0	08-DEC-98
JSA-256	SELF ASSESSMENT OF WMF-617	0	08-DEC-98
JSA-257	SELF ASSESSMENT OF WMF-639	0	08-DEC-98
JSA-258	SELF ASSESSMENT OF WMF-603	0	08-DEC-98
JSA-259	SELF-ASSESSMENT OF WMF-655	0	08-DEC-98
JSA-260	TRE 4 M EMERGENCY LIGHTS	0	12-JAN-99
JSA-261	TRE 1 W RELAMPING	0	28-JAN-99
JSA-262	LLE 11 M EMERGENCY LIGHTS	0	12-JAN-99
JSA-263	LLE 10 M RELAMPING	0	28-JAN-99
JSA-264	REPAIR ENS SPEAKERS IN 609	0	08-DEC-98
JSA-265	STANDING WORKER ORDER TO: LSS TROUBLESHOOT AND REPAIR EMERGENCY NOTIFICATION SYSTEM (ENS) PROBLEMS	0	08-DEC-98
JSA-266	RELOCATE RADCON SUPPORT TRAILER FROM TSA-RE TO PIT 9	0	09-DEC-98
JSA-267	LLE 2 SA PORTABLE HAND TOOLS	0	12-JAN-99
JSA-268	ADJUST 55 TON CASK CONSOLE LOAD CELL READOUT	1	12-FEB-99
JSA-269	TRO-4	0	12-JAN-99
JSA-270	CONDUCT ELECTROMAGNETIC SURVEY OF PIT 9 USING THE UNIVERSITY OF OKLAHOMA EM SURVEY DEVICE	0	15-DEC-98
JSA-271	REPAIR STAIR TREAD	0	05-JAN-99
JSA-272	SAMPLING CARBON 14 AT THE RWMC	0	13-JAN-99
JSA-273	TROUBLE SHOOT AND REPAIR RWMC FIRE ALARM SYSTEM (LLS MINOR MAINTENANCE)	0	23-DEC-98
JSA-274	SELF ASSESSMENT OF WMF-604, 709, 727	0	22-DEC-98
	WMF-637 WATER HEATER GENERAL MAINTENANCE	0	25-JAN-99
JSA-276	SDA GENERAL	1	20-AUG-99
JSA-277	WMF-603 DOMESTIC PUMP MAINTENANCE	0	14-JAN-99
JSA-278	SDA PIT GENERAL	1	20-AUG-99
JSA-279	SELF ASSESSMENT OF WMF-601	0	22-DEC-98
JSA-280	SELF ASSESSMENT OF WMF-711	0	22-DEC-98
JSA-281	SELF ASSESSMENT OF WMF-660, 734, 735, 627, 624, 614, 703	0	22-DEC-98
JSA-282	SELF ASSESSMENT OF WMF-656	0	22-DEC-98
JSA-283	SELF ASSESSMENT OF WMF-648, 714, 720 (ILTSF PADS)	0	22-DEC-98
JSA-284	GENERAL WMF-6354/615	1	23-AUG-99
JSA-285	SELF ASSESSMENT OF WMF-610	0	22-DEC-98
JSA-286	SELF ASSESSMENT OF WMF-602	0	22-DEC-98
JSA-287	SELF ASSESSMENT OF WMF-618	0	22-DEC-98
JSA-288	TRO 31 PAN DAS SAFETY INTERLOCKS	0	18-JAN-99
JSA-289	SELF ASSESSMENT OF WMF-732 PROPANE TANK	0	06-JAN-99
JSA-290	Q9CMT0070 WMF-610	0	13-JAN-99
JSA-291	TRO 5A CLEAN PAN ASSAY SYSTEM INSTRUMENT RACKS, ELECTRONICS, AND FILTERS	0	18-JAN-99
JSA-292	TRO 5 PAN ASSAY DOOR DRIVE AND TUMBABLE ASSEMBLY INSPECTION AND PM	0	18-JAN-99
JSA-293	PERFORM ANNUAL HOISTING AND RIGGING INSPECTION	0	19-JAN-99
JSA-295	INSTALL AUTOMATIC SHUTOFF NOZZLE	0	19-JAN-99
JSA-296	RADIATION MONITORING EQUIPMENT CALIBRATION AND/OR INSPECTION	0	19-JAN-99
JSA-297	EXCAVATE 3 POINT ON JP9 AND JP10 DUCT BANK	0	20-JAN-99
JSA-298	DISCONNECT AND REMOVE WMF 612 INFLATION PACKAGE WIRING	0	25-JAN-99
JSA-299	STANDING WORK ORDER FOR PERCHED WATER LEVEL DATA COLLECTION	0	27-JAN-99
JSA-300	Q9CMR0069 OPEN AND INSPECT U-233 SHIELDED OVERPACK	0	27-JAN-99
JSA-301	DISCONNECT WMF-612 INFLATION PACKAGE AND SNOW REMOVAL FURNACE PROPANE SYSTEM	0	27-JAN-99
JSA-302	LSS WORK ORDER 00007994 01 SUPPORT WORK FOR THE Y2K TEST FOR TDX 6000 MONITOR	0	28-JAN-99

JSA-303	9702 REMOVE AND INSTALL NEW PUNCH ON THE FILTER INSERTION MACHINE	0	01-APR-99
JSA-304	PROVIDE ROUTINE MAINTENANCE AND REPAIR OF THE GASLAB 300	0	17-FEB-99
JSA-305	TRO 40	0	28-JAN-99
JSA-306	TRO 39	0	28-JAN-99
JSA-307	PAINT SHOP FINISH WORK	1	30-MAR-00
JSA-308	DISCONNECT AND REMOVE ABANDONED FIRE ALARM CABLES FROM WMF-610 TO WMF-628	0	02-FEB-99
JSA-310	Q9CMR0047-INSTALL PROTECTIVE GUARDS ON THE FIREWATER PUMPS	0	04-FEB-99
JSA-311	Q9CMR0075 TROUBLE SHOOT AND REPAIR RTR CART DRIVE SYSTEM	0	04-FEB-99
JSA-312	TRM 20	0	03-FEB-99
JSA-313	TRO 7	0	04-FEB-99
JSA-314	TASK III DISCONNECT FIRE/ENS FOR WMF 628 /629	0	08-FEB-99
JSA-315	TRO 28	0	08-FEB-99
JSA-316	TRO 26	0	08-FEB-99
JSA-317	LL 1 LOCK INSPECTION FOR RWMC PERIMETER GATES	0	21-JAN-99
JSA-318	RE-ROUTE WMF 628 629 EMERGENCY NOTIFICATION CIRCUITS	0	16-FEB-99
JSA-319	INSPECT OVERHEAD DOORS	0	10-FEB-99
JSA-321	SEMIANNUAL INSPECTION OF FALL PROTECTION PPE (TRS 100)	1	07-SEP-99
JSA-322	REWIRE ENS SYSTEM IN BUILDING 628 AND 629 FROM CJ6 PESTALS, TEST ENS SYSTEM FOR PROPER OPERATION AFTER ALL MODIFICATION ARE COMPLETE. WIRE AND TEST PIV-SA-16 TO MINI 50 FIRE ALARM PANEL IN BUILDING 628	0	16-FEB-99
JSA-323	DISASSEMBLE CONTAINMENT TENT IN WMF-635 (CHARACTERIZATION ROOM)	0	18-MAR-99
JSA-324	TROUBLESHOOT RTR WARNING LIGHTS	0	25-FEB-99
JSA-326	REPAIR RTR CABLE TRACK	0	02-MAR-99
JSA-327	TRO111 SHELFLIFE AND INVENTORY CONTROL	0	25-FEB-99
JSA-328	GENERAL ACCESS TO RWMC CONTROLLED AREAS OF PIT 9	1	09-SEP-09
JSA-330	LLM 106 AND LLM 107 MONTHLY OPERATIONAL INSPECTION OF HOT WATER BOILERS WMF-637	0	10-MAR-99
JSA-331	TRO 43	0	10-MAR-99
JSA-332	TRO 25	0	22-MAR-99
JSA-333	TRO 27	0	22-MAR-99
JSA-334	TRO 38	0	10-MAR-99
JSA-335	TRO 34	0	22-MAR-99
JSA-336	9761-01 INSTALL P-10 LINES TO BUILDING OU 7-10	0	06-APR-99
JSA-337	PROBEHOLE INSTALLATION AT THE OU 7-10 (PIT 9) PROJECT SITE	1	13-SEP-99
JSA-338	TRO-2	0	10-MAR-99
JSA-339	TRO-3	0	09-MAR-99
JSA-340	TRO 15	0	10-MAR-99
JSA-341	HOISTING, RIGGING AND TRANSPORT OF SONIC DRILL RIG	1	13-SEP-99
JSA-342	OU-7-10 PROJECT SITE PREPARATION, STAGE 1	2	14-OCT-99
JSA-343	LLM 31 WMF 601 LABORATORY HOOD MAINTENANCE	0	18-MAR-99
JSA-344	LLM 14 QUARTERLY DIESEL FIRE PUMP PM	0	06-APR-99
JSA-345	MAINTENANCE OF SONIC DRILL RIG	0	18-MAR-99
JSA-346	INSTALL 2000 LB SCALE IN WMF-610. RELOCATE 10,000 LBS SCALE FROM WMF-610 TO WMF-618	0	24-MAR-99
JSA-347	SKIDDING SONIC DRILL RIG RWMC COL TEST PIT	2	13-SEP-99
JSA-348	TPR 1581 AND TPR-1723 TRUPACT OPERATIONS	1	20-AUG-99
JSA-349	PERFORM SAMPLE COLLECTION OF GRAVEL/SOIL, DIRT AND ASPHALT IN DESIGNATED LOCATIONS IN THE TSA	0	25-MAR-99
JSA-350	PERFORM RADIATION AND CONTAMINATION SURVEYS OF WMF-634	0	25-MAR-99
JSA-351	PAINT THE FLOOR IN WMF-639	0	25-MAR-99
JSA-352	TPR-8 QUARTERLY WATERFLOW ALARM PM (NON-RCRA)	0	20-MAY-99
JSA-353	TPR-5456 QUARTERLY WATERFLOW ALARM PM (RCRA)	0	20-MAY-99
JSA-354	TPR-5778 QUARTERLY DRY PIPE PRIMING LEVEL	0	20-MAY-99
JSA-355	TPR-5772 QUARTERLY DRY PIPE PRIMING LEVEL	0	20-MAY-99
JSA-356	LLE 203 S A HEATING SYSTEM INSPECTION	0	25-MAR-99
JSA-357	LLM 202 QUARTERLY AIR FILTER INSPCETION FOR HEATING SYSTEMS	0	25-MAR-99
JSA-358	SPECTROMETER VACUUM PUMP MONTHLY AND ANNUAL PM	0	06-APR-99
JSA-359	TRANSFER SWITCH ANNUAL PM	0	26-APR-99

JSA-360	LLM 10 ANNUAL PM ON WMF-603 GENERATOR	0	25-MAY-99
JSA-361	TRM 28 MONTHLY WMF 711 INFLATION SYSTEM CHECK	1	05-MAY-99
JSA-362	TRM 22 EMERGENCY ENGINE OPERAION CHECK	1	05-MAY-99
JSA-363	TRI 32 SA MAGNEAHELIC GAUGE FUNCTIONAL CHECK	0	01-APR-99
JSA-364	TRM 8 ANNUAL PM ON WMF-610 GENERATOR	0	25-MAY-99
JSA-365	LLM 12 INSPECT AND SEAL POWER AND COMMUNICATION HANDHOLES	0	25-MAY-99
JSA-366	PREVENTIVE MAINTENANCE FOR THE SUPERVISORY ALARMS AT WMF	0	08-APR-99
JSA-367	LLM 57 MONTHLY CONDENSING UNIT INSPECTION	0	08-APR-99
JSA-368	LLM 56 MONTHLY CONDENSING UNIT INSPECTION	0	08-APR-99
JSA-369	FORKLIFT BATTERY CHARGER PM	0	26-APR-99
JSA-370	WMF ANNUAL HEAT DETECTOR SYSTEM P.M.	0	08-APR-99
JSA-371	WMF 656 ANNUAL HEAT DETECTOR SYSTEM P.M.	0	08-APR-99
JSA-373	DOWNHOLE LOGGING AT THE OU 7-10 (PIT 9) PROJECT SITE/COLD TEST PIT	1	13-SEP-99
JSA-374	LLM 43 MONTHLY INSPECTION OF HVAC UNIT-WMF-620	0	20-APR-99
JSA-375	LLM 42 MONTHLY INSPECTION OF HVAC UNIT - WMF-620	0	29-APR-99
JSA-376	PREVENTIVE MAINTENANCE FOR PRIORITY MIP ALARMS AT WMF-610, 602, 603	0	03-MAY-99
JSA-378	PREVENTIVE MAINTENANCE FOR THE SPOT SMOKE DETECTORS 651 AND 652	0	12-MAY-99
JSA-379	REMOVE OLD 55 TON COVER	0	02-MAR-99
JSA-380	REMOVE PC 6AS RWMC AREA	0	18-MAY-99
JSA-381	MONITORING WELL PUMP REMOVAL AND REINSTALLATION	0	23-JUN-99
JSA-382	WMF-636 (TSA-RE) GENERAL BUILDING ACCESS	0	13-JUL-99
JSA-383	LIVE ELECTRICAL WORK ON CIRCUIT	1	07-MAR-00
JSA-384	GENERAL TSA	0	20-AUG-99
JSA-385	RWMC OPERATIONS AREA GENERAL	0	20-AUG-99
JSA-386	RWMC ADMINISTRATION AREA GENERAL	0	20-AUG-99
JSA-387	TPR-1588 SWEPP GAMMA-RAY SPECTROMETER SYSTEM	0	20-AUG-99
JSA-388	TPR-1577 RADIOLOGICAL CONTROLS STATION	0	20-AUG-99
JSA-389	TPR-1576 SWEPP WEIGH STATION	0	20-AUG-99
JSA-390	TPR-1573 PASSIVE ACTIVE NEUTRON (PAN) ASSAY SYSTEM	0	20-AUG-99
JSA-391	TPR-1713 WCF CASK DISCHARGE	0	20-AUG-99
JSA-392	TPR-1705 NUPAC 14/210 TRA RESIN PIT DISPOSAL	0	20-AUG-99
JSA-393	TPR-1719 CALIBRATION OF SWEPP RADIOASSAY SYSTEMS	0	20-AUG-99
JSA-394	TPR-1728 MANUAL DRUM GAS SAMPLING	0	20-AUG-99
JSA-395	TPR-1712 CONCRETE VAULT OPERATIONS	0	20-AUG-99
JSA-397	GENERAL WMF-618	0	20-AUG-99
JSA-398	NEUTRON PROBE MOISTURE LOGGING	2	03-NOV-99
JSA-399	RETRIEVE, OVERPACK, AND STORE 15 RH-TRU DRUMS FROM THE ILTSF	0	15-SEP-99
JSA-400	ALPHA CAM FILTER CHANGE OUT AND WEEKLY SOURCE CHECK	0	14-SEP-99
JSA-401	CHANGING REGULATORS ON P10 GAS BOTTLES	0	14-SEP-99
JSA-402	DRILL RIG OPERATIONAL CONFIGURATION CHANGES	0	13-SEP-99
JSA-403	SOIL GAS SAMPLING IN THE SDA AND TSA	0	30-SEP-99
JSA-405	GENERAL PAINTING STORAGE MODULES	0	22-MAR-00
JSA-425	RWMC OCVZ START-UP, OPERATIONS, AND SHUTDOWN	0	09-SEP-99
JSA-431	Perform Computer System Changes on DCS-WN-900	0	01-OCT-99
JSA-434	GENERAL SHOP WORK IN WMF-617	0	28-OCT-99
JSA-435	OPERATING THE TENNANT MODEL 7200 SCRUBBER	0	26-OCT-99
JSA-436	CORE DRILLING AND RETRIEVAL AT THE COLD TEST PIT	0	11-NOV-99
JSA-438	GENERAL OFFICE MOVES	0	23-NOV-99
JSA-439	RWMC SNOW REMOVAL - GENERAL	0	23-NOV-99
JSA-440	REFUELING AND FUEL DELIVERY	0	29-NOV-99
JSA-441	OVERPACKING RWMC TRU WASTE CONTAINERS	0	15-DEC-99
JSA-446	SAMPLING - MANUAL HAND AUGERING	0	24-NOV-99
JSA-447	SAMPLING - SCOOPS-SCRAPERS-KNIVES-SNIPS	0	24-NOV-99
JSA-448	SAMPLING - PERISTALTIC PUMP	0	24-NOV-99
	SAMPLING - POWER TOOLS	0	24-NOV-99
JSA-453	DISCHARGE TO RWRS-LLW 55- AND 58- TON CASK RH-LLW VAULTS	1	31-MAR-00
JSA-456	PROPANE BOTTLE FILLING UNDER TPR 1630	1	02-FEB-00
JSA-458	SAMPLING-NITON ANALYZERS	0	06-APR-00
JSA-459	NEEDLE ASSEMBLY (TPR-1642)	0	31-JAN-00

JSA-460	PROCEDURE FOR LAYING M III/IV BINS DOWN FOR RTR (TPR-1651)	0	28-FEB-00
JSA-462	PREPARE THE RH-TRU OVERPACKS FOR TRANSFER FROM THE RWMC	0	26-JAN-00
JSA-463	DRILL STRING EXCLOSURE FUNCTIONAL CHECKS AND STRUCTUAL MODIFICATIONS	0	26-JAN-00
JSA-470	PROBE HOLE INSTALLATION	0	16-MAR-00
JSA-472	SONIC DRILL RIG CFA	0	28-FEB-00
JSA-473	GAS GENERATION TEST SYSTEM MOBILE GAS ANALYSIS SYSTEM OPERATION	0	22-MAR-00
JSA-474	OU 7-13 /14 SITE PREPARATION AND DEPLOYMENT	0	16-MAR-00
JSA-475	DOWNHOLE LOGGING FOR THE OU 13_14 PROJECT	0	16-MAR-00
JSA-476	WMF-727 MANUAL FILL	0	30-MAR-00

Program Element III: Worksite Analysis

5. Employee Reporting of Hazards

Required Information:

Describe how employees notify management when they observe conditions or practices that may pose safety and health hazards. Employees must have the option of submitting notification in writing. The reporting system must include protection from reprisal, timely and adequate response, and correction of identified hazards tracked to completion.

Describe how "imminent danger" situations are reported by employees and handled by management.

Describe the mechanism used by management to respond to employees.

Describe how corrections are tracked.

Additional Guidance:

Forms or procedures, such as maintenance work orders or "stop" cards, may be attached.

An actual tracking form following a hazard to correction would be valuable.

Documentation of individual employees receiving timely and appropriate responses would be helpful.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

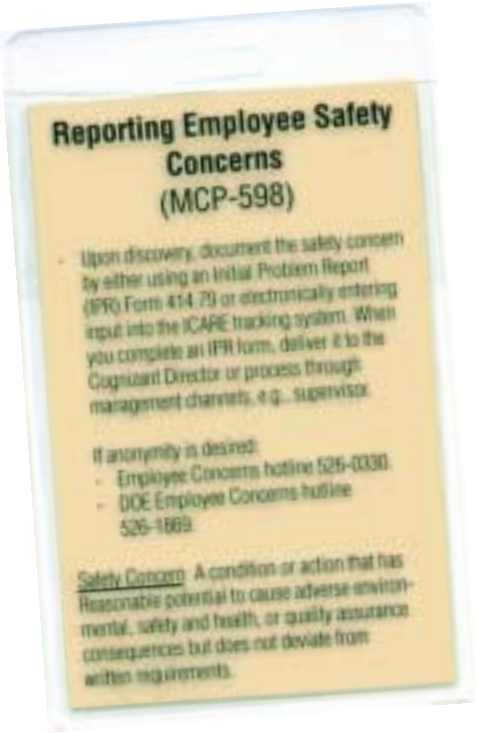
Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

5. Employee Reporting of Hazards

Statement of Fact

Employees are encouraged and expected to identify, without fear of reprisal, conditions that compromise or are not in compliance with company programs. MCP-598, *Corrective Action System*, presents the reporting system for employees to accomplish this task. Employees are able to document any potential safety issue upon discovering it using either the Initial Problem Report (IPR) Form 414.79 or directly entering the issue into the ICARE tracking system. In either case, the issue is entered into the ICARE system and assigned to a responsible person so that proper action can be taken. The issue is tracked through resolution. Also, the Employee Concerns process is available when an employee wants to maintain anonymity regarding the safety issue. Employees are authorized to stop work that poses an imminent threat to employees, the public, or the environment.

Reflection of Employee Reporting of Concerns



Reporting Employee Safety Concerns
(MCP-598)

- Upon discovery, document the safety concern by either using an Initial Problem Report (IPR) Form 414.79 or electronically entering input into the ICARE tracking system. When you complete an IPR form, deliver it to the Cognizant Director or process through management channels, e.g., supervisor.

If anonymity is desired:
- Employee Concerns hotline 526-0330
- DOE Employee Concerns hotline 526-1869

Safety Concern: A condition or action that has Reasonable potential to cause adverse environmental, safety and health, or quality assurance consequences but does not deviate from written requirements.

Narrative Response to Yellow Page

How Employees Notify Management When They Observe Conditions or Practices That May Pose Safety and Health Hazards

BBWI employees are educated in staff and safety meetings, by posters and bulletins, and in formal training to report any hazard or unsafe condition to their management. MCP-598, *Corrective Action System*, defines the requirements for the documentation, categorization, classification, cause analysis, correction, and follow-up of issues.

MCP-598 identifies several options for reporting employee safety concerns. An employee may enter the safety concern directly into the ICARE tracking system or may complete the Initial Problem Report form and submit it to the cognizant manager. As another option, the employee may verbally notify his or her manager or the manager in charge of the process or area in which the concern is located, and that manager will enter the issue into the ICARE system.

With emphasis in company reporting procedures on the employee's responsibility to report safety concerns immediately to his or her manager, reprisal for reporting safety concerns is unacceptable. In fact, the *Employee Handbook*, GDE-10, states that "any acts of retaliation against an employee for reporting a concern are strictly prohibited and, if confirmed, will be grounds for disciplinary action up to and including termination from employment." Employees may report concerns to the BBWI Ethics/Employee Concerns Program and maintain complete anonymity. An employee may verbally report a concern to the Employee Concerns Office and follow up with a written description of the safety concern. At the employee's request, the Employee Concerns Office will maintain the employee's anonymity when transmitting the safety concern information to the appropriate manager(s). An employee also has a third avenue for reporting safety concerns. That is through the DOE-ID Employee Concerns process. The phone number for contacting the DOE-ID representative is located on the "Worker Protection for DOE Contractors" posters located at the various facilities.

How Employees Report Imminent Danger Situations and How Management Handles Them

BBWI employees are educated in staff and safety meetings, by Stop Work cards, and by procedure to report any hazard or unsafe condition—particularly those that could constitute imminent danger—to their management. If a safety concern places the worker, the public, or the environment in imminent danger, employees are authorized (and required) to stop work or shut down the applicable process or activity and notify management, as stated in MCP-553, *Stop Work Authority*. MCP-553 explains the avenues available to employees to report safety concerns and to follow up any stop-work or shut-down action taken by an employee after responding to a perceived imminent danger.

The Mechanism Used by Management to Respond to Employees

Managers are required to respond to employee safety concerns. In resolving a safety concern, the manager will investigate the extent of conditions, as appropriate, based on the complexity or nature of the safety concern. The apparent cause is documented and necessary corrective actions are determined. Once the correc-

tive actions are complete, the item is closed out of ICARE. And the responsible manager provides any necessary feedback to the initiator on the status and completion of actions.

How Corrections Are Tracked

The ICARE computer system tracks safety concerns submitted into the system. Based on priority, hazard, consequence, and severity associated with the safety concern, the necessary corrective actions are identified and scheduled. When a corrective action cannot be completed as stated or scheduled, the justification and new actions or due date are documented in ICARE. After the corrective action is completed, the concern is closed out of ICARE, and any necessary feedback is given to the initiator regarding the status and completion of actions.

Attachments

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL intranet from Electronic Document Management, no attachment is offered.

1. "Initial Problem Report (IPR) Input Form," Form 414.79.
2. "Safety Concern Report 1270," 9/30/97, pp. 1-2.
3. "Safety Concern Report 8034," 9/30/97, pp. 1-2.
4. "Safety Concern Action Item 1880," 2/5/98.
5. "Safety Concern Acton Item 1879," 7/23/98.

414.79
09/01/2000
Rev. 02

Initial Problem Report (IPR) Input Form

INEEL

Upon completion of this form, please submit to the appropriate Cognizant Director.

Describe the problem/deficiency: _____

Why is this a problem?: _____

If the problem violates requirements, list requirements, if known: _____

List associated documents, if any (assessment, reports, letters, etc.): _____

Where was the problem identified?:

○ CFA ○ INTEC ○ Other ○ SMC ○ WROC/PBF
○ IF-Facilities ○ IRC ○ RWMC ○ TAN
○ IF-Leased Labs ○ Off-Site ○ Site-wide ○ TRA

Identify the specific building(s) or functional program/area, as appropriate: _____

Date/Time the problem was found: _____/_____ Date/Time of immediate notifications: _____/_____

Immediate Actions taken: _____

Was this problem a result of a planned assessment?: ○ Yes ○ No Assessment No.: _____

Originating organization:

○ Company ○ DOE-ID ○ National SNF Program ○ State of Idaho
○ DOE-HQ ○ EPA ○ NRC ○ Other

If Company originated, select activity:

○ Independent Assessment ○ Readiness Review ○ Unplanned Observation
○ Management Assessment ○ Safety Concern ○ Vendor Audit/Assessment
○ Near Miss ○ Surveillance ○ Workers Assessment

Initiator's name/signature: _____ Phone: _____ Mail Stop: _____ Org. No.: _____

Name of suggested Cognizant Director for resolution: _____ Date notified: _____

Next Activity Due: **Complete assigned actions and close DR** before **11/15/2000** !

Safety Concern

ICARE Number: 20004
Submitted on 09/05/2000

Deficiency: FINDING TRA-2000-21.1: Individual force account workers were observed lifting and carrying 100# sacks of grout mix in violation of MCP-2692, Preventing Ergonomic and Back Disorders, Section 4.5, which limits individual lifts to the lesser of 50# or 1/3 of the worker's bodyweight.

Initiation/Deficiency Description

Why is this a problem?: Worker lifting greater than 50#.
If the problem violates requirements, list requirements, if known: MCP-2692 Preventing Ergonomic and Back Disorders, Section 4.5.
List associated documents, if any (assessment, reports, letters, etc.): TPO-TRA-00-051 - Finding TRA-2000-21.1
Where was the problem identified?:

○ CFA	○ INTEC	○ Other	○ SMC	○ WROC/PBF
○ IF-Facilities	○ IRC	○ RWMC	○ TAN	
○ IF-Leased Labs	○ Off-Site	○ Site-wide	● TRA	

Identify the specific building(s) or functional program/area, as appropriate: TRA Hot Cells
Time/Date the problem was found: 07/24/2000 **Time/Date of immediate notifications:**
Immediate Actions taken: n/a
Was this problem a result of a planned assessment: ○ Yes ● No

Originating organization:

○ Company	● DOE-ID	○ National SNF Program	○ State of Idaho
○ DOE-HQ	○ EPA	○ NRC	○ Other

Initiator's name/signature: WAYNE,KATHLEEN A **Phone:** 533-4642 **Mail Stop:** 7114 **Org. No.:** 5450
Name of suggested Cognizant Director for resolution: LUCOFF , DAVID **Date notified:** 09/05/2000

Cognizant Director Screening

Cognizant Director's area of responsibility (or site area): TRA
Safety Concerns or safety-related deficiencies:
Select the appropriate VPP Unit: * 2 - TRA

Does this deficiency meet the definition of a near miss? * ○ Yes ● No **Why?**
Lessons Learned activity? * ○ Yes ● No
Discipline(s) related to this issue: *
- ☐ Business Management
- ☒ Conduct of Maintenance
- ☐ Environmental
- ☐ Operational
- ☐ Quality
- ☐ Radiation Control
- ☐ Safety & Health

Discipline Sub-Category(ies): *Conduct of Maintenance
Impact on programs or milestones:

Assigned Responsible Manager: CECI , DAVID **Org:** 5432 **Assigned on:** 09/06/2000

Screening completed: *09/06/2000*

Corrective Action Plan

Apparent Cause: *6F Other management problem **Explain apparent cause selection:*** Because.
Describe actions already completed and other responses to this problem:
Planned corrective actions: *
17931 - Develop tailgate training to be presented to all construction crews working projects at the TRA.

Printed from ICARE System on 09/11/2000

Assigned to TAWZER , T
17932 - Present tailgate training to all construction crews working TRA projects during the morning pre-job briefs. The projects to receive this training are: (1) Firewater Tank & Pumphouse, (2) Raw Water Tank, (3) Hot Cell Decontamination. Assigned to TAWZER , T
17933 - During the weekly construction meeting with the subcontractor on-site superintendents, discuss the topic and stress the importance of following all safety rules to protect their employees from injury. Assigned to CECI , DAVID

CAP has been approved by:

CAP completed by responsible manager: *David M Ceci(by Kathleen A Wayne) **Date:** 09/11/2000

This issue requires the following verification: None Required

Continuation

Links to Actions:

AI- 17931 AI- 17932 AI- 17933

Revision History:

Corrective action plan completed on 09/11/2000 by David M Ceci(by Kathleen A Wayne)
Screening Completed by David Lucoff on 9/6/2000 Responsible manager CECI , DAVID has until 10/05/2000 to develop corrective action plan.
Responsible Manager assignment made by David Lucoff on 09/06/2000 : Manager is DAVID CECI
IPR Input from form 414.79 converted to Issue: 9/5/00 4:30:27 PM

Attachments:

440.05#
09/30/97
Rev. #01

Safety Concern Report
(Suggestions Too!)

Number: 1270

Originator Satisfaction

Concern Details (Click for more): Dozens of personnel must walk between TR

What is it?

This is a(n) *Safety Suggestion
Category: *
Describe the suggestion or concern: *Dozens of personnel must walk between TRA buildings 670 and 628 each day. The "walkway" crosses a road and goes through the middle of a drive area and parking lot. There is no designated walkway currently, and the past painted walkway lines are of no use during winter months. It is not clear to vehicle drivers where to expect pedestrians to be. The vehicle drivers do not give pedestrians the right-of-way, and the pedestrian cannot figure out what direction the vehicle will be heading (straight along the road, turning in to the parking area, backing out to left or to right, etc.) In poor visibility conditions such as blowing snow or darkness, pedestrians are at risk to collision with truck, cart, and forklift vehicles.
If this is a problem, why?: In poor visibility conditions such as blowing snow or darkness, pedestrians are at risk to collision with truck, cart, and forklift vehicles.
Suggestions for improvement:
Person who identified this suggestion or concern: *THATCHER , TAMI **& Organization #:** *5434
Date discovered (MM/DD/YY or MM/DD/YYYY):*12/10/97
Date reported: 12/10/97
Deficiency Source (ID / Title): /

Where is it?

Responsible Site/Program Area:
Physical Location - Facility: *TRA **Building Number:** OTHER **Specific location info:** between 628 and 670 **VPP Unit:** 2

What has been done about it?

Ownership:DOYLE BATT

Initiator suggested as appropriate manager for resolution.
Accepted by responsible manager: BATT , DOYLE **Org. #** 5430

Screening

Selected system for this issue: SCR
This issue is not ORPS reportable
Discipline(s) related to this issue: *
Business Management Category(ies) related to this issue: *

Actions

Corrective Action Plan Completed: 01/08/98
There are 1 action items, last one to be completed on: 03/16/98
Actions planned or taken:
1729. Evaulate the need for a sidewalk to the south of the traffic area between TRA 628 and 670. When this evaulation is completed, appropriate actions will be taken to close this safety concern. to Batt, Doyle Due 3/15/98

Closure

Closure Comments: Closure by Doyle L Batt on 03/17/98: Evaluation of sidewalk need has been completed. A sidewalk is not necessary but would enhance safety and therefore a request will be submitted to the landlord to make a more formal walk to ATR from TRA 628.

Close concern signature: Batt, Doyle **Date:** 03/17/98

Continuation

Revision History: *Document Archived with actions (Safety Concern 1270: AI 1729) on 10/3/99*
By Veronica L Kennedy on 02/25/99 FAC changed from 2 to TRA.
By Veronica L Kennedy on 02/25/99 VPPUnit changed from none to 2.
Concern Closed by Doyle L Batt on 03/17/98

Printed on 01/27/2000

ICARE Closed ESC *Page 2*

Notification of completion of all actions autosent on 3/17/98
CAP completed by Doyle L Batt on 1/8/98
Screening completed by Doyle L Batt on 01/08/98
Ownership accepted by Doyle L Batt on 01/08/98
Past Due Notification for ownership acceptance autosent on 1/7/98
to CN=Doyle L Batt/OU=DOY/OU=LM/TCO/O=INEEL/C=US, CN=Doyle L Batt/OU=DOY/OU=LM/TCO/O=INEEL/C=US
By Eugene M Balsmeier On 01/05/98 : Suggested manager changed from: "Balsmeier, Eugene"
Past Due Notification for ownership acceptance autosent on 12/18/97
to CN=Eugene M Balsmeier/OU=BALSEM/OU=LM/TCO/O=INEEL/C=US, CN=Eugene M Balsmeier/OU=BALSEM/OU=LM/TCO/O=INEEL/C=US
By Doyle L Batt On 12/17/97 : Suggested manager changed from: "Batt, Doyle"
Notification of ownership acceptance 2-days till due autosent on 12/15/97
to CN=Doyle L Batt/OU=DOY/OU=LM/TCO/O=INEEL/C=US
Submitted by Tami A Thatcher on 12/10/97

Attachments:

Safety Concern Action Item	**Action Item #:** 1729 (Safety Concern# 1270)

Description of Action Assigned: *Evaulate the need for a sidewalk to the south of the traffic area between TRA 628 and 670. When this evaulation is completed, appropriate actions will be taken to close this safety concern.
Assigned to: *BATT , DOYLE **Org:** *5430
Due Date: *03/15/98
Comments: I have reviewed this and have concluded that a sidewalk would be beneficial between TRA 628 and 670. I will put a request (work) into the Landlord to have the vehicle electrical hookups moved 5 feet to the north and a sidewalk marked on the remaining blacktop. The work request will be submitted by April 15. Work will occur when resources are available. This walk is not an absolute requirement but would be a good safety enhancement.

Status: Completed
Action Completed On: 03/16/98
Actual Actions Taken: *A review was performed on the need for a sidewalk between TRA 628 and 670. The review would indicate that a sidewalk is not necessary but would be a good safety enhancement. A follow up work request will be submitted to move the equipment plug in rack 5 feet to the north thereby leaving room for a walk way next to the lawn. Work request will be submitted by April 15.

Continuation

[ICAREADMIN]

Revision History: *Notification of past due status autosent on 3/16/98*
CAP completed by Doyle L Batt on 1/8/98
Screening completed by Doyle L Batt on 01/08/98
Ownership accepted by Doyle L Batt on 01/08/98
Past Due Notification for ownership acceptance autosent on 1/7/98
to CN=Doyle L Batt/OU=DOY/OU=LM/TCO/O=INEEL/C=US, CN=Doyle L Batt/OU=DOY/OU=LM/TCO/O=INEEL/C=US
By Eugene M Balsmeier On 01/05/98 : Suggested manager changed from: "Balsmeier, Eugene"
Past Due Notification for ownership acceptance autosent on 12/18/97
to CN=Eugene M Balsmeier/OU=BALSEM/OU=LM/TCO/O=INEEL/C=US, CN=Eugene M Balsmeier/OU=BALSEM/OU=LM/TCO/O=INEEL/C=US
By Doyle L Batt On 12/17/97 : Suggested manager changed from: "Batt, Doyle"
Notification of ownership acceptance 2-days till due autosent on 12/15/97
to CN=Doyle L Batt/OU=DOY/OU=LM/TCO/O=INEEL/C=US
Submitted by Tami A Thatcher on 12/10/97

Attachments:

440.05#
09/30/97
Rev. #01

Safety Concern Report
(Suggestions Too!)

Number: 8034

Originator Satisfaction

Concern Details (Click for more): A Stop Work Action was initiated by me d

What is it?

This is a(n) *Safety Concern
Category: *Unsafe Condition
Describe the suggestion or concern: *A Stop Work Action was initiated by me due to conditions existing during a sampling activity which were not addressed by the governing sampling plan. The information provided to us was not accurate or complete.
If this is a problem, why?: There were personnel safety concerns, and a question as to whether the quality objectives would be met by our sampling activities (i.e., if the waste stream would be adequately characterized to meet disposal requirements).
Suggestions for improvement: A Stop Work Action has been put in place, and is currently being handled by Mr. Bruce Mincher. He will be working in conjunction with Doug Akers (Job Owner), an appropriate ES&H representative (possibly Jim Wilkinson and/or Charles Mills), and Waste Generator Services Personnel (Leroy Ewing, Randy Rice, and Steve Ugaki).
Person who identified this suggestion or concern: *UGAKI , STEVEN **& Organization #:** *4160
Date discovered (MM/DD/YY or MM/DD/YYYY):*08/04/99
Date reported: 08/05/99
Deficiency Source (ID / Title): /

Where is it?

Responsible Site/Program Area: TRA
Physical Location - Facility: *TRA **Building Number:** 603 **Specific location info:** A-19, and lab 127 **VPP Unit:** 2

What has been done about it?

Ownership:JASON ORME

Initiator suggested as appropriate manager for resolution.
Accepted by responsible manager: ORME , JASON **Org. #** 3240

Screening

Selected system for this issue: SCR
This issue is not ORPS reportable
Discipline(s) related to this issue: *Environmental, Safety & Health
Is this a violation of Federal or State Environmental Laws, Regulations, or Permits? *No
Environmental Regulation(s) related to this issue: *RCRA
Safety & Health Category(ies) related to this issue: *Industrial Hygiene, Radiological Controls
Business Management Category(ies) related to this issue: *

Actions

Corrective Action Plan Completed: 09/20/99
There are 1 action items, last one to be completed on: 08/24/99
Actions planned or taken:
11163. Revise field Sampling and Analysis Plan to reflect changes as directed by WGS facility Rep, and industrial hygiene to
UGAKI , STEVEN Due 09/27/1999

Closure

Closure Comments: Closure by: Jason C Orme on: 09/30/1999.
The sampling plan was updated and signed by the proper individuals.
Close concern signature: Jason C Orme **Date:** 09/30/99

Continuation

Revision History: *Document Archived with actions (Safety Concern 8034: AJ 11163) on 10/6/99*
Satisfaction marked as Yes by Steven N Ugaki on 10/05/1999D6A8162F7F66E56F872567C4007A1B7D.
Satisfaction Email re-sent. 10/05/1999
Concern closed by: Jason C Orme on: 09/30/1999.
Notification of completion of all actions autosent on 9/30/99
CAP completed by Jason C Orme on 09/20/1999

Printed on 01/27/2000

ICARE Closed ESC *Page 2*

Screening completed by Jason C Orme on 09/20/99
Ownership accepted by Jason C Orme on 08/23/99
By Jeffrey D Mousseau On 08/23/99 : Suggested manager changed from: "MOUSSEAU , JEFFREY"
By Richard B Bradshaw On 08/11/99 : Suggested manager changed from: "STORMBERG , GREGORY"
This PDR transferred to SCR on 08/10/99 by Richard B Bradshaw. Justification: This concern does not meet the definition of a PDR. It is being transferred to the SCR database as a "Stop Work"
PDR 8034 submitted to Richard B Bradshaw by Steven N Ugaki on 8/5/99

Attachments:

Safety Concern Action Item	**Action Item #:** 11163 (Safety Concern# 8034)

Description of Action Assigned: *Revise field Sampling and Analysis Plan to reflect changes as directed by WGS facility Rep. and industrial hygiene
Assigned to: *UGAKI , STEVEN **Org:** *3240
Due Date: *09/27/99
Comments:

Status: Completed
Action Completed On: 08/24/99
Actual Actions Taken: *The Sampling plan was revised and approved by all necessary individuals.

Continuation
[ICAREADMIN]
Revision History: *Action Item 11163 closed on 09/28/1999 by Steven N Ugaki*

Attachments:

Printed on 01/27/2000

Safety Concern Action Item

Action Item #: 1880
(Safety Concern# 1443)

All Items Marked with a * are required and must be completed before submitting the form.

Issue Information:

Condition: C33 transfer line containment box has a recessed wooden lid. This fills with rain and snow, which can be removed before being lifted, but this action is not done every day. This wooden lid becomes saturated with liquid, sometimes frozen, and gets extremely heavy to lift. When transfers are made through this box, it is required to be checked for leaks every half hour.

Originator: JORGENSEN , CATHEY **Date Found:** 01/21/98

Responsible Manager for Issue: WHITE , JAMES **Org:** 5212

Description of Action Assigned: *Determine if the inspection requirements (during transfer) can be reduced or eliminated until the box lid is replaced. Reduce or eliminate the requirements as appropriate.

Assigned to: *CHINICH , DENNIS **Org:** *5212

Due Date: *02/05/98

Comments: C33 valve box configuration allows for visual inspection of the secondary containment for the line passing through the box. This line is used for transfers from CPP-603, CPP-641, FT-134 and the tank truck unloading bay to the PEW evaporator feed tank . RCRA requires that the secondary containment have leak detection. This detection can be provided by instrumentation or by personnel inspecting the secondary containment. We currently depend on operators inspecting the secondary containment to meet RCRA requirements. Plans are currently being formulated to convert the CPP-641 system to replace the deep tanks when the deep tanks are D&D'd. This conversion will replace the line passing through C33 with a new line, new secondary containment and use instrumentation to meet regulatory requirements for leak detection.

The problem cited by operators was caused by the winter weather allowing ice to form on top of the wooden valve box cover. This cover will be replaced with a cover that can be more easily cleared of snow or ice prior to being removed.

Status: Completed

Action Completed On: 02/05/98

Actual Actions Taken: *An investigation was completed. It was determined that the need for operators to inspect the secondary containment for the line passing through C33 is determined by RCRA regulations and the existing equipment. When the line is replaced, instrumentation will be installed to meet RCRA regulations for inspections.

Continuation

Revision History:

Attachments:

Safety Concern Action Item

Action Item #: 1879
(Safety Concern# 1443)

All Items Marked with a * are required and must be completed before submitting the form.

Issue Information:

Condition: C33 transfer line containment box has a recessed wooden lid. This fills with rain and snow, which can be removed before being lifted, but this action is not done every day. This wooden lid becomes saturated with liquid, sometimes frozen, and gets extremely heavy to lift. When transfers are made through this box, it is required to be checked for leaks every half hour.

Originator: JORGENSEN , CATHEY **Date Found:** 01/21/98

Responsible Manager for Issue: WHITE , JAMES **Org:** 5212

Description of Action Assigned: *Ensure that the valve box lid is replaced with a new lid that is more easily and safely opened.

Assigned to: *CHINICH , DENNIS **Org:** *5212

Due Date: *09/01/98

Comments:

Status: Completed

Action Completed On: 07/23/98

Actual Actions Taken: *A easily removable plastic cover has been placed on the manhole.

Continuation

Revision History: *By James M White On 03/25/98: Action Item due date changed from: "03/31/98"*

Attachments:

ICARE Safety Concern #8676

440.05#
09/30/97
Rev. #01

Safety Concern Report
(Suggestions Too!)

Number: 8676

Originator Satisfaction

ORIGINATOR: Are you satisfied with the actions taken on this issue? ○ Yes ○ No

Please type any comments regarding your satisfaction:

Concern Details (Click for more): Use of surge protectors with manufacture

What is it?

This is a(n) *Assessment or Inspection Concern
Category: *Safety Assessment/Inspection
Describe the suggestion or concern: *Use of surge protectors with manufacturer date prior to February 1998, some of which are 10 amp and are being used for greater than 10 amp service.
If this is a problem, why?: Guidance issued by safety group in April 1999 recommends replacement of any surge protector manufactured prior to Feb 1998 as not meeting current UL standards. The 2nd edition of Underwriter Laboratory (UL) Listing 1449 for surge suppressors became effective in February of 1998. The newer models possess design changes that minimize the chance of overheating thus reducing their fire initiation potential. The design changes also enhance protection of the surge suppressor and downstream equipment. Replace surge suppressors if its amp capacity rating is less than 15 amps. A typical computer workstation consisting of a processor, monitor, and laser printer demands 15 amps.
Suggestions for Improvement: Identify surge protector replacements needs within your department, upgrade, and coordinate disposition of replaced surge protectors with your ER Program environmental compliance support staff.
Person who identified this suggestion or concern: *BLAIR , R & **Organization #:** *3180
Date discovered (MM/DD/YY or MM/DD/YYYY):08/26/99
Date reported: 09/20/99
Deficiency Source (ID / Title): VPPUNIT11EST / VPP Unit 11 EST Assessments

Where is it?

Facility/Program: *IF Facilities **Building Number:** TSB **Specific location info:** Offices assigned to Diane Whaley, Cindy Klassy, Debra Wiggins, Kristen burns, Steve Baker, Mike Hodel, Clem Potelumas, James Duncan, Andy Baumer, Carol Craiglow, Barbara Broomfield, Jim Navartil, Lorie Chan, Dirk Gombert, Jerry Shea **VPP Unit:** 11

What has been done about it?

Were corrective actions taken to fix or mitigate the problem?: *○ Yes
● No

Ownership:CAROLYN MASCARENAS

Initiator suggested as appropriate manager for resolution.
Accepted by responsible manager: MASCARENAS , CAROLYN **Org.** # 3105

Screening

This issue is not ORPS reportable

Printed on 11/17/99

Issue/ Action #	Resp Org	Responsible Manager	Status	Performer	Act Org	Due Date	Facility	Reference #	Description
SCR 7164	5280	WINTER , NORMAN	Complete actions	WINTER , NORMAN (Mgr)	5280	12/31/99	INTEC		[INTEC "POSTING" AUDIT -- Safety Inspectors: Nolan Taylor and Bruce W. Moss] SECURITY AREAS: -GATES and SECURITY FENCE AREA "Controlled Access" signs on all gates and fences are very faded and many are completely unreadable. These signs should be replaced, refurbished or removed if no longer needed. -BLD. 669 Inside Bld 669, the door marked CP station # 1092 has a "CAUTION Maintaince Work" sign on the door but it is uncertain whether maintenance has been done for some time. The east exit doors have unreadable labels which should read 'OPEN THIS SIDE". Outside, on the west side there is a deteriorated
SCR 5402	7400	CREIGHTON , PAUL	Complete actions	CREIGHTON , PAUL (Mgr)	7400	01/30/2000	Site-Wide		While installing tamper proof tabs on first aid kits, it was discovered that some of the kits have deteriorated latex gloves and were missing CPR mouth piece inserts. This may be a site-wide issue.
SCR 3519	7400	CREIGHTON , PAUL	Closed				SMC		MCP-2747 "Specialized Ventilation" 4.2.3.3.1 B. states "Lab hoods have a minimum average face velocity of 80 ft/min. C. states "Lab hoods used for high toxic or radioactive materials have an average Face velocity of 125 +-25 ft/min (Test points are within 20% of the Calculated average.)" TPR-707 4.1.3 B. states "Laboratory hoods must have an average face velocity of 125 ft/min, +-25 ft/min, and test points within 20% of the calculated average."
SCR 9090	5C00	WINN , STEVEN	Complete actions	WINN , STEVEN (Mgr)	5C00	12/31/99	IF Facilities		The area outside of the North door at the WCB has been identified previously (see ICARE SCR 3039) as a legitimate safety concern. The area around the mechanical building is intended for one-way travel. I have recently seen several vehicles that have travelled in the wrong direction around the building including security vehicles, vendors and individual employees. The is a one-way sign on the WCB side of the mechanical building only.
Action 10508 SCR 7164	5280	WINTER , NORMAN	Action Open	JONES , GALE (Act)	5284	12/31/99			Evaluate and correct these problems for all areas except Buildings 697 (moved to SCR 7998), 606 (moved to SCR 7999), 602 (moved to SCR 8000), 637 (moved to SCR 8001) and buildings 687, 775, 776 where no corrective action will be taken since this area is being deactivated in September, 1999.
SCR 1583	5410	GAY , WILLIAM	Closed				TRA		access to tra guard gate fromthe parking lot is very dangerouse
SCR 8311	5100	HAYNER , GEORGE	Complete actions	HAYNER , GEORGE (Mgr)	5100	01/15/2000	TAN		Potential problems may occur from operations personnel inadvertently turning power off primary energy to safety related systems (i.e. fire alarm or employee notification systems). The following ICARE is submitted in response to making corrective action SITE WIDE. Reference ID-LITC-LANDLORD-1998-0003 is the start of the initiatives, which in turn were identified to expand the CA's to all facilities. This item as also identified as part of the Price Anderson Amendment Act enforcement conference corrective actions. Support in accomplishing this action is critical to completing this site wide issue. This ORPs Report

Program Element III: Worksite Analysis

6. Accident Investigations

Required Information:

Describe the system used to conduct accident and incident investigations.

Describe training and/or guidance given to investigators; provide criteria used for deciding which accidents/incidents will be investigated; and describe how near-miss incidents are handled.

Describe the "lessons learned" process being used at the site, and demonstrate root cause analysis.

Additional Guidance:

Included a copy of a brief accident investigation report; however, do not include any DOE accident investigations.

Do not include supervisors' first reports of injury.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

6. Accident Investigations

Statement of Fact

The purpose of accident investigation is to identify the cause or causes of an incident. The process for performing an investigation is addressed in procedures. Line management is responsible for the investigation, and employees can participate either as a part of the initial investigation team or as a member of the employee safety team conducting a followup evaluation. The results of investigations are used along with other safety and health data to establish trends and provide information for developing goals ad objectives. Even though an investigation occurs after the fact, it is a preventative tool to eliminate similar situations in the future

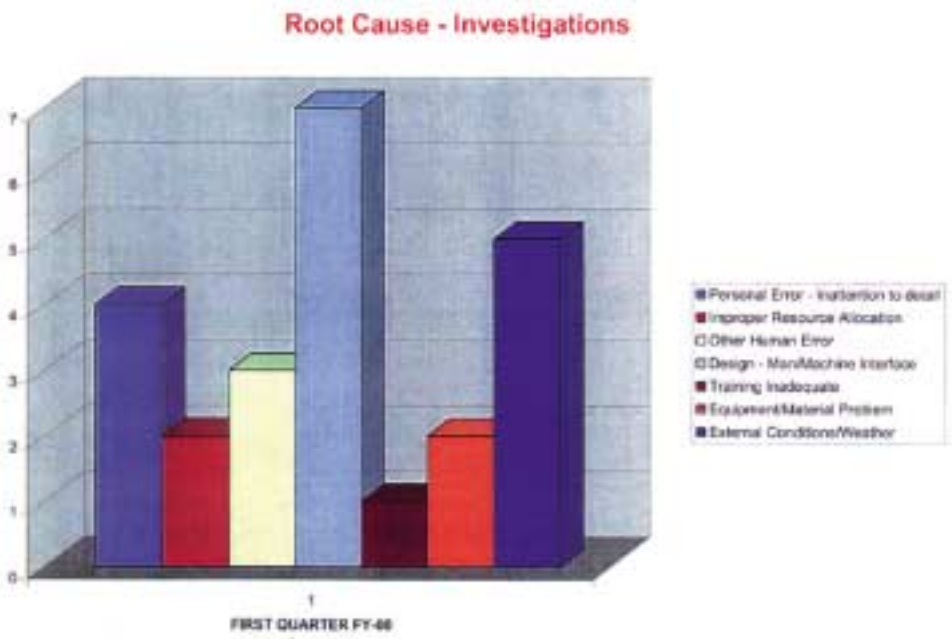
Narrative Response to Yellow Page

Management Control Procedure MCP-49, *Accident Reporting and Followup,* contains the accident investigation and reporting requirements with which BBWI employees are required to comply. Employees are responsible to immediately report occupational injuries or illnesses and property or vehicle damage incidents per MCP-49. Reporting responsibilities are included in the training of all new employees during their orientation and in refresher training to all employees as part of their annual Safety and Health training. BBWI reminds employees in periodic Safety Bulletins of their responsibilities to report injuries and illnesses.

System for Conducting Accident Investigations

Managers are assigned most responsibility for accident or incident investigation, as stated in section 4.2.1 of MCP-49. Each manager's accident reporting and investigation responsibility includes the following:

Reflection of Accident Investigations



- Ensuring that BBWI upper management and the Department of Energy Idaho Operations Office (DOE-ID) are notified of accidents as stated in MCP-49, *Accident Reporting and Followup*
- Ensuring that all requirements to notify, investigate, and report are followed for all accidents involving BBWI employees
- Requiring BBWI subcontractors to follow all notification, investigation, and reporting requirements that apply to BBWI
- Conducting an internal investigation commensurate with the significance of the event for all occupational accidents resulting in injury or illness to personnel or damage to property
- Making sure that all occupational injuries and illnesses, all property damage accidents, and all motor vehicle accidents are documented and reported using form 231.01, *Individual Accident/Incident Report*
- Contacting Human Resources to make arrangements for timely notification of next of kin in the event of an accident resulting in an incapacitating injury or death
- Determining whether the accident is reportable under the Occurrence Reporting and Processing System (ORPS), as stated in MCP- 190, *Event Investigation and Occurrence Reporting.*

Accident Investigation

The employee's immediate supervisor or manager conducts an internal investigation commensurate with the significance of the event for all accidents, occupational injuries, and illnesses. The investigation team includes at least the affected employee(s), the supervisor, and an S&H professional per MCP-49. The Safety and/or Health professional is responsible to assist the manager not only in identifying the root cause of the accident but also to ensure that identified corrective actions

sufficiently mitigate the cause or causes. Employees also may participate in the investigation as part of the team.

Three elements increase the quality of accident and incident investigations. First, by requirement, a safety professional must be on the investigation team. These persons have an academic background in accident investigation techniques. They offer valuable review and ensure that corrective actions are identified and sufficiently mitigate the cause or causes of the accident. Second, the accident and incident investigation reporting form (231.01) serves as a checklist to ensure that the essential aspects and questions pertaining to the investigation are addressed. Third, the unit employee safety team does a follow-up review of the investigation and reports their evaluation to responsible management.

Near Misses

Near misses are handled in one of two ways, depending on the significance of the event. A process for managing near misses of lesser significance has been developed and is being piloted at the INTEC Facility. This process is being addressed in MCP-598, *Corrective Action System*, which is currently being prepared to be issued site-wide. The near miss program functions as follows: (a) an employee identifies a near-miss situation and takes action to mitigate consequences commensurate with training and qualifications, (b) the near miss is reported to management or to the site area near miss coordinator—either vocally, in writing, or by email, fax, or Form 414.79, "Initial Problem Report," (c) the site area near miss coordinator or designee determines if the incident meets the near miss criteria and if the near miss has a possible site-wide implication and whether corrective action should be taken, (d) the cognizant director determines the responsible manager to prepare a response and corrective actions, (e) feedback is given to the reporting employee, (f) the site area near miss coordinator monitors corrective actions pertaining to the near misses entered into ICARE, and (g) the site area near miss coordinator reviews near misses for potential lessons learned and the reported incidents are trended as applicable.

When a near miss is more significant and reported as defined by MCP-190, *Event Investigation and Occurrence Reporting*, it follows the process of investigating, determining the causal factors, identifying appropriate actions, analyzing to identify adverse trends, and communicating this information to the appropriate management levels. These near miss investigations are documented on the Office of Reporting and Processing System reporting form.

Injury/Illness Investigation Training

For all employees, training for accident reporting is addressed in both the new hire ESH&QA training and in the annual ESH&QA refresher. Injury/Illness Investigation training is given to members of employee safety teams as a tailgate training session. This training is documented in the Training Records and Information Network (TRAIN). Line management follows MCP-49, *Accident Reporting and Follow-up*, when they conduct an investigation, which encourages consistency in the investigation process. Injury/Illness investigation has also been a topic addressed in the Supervisor and Managers sessions given foremen and above.

Lessons-Learned Program

The lessons-learned coordinator gleans information from accident and event investigation reports from the DOE complex and from the INEEL and disseminates it as lessons-learned reports to all BBWI managers and supervisors by electronic mail. Managers and supervisors determine which lessons learned are applicable to their operation or function and disseminate them to their employees in accordance with DOE-STD-7501-95. The Lessons Learned web page has search capabilities that allow the user quick and easy access to relevant lessons-learned information. The system was developed to support implementation of the feedback and improvement function of the Integrated Safety Management System. The archive search contains over 1,200 records from across the DOE Complex and the INEEL. Each record includes an analysis, description, cause, hazard, and mitigation recommendations of the event. MCP-192, *Lessons Learned Program*, exists to direct the identification, generation, analysis, dissemination, and implementation of lessons learned. MCP-73, *Incorporating Lessons Learned*, addresses incorporating lessons learned into company training programs, an ideal avenue of dissemination for this information.

Root Cause Analysis

A cause analysis commensurate with the level of risk is performed on events or incidents reported on form 231.01 (attached are examples of completed reports). The analysis on these routine, type-C incidents is less formal than an Occurrence Reporting and Processing System (ORPS) incident investigation, which requires a more formal root cause analysis (attached are segments of a completed ORPS report). Tap Root is the company sanctioned method for root cause analysis.

Attachment

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL intranet from Electronic Document Management, no attachment is offered. Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. "Investigation Report," Form 232.05, Rev.02, Event RWMC-CY-2000-003, 2/2/00, fax pp. 5, 6 of 13.

INVESTIGATION REPORT

EVENT NUMBER: RWMC-CY-2000-0003 DATE: 2-2-00

Facility Manager/Shift Supervisor: N. K. Rogers

Event Investigator: N. K. Rogers

Attached Attendance Roster: ☒ Yes

1. DESCRIPTION OF EVENT SECTION

DATE OF EVENT: 1-18-00 TIME: 3:00 - 3:30 p.m.

DISCOVERED BY: [redacted]g - Custodian
(NAME, JOB TITLE AND ORGANIZATION)

DESCRIPTION OF EVENT:

Title: Slipping Accident

IMMEDIATE CORRECTIVE ACTION(S):

Lay down ice melt, shovel new snow more frequently.

2. CATEGORIZATION SECTION

LOGIC FOR CATEGORIZATION:

3. NOTIFICATION SECTION

NOTIFICATIONS MADE: YES ☐ NO ☒

TO: _____ BY: _____ DATE: _____ TIME: _____

COMMENTS:

INVESTIGATION REPORT

NOTIFICATION

DESCRIPTION OF CAUSE:

Root Casue: Not keeping walk way surfaces clean and prepared.

Direct Cause: Icy, snowy surfaces.

Contributing Cause: Employee's hands were in her pockets.

ADDITIONAL CORRECTIVE ACTIONS REQUIRED:

1. deve a specific plan for sanding/grading -

TARGET DATE: 2 / 3 / 00 COMPLETED DATE: 2 / 3 / 00

2.

TARGET DATE: ____ / ____ / ____ COMPLETED DATE: ____ / ____ / ____

3.

TARGET DATE: ____ / ____ / ____ COMPLETED DATE: ____ / ____ / ____

5. LESSONS LEARNED SECTION:

Program Element III: **Worksite Analysis**

7. Trend Analysis

Required Information:

Describe the system(s) used to conduct trend analysis of all data generated under the safety and health program, including employee reports of hazards, hazard assessment data, radiological exposure data, and injury and illness experience data.

Describe how the results of the trend analysis are disseminated and utilized by the line organizations.

Additional Guidance:

Attach a copy of a recent trend analysis; include recommendations if applicable.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

7. Trend Analysis

Statement of Fact

Trending of safety and health data is essential as we strive for continuous improvement in the Safety and Health Program. The data are available to both management and employees and used as the basis to modify, change, or establish safety processes. The data are also used for the company and unit safety goals and objectives, from which employees develop their own safety and health action plans.

Narrative Response to Yellow Page

System Used to Conduct Trend Analysis of All Data Generated by the Safety and Health Program

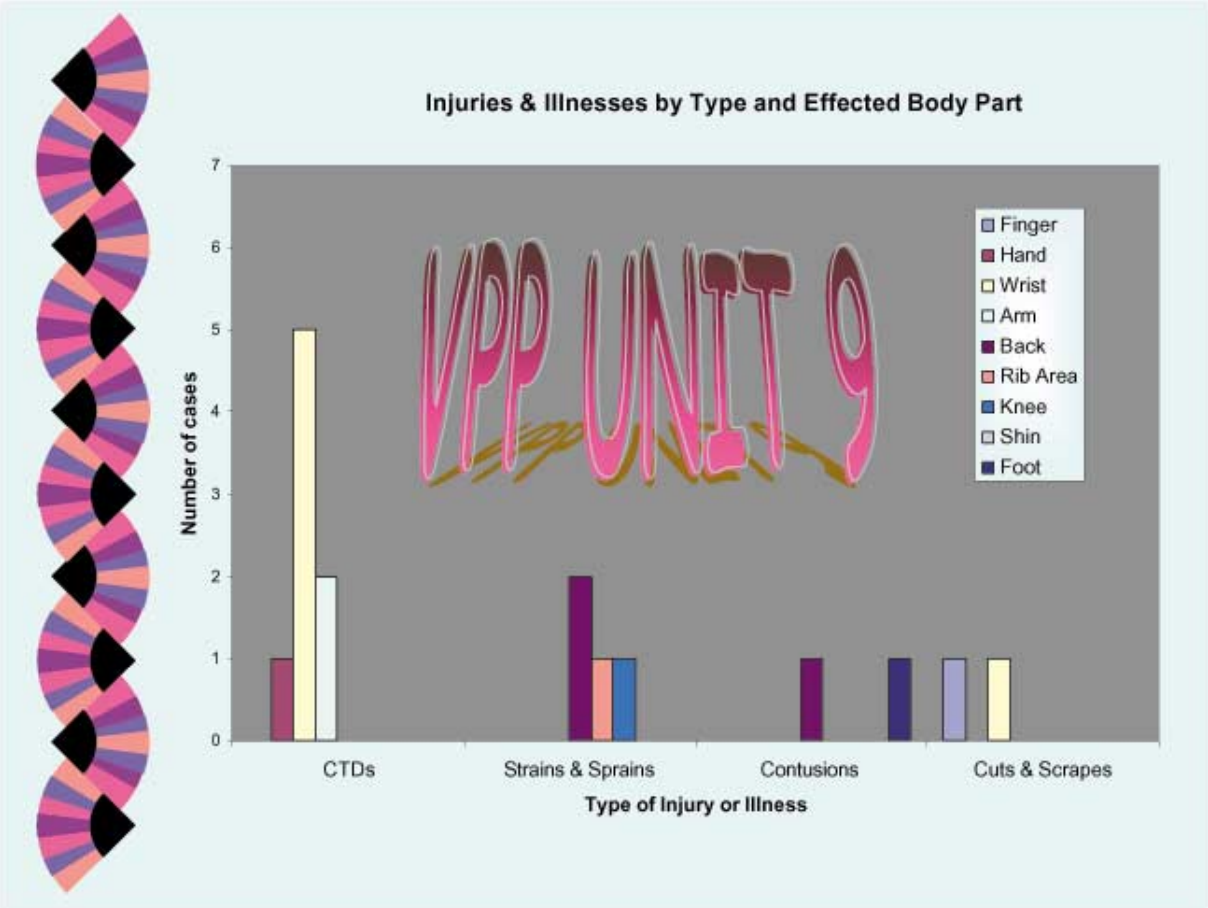
BBWI has systems and processes to collect, disseminate, and use S&H Program trending data, and these data directly influence the development of our safety and health goals and objectives. S&H Program trending is conducted at the company level and on a limited scale at the unit level.

The Performance Analysis group in the Quality Programs Department prepares and distributes company level trending information. This information addresses

- Occupational Safety
- Industrial Safety
- Prevention Programs
- Radiological control
- Environmental
- Deficiency and Corrective Actions Management.

Another key source of safety and health trending data is the monthly Injury/Illness Summary reports prepared and distributed by the injury/illness coordinator of the

Reflection of Trend Analysis



Occupational Medical Program. The summary report presents

- The severity index by area
- The type of injury or illness (such as contusions, burns, sprains and strains, and cuts and scrapes)
- The day-away case rates
- The severity index by prime subcontractors
- A summary of injury and illness rates for the month and for the fiscal year to date
- A list of the first-aid and recordable cases for the month
- A status list of the investigation forms.

The employee safety teams also perform unit-specific trending of the following safety and health data:

- Injury/Illness experience
- Inspection/assessment results
- Employee reported concerns
- Root causes of injury/illness investigations.

The EST retrieves the data from the Monthly Company Injury/Illness Summary, Accident Report Forms, verbal communication with the Injury/Illness Coordinator, results of inspection/assessment/employee reported concerns from the tracking database, and root cause information from reports and investigation follow-up forms. Unit trending information is displayed on five trending charts:

- Injury/illness by type
- Injury/illness by body part
- Inspection/assessment/employee-reported concerns and investigation results by discipline
- Investigation results by root causes
- Unit-specific severity index by month.

This Unit level trending information is used to develop VPP unit-level goals and objectives. The 1999 WROC trending data and resulting goals (recommendations) are attached as an example.

The primary source of radiological trending data is the *INEEL Radiological Control Performance Indicator Report*, which is given to line management quarterly in accordance with the *Radiological Controls Manual*. Indicators measure the performance of the Radiological Control Program and motivate improvement. Management uses the indicators as tools to focus on priorities and adherence to as-low-as-reasonably-achievable (ALARA) practices.

Dissemination and Use of Trending Results by Line Organizations

Safety and health trending information is communicated to line organizations using several mechanisms. *The Environmental, Safely and Health Performance Analysis Report* is readily available to line management on the intranet or on hard copy. The injury/illness coordinator disseminates the monthly Injury/Illness Summary on line to senior and line management, employee safety team chairpersons, and VPOP points of contract. The quarterly *INEEL Radiological Control Performance Indicator Report* is sent to line management electronically. The unit employee safety teams also communicate more unit-specific trending information by way of area posing and unit homepages.

Line management uses the trending information to

- Determine safety and health goals and objectives
- Provide focus for safety meetings and training
- Implement processes or procedures to mitigate concerns
- Budget resources to eliminate concerns
- Determine the timeliness of corrective actions
- Determine manpower needs (safety professionals.

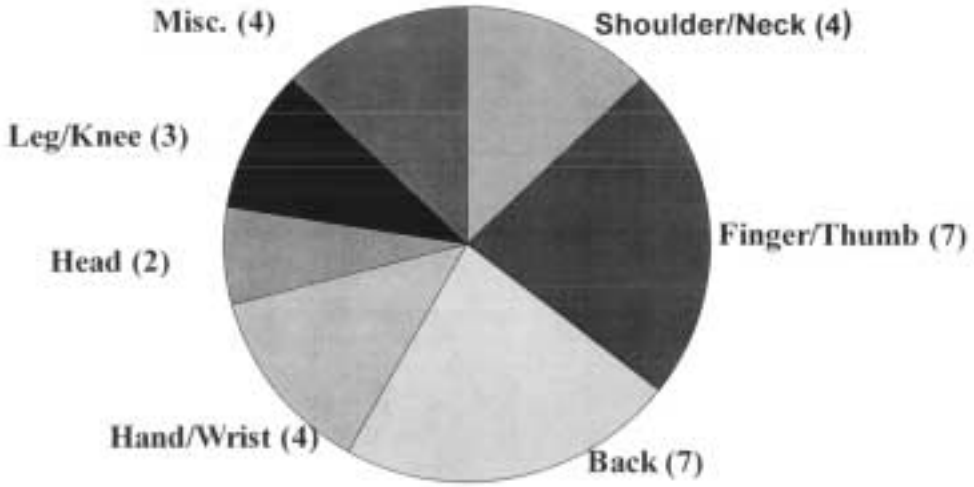
Attachments

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL intranet from Electronic Document Management, no attachment is offered. Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. "1999 WROC/PBF Injury/Illness."
2. "Injury Root Cause (FY00 Collective)."
3. "INTEC Injuries by New Categories for Dec-99," 2/4/00 (Intranet) http://home.mel.gov/safety-health/VPP/intec/STATS2.htm.
4. "INEEL Contractors Severity Index by Type of Incident, FY-02000 through December."
5. "FSA.3.1, Occupational Injury/Illness: FSA.3.1.2, LMITCO Severity Index by Type of Injury/Illness for FY 1999.
6. "FSA.3.1, Occupational Injury/illness: FSA.3.1.6, The INEEL Lost/Restricted Workday Case Rate FY 1999."
7. "INEEL CY-99 Year to Date Average Worker Dose"; "INEEL CY-99 Maximum Year to Date Penetrating Dose to a Worker," p. 11.
8. "Inputs/Outputs of Unit Trending Process."
9. "Unit 6 Safety and Health Goals FY 2000."

Attachment 1

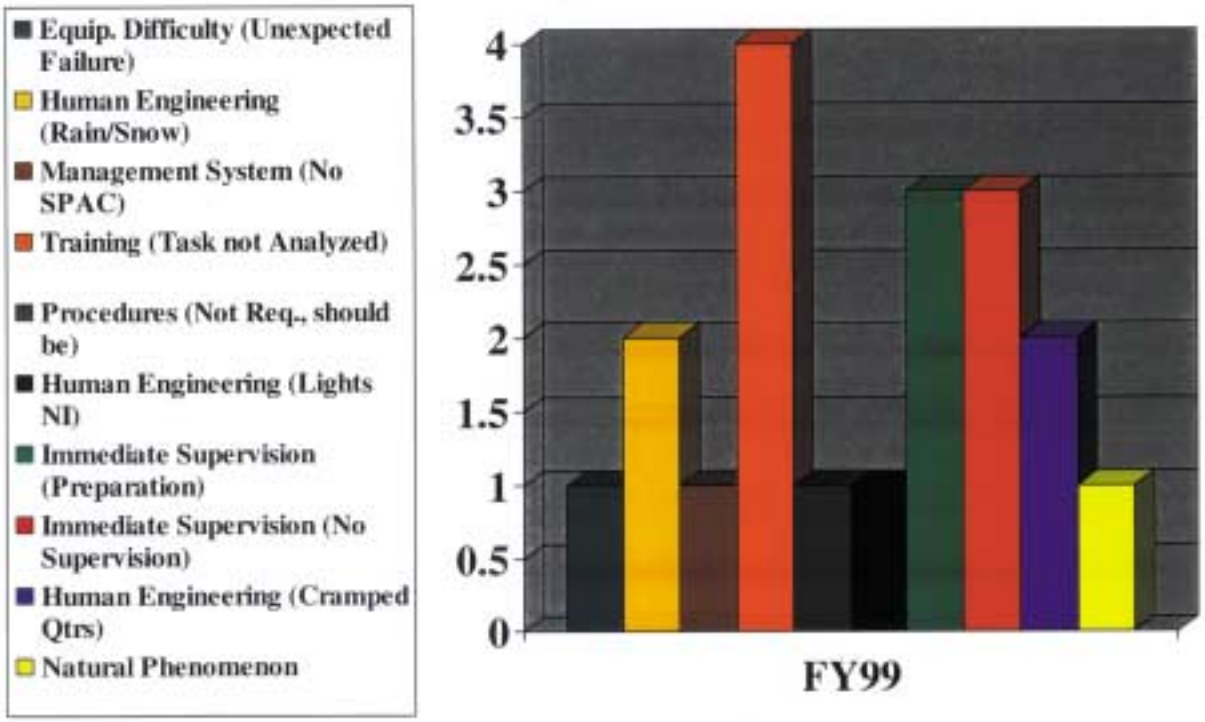
1999 WROC/PBF Injury/Illness



Parts of Body

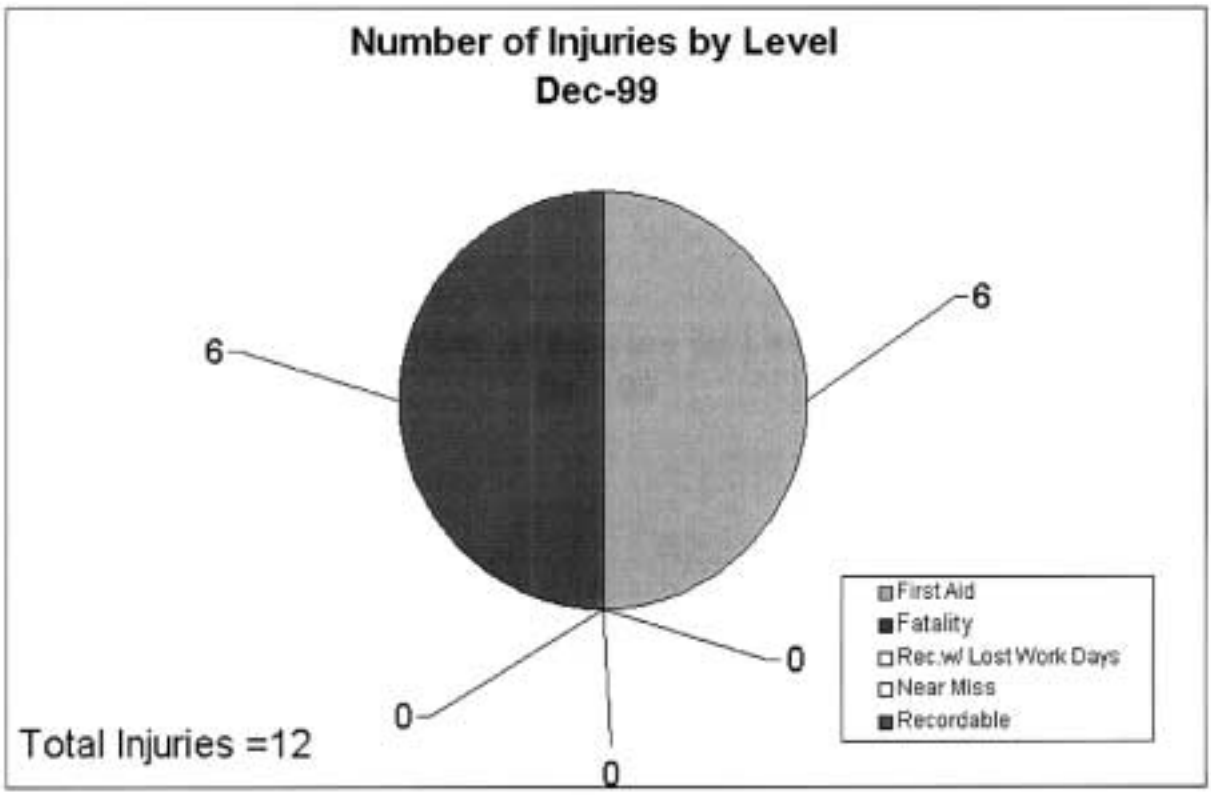
Attachment 2

Injury Root Cause (FY99 Collective)



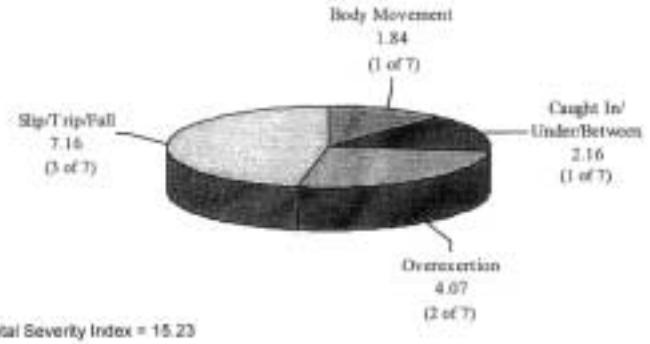
INTEC INJURIES BY ***NEW*** CATEGORIES FOR DEC-99

INJURY LEVEL		INJURY SOURCE			INJURY TYPE		
Level	Number	Cause	Number	%	Result	Number	%
First Aid	6	Awkward movement	1	8.3%	CTD	1	8.3%
Fatality	0	Contact	2	16.7%	Burn	0	0.0%
Rec.w/ Lost Work Days	0	Falls/slips/trips	6	50.0%	Concussion	0	0.0%
Near Miss	0	Lifting	0	0.0%	Contusion	1	8.3%
Recordable	6	Miscellaneous/ unknown	3	25.0%	Elec. Shock	0	0.0%
		Pinch-point	0	0.0%	Fracture	0	0.0%
					Laceration	3	25.0%
					Misc.	1	8.3%
					Strain/sprain	6	50.0%
Totals	12		12	100.0%		12	100.0%



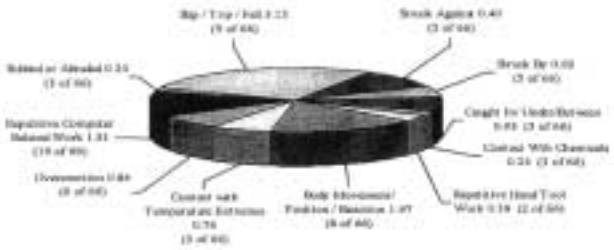
INEEL Contractors Severity Index by Type of Incident FY-2000 Through December

Argonne-West



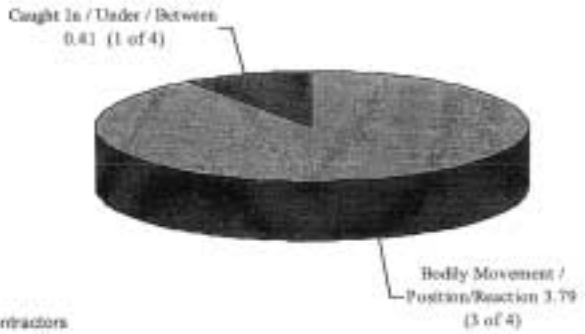
Total Severity Index = 15.23

BBWI*



*Includes BBWI and Subcontractors reporting to Construction Management
Total Severity Index = 11.04

NRF*

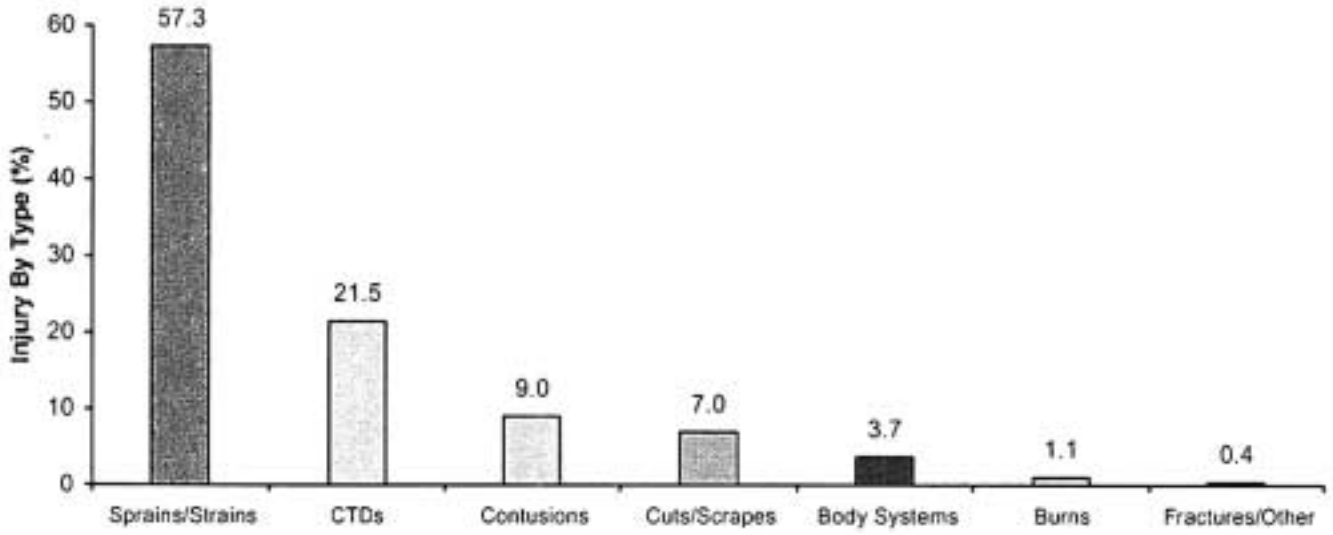


*Includes Bechtel Bettis, Newport News Reactor Services and Subcontractors
Total Severity Index = 4.20

FSA.3.1 Occupational Injury/Illness

FSA.3.1.2 LMITCO Severity Index by Type of Injury/Illness for FY 1999

Not assessed for a rating



Data current through September 30, 1999

Analysis:

This information is not evaluated for scoring as it is qualitative, rather than quantitative.

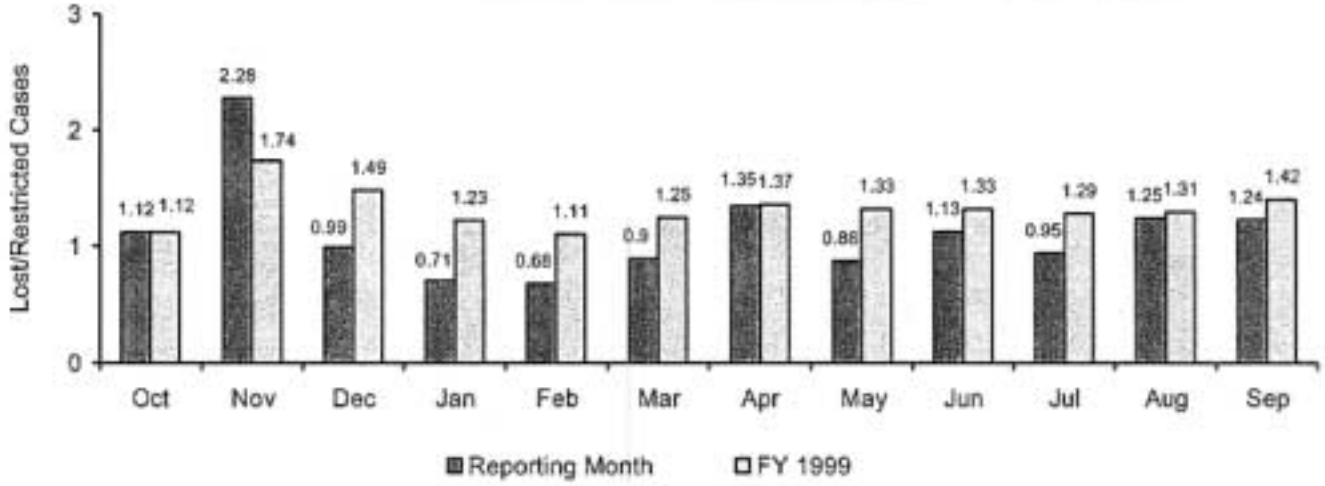
Sprains and strains continue to be the most common injury experienced by employees. The events are generally unrelated. Cumulative trauma disorders (CTDs), such as carpal tunnel syndrome, are the next most frequently occurring injury type. Several Company level initiatives are directed toward work locations where CTDs are likely to occur.

FSA.3.1 Occupational Injury/Illness

FSA.3.1.6 The INEEL Lost/Restricted Workday Case Rate FY 1999

Not assessed for a rating

★This metric is currently a DOE-HQ Environmental Management performance indicator and is a proposed DOE-HQ Integrated Safety Management performance indicator.

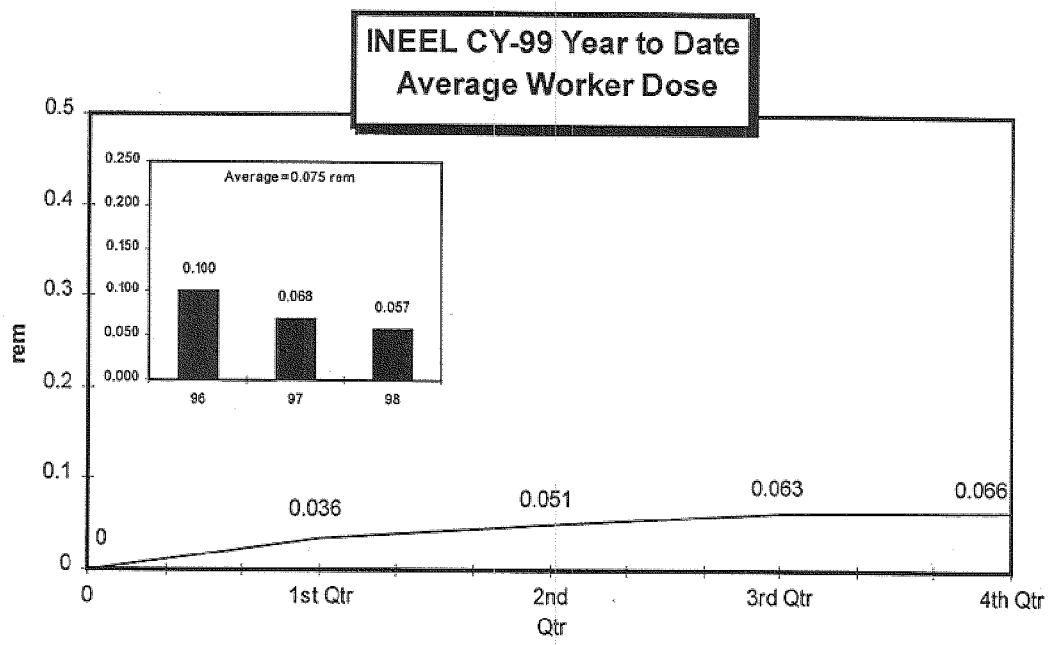


Data current through September 30, 1999

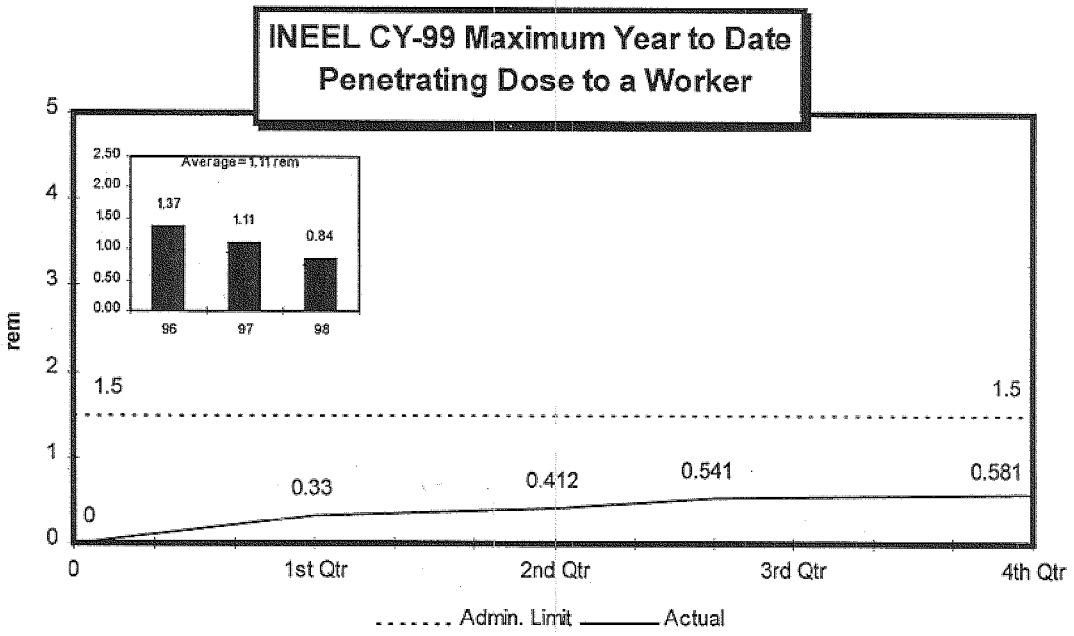
Analysis:

No goal has yet been established by the BBWI and DOE-ID team. It is being reported as a "snapshot," and is not assigned a score.

Note that the FY 1999 rate has continued to climb even though the rate for each of the three previous months is less than the average. This is due to cases that started in former months evolving to require days away and/or restricted work days after less-involving treatment regimens failed to cure the ailment, and more involving treatment regimens are applied.

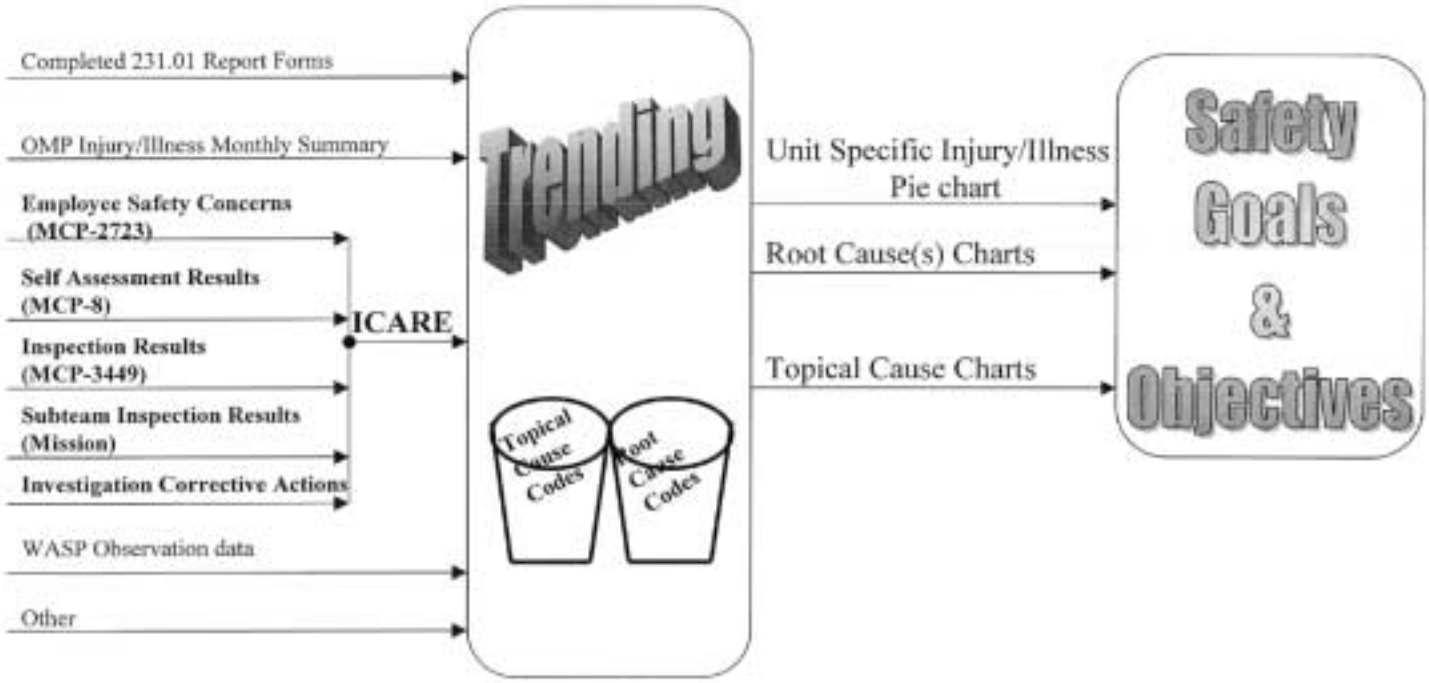


The average occupational radiation dose for INEEL workers with measurable radiation exposure through the end of the fourth quarter is 0.066 rem based on 737 workers and a total of 280,308 Radiation Work Permit (RWP) hours.



The maximum penetrating radiation dose to a worker through the end of the fourth quarter was 0.581 rem to a TRA worker. Since no one has exceeded 0.700 rem in the past three years, the high (1.5 rem) INEEL Administrative limit should be reduced to 0.750 rem.

Inputs/Outputs of Unit Trending Process



UNIT 6 Safety and Health Goals FY2000

During pre-job briefing emphasize hand injury and strain/sprain

Develop a stretching program
Conduct 50 observations for WASP
Develop safety activities that relate to Unit 6
Schedule monthly EST inspection.

Employee Action Plan

Report all injuries/illnesses to supervisors.
Report all near misses to supervisors.
Observe any medical restriction and keep follow-up appointments made by the Occupational Medical Program.
Report work restriction to your

supervisor or foreman.
Participate in 12 safety related activities one to be a safety type observation with a supervisor or EST member.
Participate in a stretching program.
Participate in one Work Applied Safety Program (WASP) assessment.

STATUS OF THE GOALS

Hand injury down 64%

Strain/Sprain down 73%

Employee Stretching up 50%

WASP observation 106%

EST have double observation for remainder of the year.

EST monthly inspection on target.

Voluntary Protection Program Application

IV. Hazard Prevention and Control

IV. Hazard Prevention and Control

Program Element IV: Hazard Prevention and Control

1. Professional Expertise

Required Information:

Provide details concerning the use of certified professionals, such as occupational medical personnel, health physicists, industrial hygienists, and safety professionals.

Describe what services are available at the site; how these professionals integrate their services with each other; and how communication is maintained.

Additional Guidance:

References to the organizational charts may be appropriate to demonstrate where the various safety and health professions are found.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

IV. Hazard Prevention and Control

1. Professional Expertise

Statement of Fact

BBWI employs a full complement of highly trained, competent, and experienced safety and health professionals. These professionals receive up-to-date information and training that allow them to effectively support line management S&H needs. The quality of S&H professionalism is demonstrated by solicitation of their expertise by other entities, such as the Department of Energy, municipal government agencies, and private industry.

Narrative Response to Yellow Page

Use of Certified Professionals

In order to promote excellence and maintain a safe work environment, BBWI recruits and maintains a highly qualified staff of safety and health professionals. The staff includes nationally certified personnel, including nine certified safety professionals and seven certified industrial hygienists. They are used in supervisory positions as well as in direct operational safety support. The professionals are part of an entire branch of the company, the Environmental, Safety, Health, and Quality Assurance (ESH&QA) Branch dedicated to supporting the S&H needs of the company (see attached organizational charts and personnel rosters).

The ESH&QA Branch includes the following professionals:

- Safety engineers (nine certified safety professionals)
- Industrial hygienists (seven certified industrial hygienists)
- Fire protection engineers and technicians
- Radiation control engineers and technicians
- Emergency response specialists
- Scientists
- Physicians and nurses
- Employee assistance counselors
- Management and technical support personnel.

Technical Expertise. S&H personnel are encouraged and given resources to increase their level of technical competency by acquiring professional certifications, registrations, advanced degrees, continuing education, and training. Management and employees may specify educational and training goals in performance appraisals to increase technical qualification and promote advancement.

Professional credentials emphasized include

- Certified safety professional
- Associate safety professional
- Certified industrial hygienist
- Registered radiation protection technologist

Reflection of Professional Expertise

- Certified health physicists
- Professional engineer
- Certified professional ergonomist
- National Registry of Radiological Protection technicians
- Board-certified medical personnel
- Project management professional
- Certified asbestos supervisor
- Certified hazardous material manager
- Certified electrical inspector
- Certified ordinance disposal expert
- Certified emergency medical technician
- Certified fall-protection-competent person
- Certified safety specialist
- Registered sanitarian
- Licensed environmental health specialist
- Certified engineering technician, fire protection-certified emergency manager
- Other professional degrees and certificates (bachelor of technology, BS, MS, Ph.D., MD).

In addition, some personnel maintain certifications for special tasks, such as testing of HEPA filters, repair of respiratory equipment, and repair and calibration of radiation monitoring equipment.

Services Available and How Our Professionals Integrate Their Services

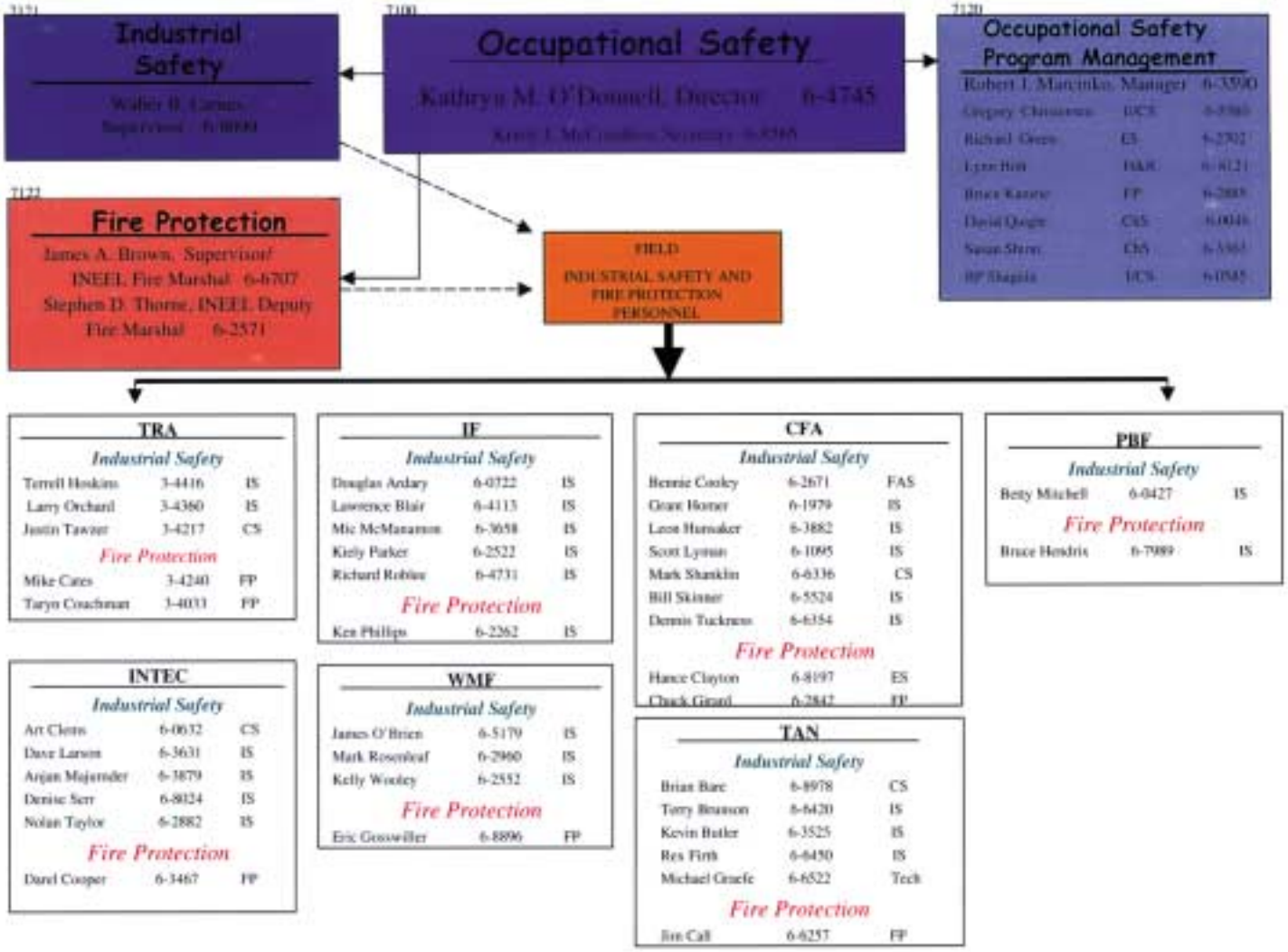
These personnel provide safety and health expertise to the company as a whole and provide matrixed support to specific BBWI facilities as needed. S&H professionals provide safety awareness training, consulting, workplace analysis, task guidance, medical support, radiological and industrial hygiene oversight, and safety issue resolution. They integrate their expertise by several mechanisms. Each safety professional reports directly to an ES&H facility manager. These managers meet at least monthly to discuss common issues. They all follow the same company-level procedures and work-control processes. Our S&H professionals conduct periodic meetings where discipline-specific subject matter experts communicate, integrate, and train about various safety topics. These professionals also communicate with their peers by telephone and Lotus Notes.

Communication. S&H professionals work closely with each other and with the personnel and organizations they support. Conversely, matrix organization personnel work closely with and coordinate work activities with their safety and health professions. Communication among safety and health personnel is maintained by

- Work offices that are generally located in central groups
- Plan-of-the-day meetings
- Periodic discipline-specific meetings
- Weekly staff meetings conducted by the S&H director and attended staff
- Weekly senior staff meetings where the S&H director represents the safety discipline
- Regular staff meetings conducted by supervisors and attended by the professionals who report to them
- Monthly ES&H facility manager meetings where coordination occurs between the line organization and the S&H matrix organization
- Representation by S&H professionals on the various employee safety teams at both the company and area-specific levels and on subcommittee.

Attachments

1. "Occupational Safety, organization chart."
2. "Occupational Safety and Fire Protection Professionals," Rev. 12/99, 2 pp.
3. "Directorate of Occupational Health," WCB MED, 12/13/99, p. 2.
4. "Radiological Control Organization Chart," 4/4/00.


Industrial Safety
Occupational Safety
Kathryn M. O'Donnell, Director 6-4745
Occupational Safety Program Management
Robert J. Mancinko, Manager 6-3590
Fire Protection
James A. Brown, Supervisor
INEEL Fire Marshal 6-6707
Stephen D. Thorne, INEEL Deputy Fire Marshal 6-2571
FIELD
INDUSTRIAL SAFETY AND FIRE PROTECTION PERSONNEL
TRA
Industrial Safety
Terrell Hoskins 3-4416 IS
Larry Orchard 3-4360 IS
Justin Tawzer 3-4217 CS
Fire Protection
Mike Cates 3-4240 FP
Taryn Coachman 3-4033 FP
IF
Industrial Safety
Douglas Ardary 6-0722 IS
Lawrence Blair 6-4113 IS
Mic McManamon 6-3658 IS
Kiely Parker 6-2522 IS
Richard Robins 6-4731 IS
Fire Protection
Ken Phillips 6-2262 IS
CFA
Industrial Safety
Bennie Cooley 6-2671 FAS
Grant Horner 6-1979 IS
Leon Hunsaker 6-3882 IS
Scott Lyman 6-1095 IS
Mark Shanklin 6-6336 CS
Bill Skinner 6-5524 IS
Dennis Tuckness 6-6354 IS
Fire Protection
Hance Clayton 6-8197 ES
Chuck Girard 6-2842 FP
PBF
Industrial Safety
Betty Mitchell 6-0427 IS
Fire Protection
Bruce Hendrix 6-7989 IS
INTEC
Industrial Safety
Art Cleins 6-0632 CS
Dave Larson 6-3631 IS
Arjan Majumder 6-3879 IS
Denise Serr 6-8124 IS
Nolan Taylor 6-2882 IS
Fire Protection
Darel Cooper 6-3467 FP
WMF
Industrial Safety
James O'Brien 6-5179 IS
Mark Rosenleaf 6-2960 IS
Kelly Woodey 6-2552 IS
Fire Protection
Eric Gosswiller 6-8896 FP
TAN
Industrial Safety
Brian Bare 6-8978 CS
Terry Brunson 6-6420 IS
Kevin Butler 6-3525 IS
Res Firth 6-6450 IS
Michael Graefe 6-6522 Tech
Fire Protection
Jim Call 6-6257 FP

OCCUPATIONAL SAFETY AND FIRE PROTECTION PROFESSIONALS

Rev. 12/99

NAME	PHONE	PAGER	FAX	USER ID	S#	MS	LOCAT	ORG.	MGR/SUPV	DISC	BR
GENERAL OFFICE STAFF											
BROWN Jim	**6-6707**	**6202**	**6-8053**	**YJB**	**70558**	**4129**	**CF 612**	**7122**	**O'Donnell**	**Fire Mshl**	GO
CARNES, Walter	**6-8090**	**5840**	**6-8053**	**WBC**	**71571**	**4129**	**CF 612**	**7121**	**O'Donnell**	**Supv IS**	GO
CHRISTENSEN, Greg	6-5380	6988	6-8053	CHRIGK	85233	4129	CF 612	7121	Marcinko	OSPM (1/CS	GO
GREEN, Richard	6-2702	5091	6-8053	RGB	28670	4129	CF 612	7120	Marcinko	ES	GO
HOLT, G. Lynn	6-8121	None	6-5880	HOLTGL2	51244	3406	IF WCB	7120	Marcinko	H&R	GO
KANIRIE, Bruce	6-2885	6445	6-8053	BWK	65721	4129	CF 612	7120	Marcinko	OSPM (FP)	GO
MARCINKO, Bob	**6-3590**	**5163**	**6-8053**	**RMARCINK**	**46796**	**4129**	**CF 612**	**7120**	**O'Donnell**	**Mgr. OSPM**	GO
MCCANDLESS, Kristy	6-8565	6820	6-8053	MCANKJ	41431	4129	CF 612	7100	O'Donnel	Admin.	GO
NILES, Bob	6-		6-8053			4129	CF-612	7100	O'Donnell	Temp. Admin.	GO
ODONNELL, Kate	**6-4745**	**5056**	**6-8053**	**KMO**	**57508**	**4129**	**CF 612**	**7100**	**Watkins**	**Director OS**	**GO**
QUIGLEY, Dave	6-0046	6480	6-5880	DQ1	58078	3406	IF WCB	7120	Marcinko	OSPM (ChS)	GO
SHAGULA, Ben (BP)	6-0585		6-8053		85279	4129	CF-612	7120	Marcinko	OSPM (1/CS	GO
SHINN, Susan	6-3363	4897	6-5880	SHINS	69954	3406	IF WCB	7120	Marcinko	OSPM (ChS)	GO
THORNE, Stephen	6-2571	4331	6-8053	THORSD	72709	4129	CF 612	7122	Brown	Deputy Fire Mshl	GO
FIELD INDUSTRIAL SAFETY (IS) PERSONNEL											
C F A											
COOLEY, Bennie	6-2671	5491	6-2676	COOLBW	56860	4121	CF 609	6000	Brunson	FAS	SS
HOMER, Grant	6-1979	6565	6-6332	HOM	64396	4101	CF 614	6000	Brunson	IS	SS
HUNSAKER, Leon	6-3882	5400	6-4322	CUK	63948	4111	CF 1611	6000	Brunson	IS	SS
LYMAN, Scott	6-1095	7229	6-2948	LYMASL	76434	4101	CF 696	6000	Brunson	IS	SS
SHANKLIN, Mark	6-6336	9129	6-2283	SHANMM	79807	5312	INTEC 698	6340	Brunson/Pollard	CS	
SKINNER, William	6-5524	5456	6-2676	WDS4	69928	4121	CF 609	6000	Brunson	IS	SS
TUCKNESS, Dennis	6-6354	4404	6-8959	TUCKDT	78097	4141	CF-688	3180	Chebul	IS	EM
INTEC											
CLEMONS, Arthur	6-0632	5000	6-3166	CLEMLA	79678	5227	INTEC 1604	6340	Brudett/Pollard	CS	SS
LARSON, Dave	6-3631	5513	6-4919	DLAR	35144	5204	INTEC 630	5242	Vorachek/Osborn	IS	NO
MAJUMDER, Anjan	6-3879	5512	6-4919	AKJ	63872	5208	INTEC 630	5242	Vorachek	IS	NO
SERR, Denise	6-8024	6050	6-4919	DSERR	59296	5222	INTEC 630	5242	Vorachek/Osborn	IS	NO
TAYLOR, Nolan	6-2882	9199	6-4919	TAYLNC	39384	5204	INTEC 630	5242	Vorachek/Osborn	IS	NO
TRA											
HOSKINS, Terrell	3-4416	5786	3-4901	HDT	36337	7137	TRA 678	5442	Duling	IS	NO
ORCHARD, Larry	3-4360	6985	3-4901	LDO	65008	7137	TRA 678	5442	Duling	IS	NO
TAWZER, Justin	3-4217	4119	3-4715	TAWZTJ	66113	7112	TRA 652	5400	Brunson/Pollard	CS	SS
TAN											
BARE, Brian.	6-8978	6478	6-6126	BAREBK	56357	9104	TAN 688	6340	Brunson/Pollard	CS	SS
BRUNSON, Terry	6-6420	5746	6-6361	BRUNSOTM	27291	0313	TAN 629	5540	Sandvig	IS	NO
BUTLER, Kevin	6-3525	5632	6-3417	BUTLERKS	47671	0313	TAN 675	5540	Sandvig	IS	NO
FIRTH, Rex	6-6450	5730	6-6648	FTH	68318	9206	TAN 607	5540	Sandvig	IS	NO
GRAEFE, Michael	6-6522	4838	6-0578	GRAEFEMR	39463	0313	TAN 679	5540	Sandvig	Tech	NO
IF											
ARDARY, Douglas	6-0722	9106	6-9822	ARDADE	59277	2113	ROB-1	4D11	Jansen	IS	AEDL
BLAIR, Lawrence	6-4113	5869	6-3612	RBLAIR	75077	3960	IF TSB	3180	Chebul	IS	EM
MCMANAMON, Larry (Mic)	6-3658	None	6-8632	MCMALE	62615	3922	IF TSB	3180	Chebul	IS	EM
PARKER, Kelly	6-2522	7334	6-0393	KP1	71801	2206	IRC 603	5C00	Brunson	IS	SS
ROBLEE, Richard	6-4731	5757	6-6852	RBE	63226	3920	IF TSB	3000		IS	
WMF											
O'BRIEN, James	6-5179	6447	6-7383	JF5	71733	4201	WMF 637	3000	McBath	IS	EM
ROSENLEAF, Mark	6-2960	9135	6-7383	ROSEMD	78915	4201	WMF 637	3000	McBath	IS	EM
WOOLEY, Kelly	6-2552	7368	6-9781	WLY	64991	4202	WMF 657	3180	Chebul	IS	EM

OCCUPATIONAL SAFETY AND FIRE PROTECTION PROFESSIONALS

Rev. 12/99

NAME	PHONE	PAGER	FAX	USER ID	S#	MS	LOCAT	ORG.	MGR/SUPV	DISC	BR
PBF											
MITCHELL, Betty	6-0427		6-6933	MITCBL	51554	8101	PBF 632	5800	Carlson	IS	EM
FIRE PROTECTION											
CFA											
CLAYTON, Hance	6-8197	7557	6-2676	CLAYHE	71483	4121	CF 609	3180	Chebul	ES	EM
GIRARD, Chuck	6-2842	4183	6-6332	GIRAC	85037	4131	CF 614	6000	Brunson	FP	SS
INTEC											
COOPER, Darel	6-3467	5515	6-4919	DCOOPER	35968	5204	INTEC 630	5242	Vorachek/Osborn	FP	NO
TRA											
CATES, Mike	3-4240	6666	3-4901	CATE	72283	7137	TRA 678	5442	Duling	FP	NO
COUCHMAN, Taryn	3-4033	6833	3-4901	COUCTS	79559	7137	TRA 678	5442	Duling	FP	NO
TAN											
CALL, Jim	6-6257	5073	6-3417	CALLJH	71124	0302	TAN 675	5540	Sandvig	FP	NO
IF											
PHILLIPS, Ken	6-2262	5867	6-9822	KCP	37246	2113	ROB-1 601	5C00	Brunson	FP	AEDL
WMF											
GOSSWILLER, Eric	6-8896	6309	6-7383	EGR	70948	4201	WMF 637	3000	McBath	FP	EM
PBF											
HENDRIX, Bruce	6-7989	6353	6-6933	BRCE	70868	8101	PBF 632	5800	Carlson	FP	EM

ESH&QA MANAGERS AND SUPERVISORS

DIVISION & TITLE	NAME	PHONE	PAGER	USER ID	FAX	M/S
MGR, TRA ESH&QA	**DULING, Joel W.**	**3-4201**	**4515**	**DULIJW**	**3-4901**	**7137**
SUPV, TRA S&H	*To be announced...*					
MGR, ER ESH&QA	**CHEBUL, Charlie R.**	**6-9566**	**5689**	**CHEBCR**	**6-8632**	**3922**
MGR, CFA ESH&QA	**MACFARLANE, Robert**	**6-8205**	**5712**	**RMAC**	**6-6332**	**4131**
Supv, Site Services ESH&QA	BRUNSON, Burdette	6-5134	7651	HOFFRD	6-5396	4106
SUPV, Construction Mgmt.	POLLARD, James H.	6-6336	7397	POLLJH	6-2283	5311
MGR, WROC Oper. ESH&QA	**CARLSON, Timothy L.**	**6-8062**	**5724**	**TCL**	**6-6933**	**8101**
MGR, EM Compliance Dept.	**JONES, Roger K.**	**6-8590**	**6519**	**RRK**	**6-8632**	**3922**
MGR, Lab. Oper. & AEDL	**JANSEN, J. R (Dick)**	**6-8229**	**6419**	**SEN**	**6-0665**	**3427**
SUPV, EM Waste Gen. Services	GURNEY, Lance W.	6-8581	6768	LANCE	6-2714	4142
MGR, RWMC ESH&QA	**MCBATH, William H.**	**6-5706**	**7460**	**WM5**	**6-7383**	**4201**
MGR, TAN ESH&QA	**JONES, Corrinne R.**	**6-8079**	**5728**	**CRJ**	**6-2368**	**9208**
MGR, TAN SMC ESH&QA	**SANDVIG, Michael D.**	**6-6140**	**7314**	**SANDVIMD**	**6-6361**	**0313**
SUPV, TAN OS/FP	DURRANT, James A.	6-6562	5747	DURRANJA	6-6361	0313
MGR, INTEC ESH&QA	**VORACHEK, Mike**	**6-6925**	**4412**	**VORAM**	**8813**	**5208**
SUPV, INTEC Safety and FP	OSBORN, Robert M.	6-6298	6354	RDSBORN	6-4919	5204

GO – **General Office**
OS – **Occupational Safety**
OSPM – **Occupational Safety Programs Management**
IS – **Industrial Safety**
FP – **Fire Protection**
ES – **Explosive Safety**
ChS – **Chemical Safety**
I/CS – **Industrial/Construction Safety**
H&R – **Hoisting & Rigging**
CS – **Const. Safety**
FAS – **Fire Arms Safety**
NO – **Nuclear OPS**
AEDL – **Applied Engr. Lab**
EM – **Envir. Mgmt.**
SS – **Site Services**

DIRECTORATE OF OCCUPATIONAL HEALTH
P.N. Creighton, M.D., Director

*L.Edelmayer, Prin. Off. Spec. and Px Scheduler

<--Matrixed Org. Chart-->

BBWI INDUSTRIAL HYGIENE PROGRAM SUPPORT
J.D. Downes, Supervisor

IH SUPPORT: YRA, INTEC
J.D. Downes, CIH, Lead IH

R.J. Bridge, TRA
J.N. Wilkinson, TRA
V.N. Holtzclaw, INTEC
K.A. Kubiak, CIH INTEC
D.L. Puccinelli, INTEC
N.A. Wegener, INTEC
*S.C.Billings,IH Tech,INTEC
*M.C.Hansen, IH Tech,INTEC
*K.A. Keltz, IH Tech, INTEC

HEPA & VENTILATION SYSTEMS
* B.W. Chesnovar
R.K. Poole
S.A. Bernhardt

IH SUPPORT: WMF, PBF, CFA

T.O. Bodily, CIH, Lead IH

L.M. Coe-Leavitt, CFA
* K.J. Crandall, CFA
A.C. Davis, RWMC
B. Roethlisberger,CIH WROC
P.L. Hughes, CFA
B.M. Perkes, WROC
J.M. Erickson, CIH CFA
P.A. Stewart, CFA-RESL

IH SUPPORT: IF, TAN

T.F. Lewis, CIH, Lead IH

S.J. Chessin, CIH IRC
T.M. Staley, TAN
* S.C. Comba-IH Tech, TAN
J.K. Welker, SMC
R.D. Parker, CIH IF/IRC
G.E. Downs, ER, Constructn
M.T. Langlois, CIH
D&D & Asbestos
* K. Chadwick-IH Tech

PHYSICIANS

W.F. Belk, M.D.
Special Projects

J.R.Constantino, M.D.
Physician Ed.& Sched.

G.D. Bush, M.D.
Emergency Preparedness

Occupational Physician
Vacancy

NON-LMITCO DISPENSARIES

ANL:+ T. Hobbs, R.N.
#+ S. Behm, R.N.
NRF:+ J.P. Summers, MD
+ L.M. Frye, R.N.

+Total Non-LMITCO employees = 4
S. Behm is part-time

OM NURSING SERVICES

D. M. Harris, RN
Nursing Supervisor

CFA MEDICAL FACILITY:

J. Delonas, Shift RN
G.N. Godfrey, Shift RN
L.W. Horman, Shift RN
D.E. Allen, Shift RN
D.J. Ball, Casual RN
S.L. Behm, Casual RN
T.L. Skidmore, Casual RN
J.L. Burton, RN
L.R. Copeland, RN
Vacancy, CFA RN
N.M. Neilsen, X.T.
* R. Carr, Sr Office Spec.
* R.Twitchell,Sr.Off.Spec.

WCB MEDICAL FACILITY:

K.S. Torgerson, RN
S. Franck, LPN
D.L. Butler, X.T.
L.M. Ray, Casual RN

INTEC DISPENSARY:

N.M. Imberi, RN
M.W. Dole, LPN

TAN DISPENSARY:

D.J. Fordyce, RN

TRA DISPENSARY:

Covered Tue. & Thur. by
a rotating CFA day Nurse

OM ADMINISTRATION

L.H. Collings, R.Ph.
OM Medical Administrator

OPERATIONS/FACILITIES ADM.
S.B. Larsen, Tech. Spec.

WORKMANS COMPENSATION
L.G.Sundberg, Tech. Spec.

EMPLOYEE ASSISTANCE PROG.

S.D. Andelin, Ph.D.
Coordinator & Psychologist

* K.R. Jones, Sr Off. Spec.

K.C. Minnix, Counselor
C.J. Scott,SAP & Counselor

HEALTH PROMOTION PROGRAM

E.L. Thomas, Ph.D.
Coordinator

Vacancy
Health/Wellness Specialist

#L.A. Flynn
Health/Wellness Specialist

MSDS PROGRAM

V.J. Bills, Coordinator

*N.M. Davison Sr.Off.Spec.
#*D.L. Crezee, Sr.Off.Spec.

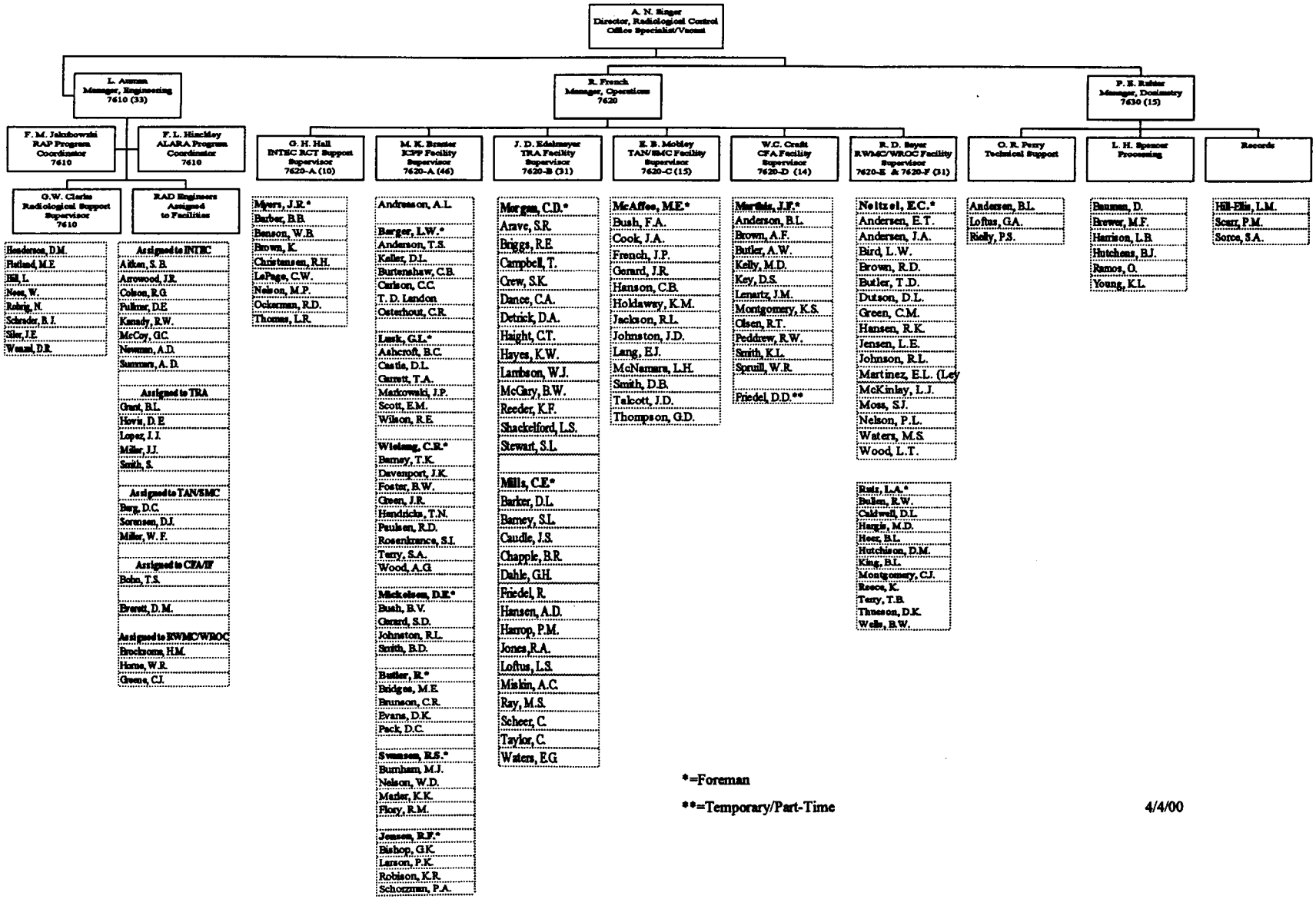
OSHA INJURY/ILLNESS

A.J. Kavran, Adv.Eng./Sci.

LMITCO DOH EMPLOYEE STATS:
Revision Date: 10/18/99
Full Time: = 66
On-Board: 63
Vacancies: 3
Part Time or Casual = 6
On-Board: 6
Vacancies: 0
TOTAL LMITCO = 72
Exempt = 41
* Non-Exempt = 13
Bargaining Unit = 18

Direct = 28
Indirect = 44

Radiological Control Organization Chart - 7600



*=Foreman

**=Temporary/Part-Time

4/4/00

Program Element IV: Hazard Prevention and Control

2. Safety and Health Rules

Required Information:

List the site's safety and health rules and attach a description of the disciplinary system used to enforce those rules. Demonstrate that the rules apply to and are communicated to all employees.

Describe positive reinforcement system(s).

Additional Guidance:

Entire safety and health manuals are not appropriate here. It is acceptable to attach a table of contents from the manual, with pages that demonstrate the disciplinary system.

Positive reinforcement may include such activities as

- Informal positive feedback
- Formal "one-on-one" feedback sessions
- Rewards for desirable behavior

Award systems should recognize positive activities, rather than simply an absence of injuries.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

2. Safety and Health Rules

Statement of Fact

Safety and health rules are established and posted throughout the facilities. The rules are basic and easy for employees to remember. The result of employees following the rules is a safe and productive work environment. The steps of the discipline policy are also effective tools when someone is found violating safety and health rules and requirements

Narrative Response to Yellow Page

The INEEL's Safety and Health Rules

The philosophy for work being performed at the INEEL is that it is standard based, not expert based. This basically means that we are required to follow policies, procedures, and work control documents when performing work. Workers are allowed to use their personal expertise of experience but it must be within the confines of the policy, procedure, or work control document. Thus, whether or not you follow safety rules or requirements is not an option. It is the rule. Safety and health rules are well defined and apply to all BBWI employees (managers, supervisors and foremen, bargaining unit, exempts and nonexempts), visitors, students, subcontractors, and service contractors.

As stated in the INEEL Safety Bulletin distributed to every employee, every person coming on site is required to

- Report any injuries or illnesses to appropriate supervisors
- Be aware of the hazards in the work place and know how these hazards are controlled
- Stop work when an activity is unsafe, whether caused by weather conditions, behavior, or any other thing
- Be properly trained and qualified to perform the assigned work tasks
- Work safely by example and action.

Reflection of Safety and Health Rules

Positive Reinforcement Systems

Although disciplinary action is sometimes necessary, BBWI management recognizes that positive reinforcement has greater effectiveness. BBWI management allocates funds specifically for recognizing employees for significant contributions to safety and health. Units are also allocated funds for recognizing and promoting safe behavior.

Employee recognition programs are a key factor in reinforcing safe behavior. These programs help to establish good rapport between management and the skilled work force. Recognition activities encourage team pride and improve morale, which results in fewer accidents and fewer lost workdays. Morale builders recognize employees for identifying and preventing hazards and for *actively caring* about safety.

The BBWI Safety Recognition Committee is tasked with promoting safety awareness and emphasizing a safe environment at the company level for all personnel, both at work and at home. This committee submits suggestions for safety promotional activities.

Safety activities offer employees opportunity to make learning about safety both fun and rewarding. One companywide safety involvement activity was the VPP Passport to Excellence. This activity encouraged employees to become actively involved in day-to-day safety activities with the incentive of receiving an award, such as a wristwatch, upon successful completion of a series of safety-related activities. One element of VPP Passport to Excellence is the one-on-one interaction it encourages between employees and their supervision. This offers supervisors opportunity to provide individual safety and health reinforcement specifically tailored to the employee.

There are also several positive reinforcement opportunities at the VPP unit level. An example is the gift certificates given to

employees at several of our VPP units. Employees meet certain criteria to earn an award. They must go above and beyond their expected duties, identify a safety or health hazard, mitigate that hazard, and raise awareness of the hazard to others. Gift certificates redeemable at such locations as site cafeterias, merchants, restaurants, and other local businesses are also awarded.

In the Star Employees-of-the-Month Program, one VPP unit submits names and stories of persons they have observed doing something safe, either at home or at work. These names are then voted on, and prizes are awarded. The two nominations most deserving of the grand prize receive prime parking spots.

Positive recognition has been the INEEL Safety and Health Program's first-string instrument in reinforcing safe behavior, and it continues to reap significant benefits in keeping S&H awareness alive and flourishing at the INEEL.

INEEL Performance Plus (P+) Program

In July 2000, the company implemented a new bonus program called the INEEL Performance Plus (P+) Program to reward employees for a job well done. The program includes the areas of safety and health. A team of employees from all branches of the company developed the program. The level 1 P+ award offers instant recognition for employee performance with redeemable certificates valued at $100 to $250. The level 2 P+ award recognizes significant team or individual accomplishments at a level of $500 and above. The value of the award varies, depending on the magnitude of the accomplishment as determined by the vice president or general manager of each branch or the appropriate associate laboratory director. Those eligible for P+ awards are all regular full-time and part-time employees, up to and including department managers. All bargaining unit employees are eligible to participate in the program.

Company Disciplinary Policy

BBWI line management understands it is vital that all personnel comply with all company policies and procedures. Foremost are policies and procedures that apply to safety and health. BBWI management also understands that positive reinforcement is the most effective avenue for ensuring safe behavior. Flagrant violation of company safety and health policies and procedures, however, is not tolerated. Senior management has responsibility to establish and enforce a disciplinary action policy for employees who willfully and negligently violate safety and health procedures, activities, or standards. Depending on the violation and circumstances, disciplinary action, up to and including dismissal, is authorized for safety and health violations.

When violation of a company safety and health policy or procedure is identified, a formal established disciplinary system is followed. This system is described in the *BBWI Employee Handbook*, available to every employee. The system is also described in Companywide Guide GDE-3, *BBWI Supervisors' Guide*. These documents state the process for disciplining employees when they knowingly violate a company rule. Safety and health violations result in disciplinary action ranging from a written warning to termination. The level of discipline is commensurate with the seriousness of the violation and the employee's prior history. Disciplinary actions are documented with the intention of changing behavior.

Attachments

Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. Safety Bulletin, "Safety 'Rules,'" GTT99 0253.

2. "Employee Information, Section 1," Companywide Guide GDE-10, pp. 1-60 through 1-65 of 1-65.

3. "INEEL Performance Plus (P+) Program," *iTalk*, July 18, 2000, No. 11.

Safety "Rules"

Safety BULLETIN

- I will report any injuries/illnesses to my supervisor.
- I will report any safety issues/concerns in the ICARE System.
- I am aware of the hazards in my workplace.
- I am aware of how these hazards are controlled.
- I am obligated to stop work when an activity is unsafe due to conditions or behavior.
- I will make sure I am trained and qualified to perform my assigned work tasks.
- I will work safely by example and actions.

Safety Value Statement:

I will actively care for my safety and the safety of others!

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reported on the timesheet as time off without pay, subject to the limitations noted under "Time Off Without Pay" in this Employee Handbook.

If an employee holding public office cannot maintain a regular work schedule with the company, LMITCO may not pay his/her regular salary. Each case is analyzed on its own merit.

Contact with Elected and Senior Government Officials

As individuals, employees are encouraged to participate in the political process; however, that participation must be on an individual basis, on their own time, and at their own expense. Under no circumstances are employees allowed to initiate or participate in business-related contacts with elected or senior government officials without the prior knowledge and approval of either the LMITCO Washington Operations Office Director or the State Government Relations Manager.

Any employee who receives a request for business-related information from an elected or senior government official must refer the request to their manager or director. The manager or director will then coordinate with either the LMITCO Washington Operations Office Director or the State Government Relations Manager to formulate the proper response.

Any employee who wants to request business-related information from an elected or senior government official must refer the request to their manager or director. The manager or director will then make a request for information to either the LMITCO Washington Operations Office Director or the State Government Relations Manager. The information will be routed back to the employee through the manager or director.

Elected government officials include any person serving in local, state, or federal government office as well as members of the elected official's staff. Senior government officials include any person occupying a federal position of Deputy Assistant Secretary or higher in a department, agency, or any White House staff, including Office of Management and Budget personnel.

Employee Disciplinary Action

The following are disciplinary guidelines only and are not intended to create contractual rights of any kind, limit the types of conduct that may result in discipline or discharge, limit the types of discipline that may be assessed, or change the at-will employment relationship.

An employee may be disciplined or dismissed for serious misconduct. The ensuing descriptions are examples only and are not intended to be all inclusive. Managers should normally follow the four-step progressive disciplinary process: written warnings to written criticisms to suspensions to dismissals. However, the exercise of management discretion in individual circumstances may lead to different results, such as escalation of one or more steps, immediate dismissal, or

repetition of a previous disciplinary action. All disciplinary actions require coordination with the Employee Relations Department prior to issuance.

In those instances where investigations and/or situations involve waste, fraud and abuse as defined by DOE Order 2030.4B, the Protective Services organization will be notified as a matter of course.

Written Warnings. Written warnings are retained in an employee's personnel file for a minimum period of 12 months.

Written warnings are warranted for, but not limited to, the following:

- Job performance deficiencies/poor workmanship
- Behavior and/or conduct problems
- Time/attendance recording errors resulting from carelessness
- Excessive absences/tardiness
- Overstaying assigned lunch and/or break periods
- Failure to notify the company of an absence
- Leaving the work area without notification and approval
- Failure to follow instructions
- Violation of traffic regulations on company/government or leased premises
- Failure to work required overtime
- Failure to report for overtime as directed and scheduled
- Disregard of work area rules
- Unauthorized use of company/government equipment or material such as tools, garments, etc.
- Bringing unauthorized personal property to work in a secured area such as a TV, tape recorder, personal pager, camera, etc.

Note: Employees may, with supervisory permission, bring personal radios, TVs, tape recorders, cameras, and personal pagers to work in designated Property Protection Areas. A

Safeguards and Security representative should be contacted if questions arise regarding the security classification of a work area.

- Misuse or abuse of government-owned/ leased vehicles including accidents causing damage where "at fault" determination is made
- Soliciting or encouraging favors, monetary or otherwise, from the business community in the name of the company, either verbally or in writing
- Soliciting signatures for petitions
- Soliciting membership/signatures on behalf of any person/organization during an employee's work time
- Vending, collecting funds, distributing printed matter, or other activity on behalf of a commercial, charitable, religious, or political organization in any work area at any time (except for those that are sponsored/endorsed by the company)
- Inappropriate interpersonal behavior
- Inappropriate displays of physical affection and/or romantic intentions. Such behavior is detrimental to a business-like atmosphere and is to be avoided during work hours and while on/in company/ government property, buildings, or vehicles.
- Unknowing or unintentional violation of any ESH&QA procedure, standard, permit requirement or practice which, in LMITCO's opinion, could not reasonably be expected to result directly in injury or harm to personnel or the environment, but which, in LMITCO's opinion, constitutes a pattern of disregard or lack of attention that could lead to such problems.

Written Criticisms. Written criticisms are retained in an employee's personnel file for a minimum period of 18 months.

Written criticisms are warranted for, but not limited to, the following:

- Continuation of progressive discipline
- Flagrant violations of rules stated under "Written Warnings" above
- Mishandling and/or failure to disclose mishandling of company/government property or leased property
- Refusal to display/surrender company/ government badges to authorized representative

- Unauthorized removal of official documents from the premises
- Conduct that adversely reflects on the company
- Disregarding area rules, safety and/or security rules, and regulations such as access controls
- Harassment because of race, religion, color, national origin, ancestry, disability, marital status, age, or gender

Note: By law, management is required to act on incidents of sexual harassment if they knew or should have known about them. Therefore, provisions must be made in organizations for employees to convey allegations of sexual harassment to their managers and, in turn, for managers to report incidents of alleged harassment to the Diversity and Compliance Office.

- Ordering items or services from vendors/ suppliers without going through proper procurement channels.

Suspensions. Suspension notices are retained in an employee's personnel file for a minimum period of 18 months.

Suspension of an employee is warranted for, but not limited to, the following:

- Continuation of progressive discipline
- Flagrant violations of rules stated under "Written Warnings" and "Written Criticisms" above
- Serious infraction of company/government regulations
- During a company/government-conducted investigation that could result in dismissal
- During the adjudication process
- Awaiting drug screening results as a consequence of reasonable suspicion
- Unauthorized use of company/ government computer hardware and/or software
- Knowing or intentional violation of any ESH&QA procedure, standard, permit requirement or practice which, in LMITCO's opinion, could not reasonably be expected to result directly in serious injury or harm to personnel or the environment.
- Bringing/using unauthorized personal computer hardware and/or software to work

- Intimidation such as physical gestures, threats of bodily harm, reference regarding guns or weapons, or any means of destroying company and/or DOE property.

Dismissals. Dismissal requires the cognizant manager's coordination with the manager of the Employee Relations Department. A dismissed employee receives no separation benefits and is ineligible for rehire without the specific approval of the vice president of Human Resources. Dismissal of an employee is warranted for, but not limited to, the following:

- Continuation of progressive discipline
- Insubordinate conduct or other flagrant violations of infractions outlined in "Written Warnings" and "Written Criticisms" above
- Improper/unauthorized alteration of official document(s)
- Filing false reports, giving false information, or making false statements, including timesheet falsification
- Misuse of company/government-issued badges/stamps/keys
- Reporting to work under the influence of an intoxicant or illegal drug
- Manufacturing, selling, distributing, dispensing, and/or possessing alcoholic/illegal drugs on company time and/or DOE property
- Failure to comply with the random drug screening requirements
- Theft
- Fighting, physical abuse, and/or assault
- Confirmed computer and/or Internet misuse which includes viewing or downloading of sexually explicit materials, playing computer games, running a private business, or transmitting protected information
- Failure to receive/maintain required security clearances, including unescorted access
- Possession of prohibited articles such as firearms, explosives, wire tapping or eavesdropping devices on company/ government property, leased property, or company/government vehicles
- Arrest, incarceration, and/or conviction for a felony offense
- Failure to report for work or call in for 5 consecutive days (usually processed as a voluntary termination)

Guide Companywide	**Employee Information** **Section 1**	Identifier: GDE-10 Revision: 1 Page: **1-65** of 1-65

- Conviction of or pleading guilty to a federal offense
- Debarment or suspension from participation in federal procurement programs.
- Knowing falsification, concealment, destruction, omission, or tampering with any information such as permits, documents, reports, or other data, that results in untrue or inaccurate information that could reasonably be expected be relied upon by LMITCO, DOE, or a regulatory agency.

Required Disciplinary Actions. In certain instances, specific disciplinary actions are required by company policy. These instances are as follows:

- Misuse of a government vehicle requires a minimum disciplinary action of 30 calendar days off without pay
- Failure to secure a government vehicle through removal of keys and locking of doors shall result in termination of the employee should such failure contribute to the theft of the vehicle
- Testing positive for drugs that a Medical Review Officer has determined have no legitimate medical use requires disciplinary time off without pay for not less than 30 calendar days.

It should be noted that, except for limited circumstances, application of time off without pay for exempt employees for disciplinary reasons must be done in weekly increments.

Financial Relations and Gifts

Lending or borrowing significant amounts of money or objects of high value is discouraged between employees at all organizational levels and is prohibited between managers and subordinates.

The company will not act as a referee in the validity of alleged debts, either on behalf of the employee or of any party making claims against the employee.

Gifts or gratuities may not be offered or accepted between employees when doing so might be regarded as influencing their company business relationship(s).

iTalk INEEL

BOWEN W HUNTSMAN
3906

July 18, 2000
No. 11

iTalk is published for INEEL (M&O contractor) employees

INEEL Performance Plus (P+) Program

The company is implementing a new bonus program — called the INEEL Performance Plus (P+) Program — to reward employees for a job well done.

The program was developed by a team of INEEL employees from all branches of the company. (A similar program under the previous contractor offered LEAP awards, but this program has a few differences.)

The Level 1 P+ award offers instant recognition for employee performance with redeemable certificates valued at $100 or $250. (Applicable taxes are withheld from the employee's next scheduled paycheck.) The award requires department manager or above approval. Sixty percent of the funds will be used for Level 1 awards.

The Level 2 P+ award recognizes significant team or individual accomplishments at a level of $500 and above. The value of the award varies depending upon the magnitude of the accomplishment as determined by the vice president or general manager of each branch or the appropriate associate lab director. Forty percent of the funds will be used for Level 2 awards.

An employee may receive up to three P+ awards in a calendar year (in any combination of Level 1 or Level 2 awards).

Those eligible for P+ awards are all regular full-time and part-time employees up to and including department managers. Bargaining unit employees' P+ implementation will be handled separately.

Allocation amounts for the P+ program will be by work organization based upon each organization's eligible payroll as of June 19. Distribution of funds by work organization to each branch will occur the week of July 17.

Each branch is free to distribute the award funds and establish internal branch guidelines, as necessary, to meet their specific needs. All awards will be charged to the company fringe account.

Soon, the program guidelines will be made available for how the program works and how it will be administered.

CARE Committee seeks new members

The CARE Committee will select five new members at the end of August. The committee, which is made up of 10 voting members, includes a diverse group of employees from all over the INEEL. Members vote on employee financial assistance, corporate donations to non-profit organizations and Team INEEL projects.

The term of office is three years. Meetings are held once a month in town, generally on the first Thursday afternoon. No charge number is provided for participating on the committee.

If you're interested in serving on the committee and want to be considered, and if you have the support of your management who will allow you to charge the necessary time to your overhead account, send the following information by July 31 to Jeanne Sherman, Contributions administrator, MS 3695:

- A short biography of yourself, including your history at INEEL, where you've worked and what you do now.

(continued on back of page)

- Two or three paragraphs telling why you would like to serve on the CARE Committee and why you would be a good addition to the committee.

"Serving on the CARE Committee is a challenging process but gratifying to all involved," says Sherman.

The list of applicants will be screened by Sherman and Rick Dale, manager of Community Programs. The CARE Committee will conduct interviews with the finalists in mid-August and make final selections in time for the September meeting.

Integrated Scheduler is handy tool

By now, you should have received your INEEL Integrated Scheduler in the mail. The colorful 18-month calendar is a sort of integrated reminder package of many vital elements at the INEEL as well as a functional tool for helping plan, schedule and complete your work.

The calendar was created to integrate many messages important to the INEEL and its workers. It focuses on safety and environmental messages, INEEL value statements, and mission and vision statements from the Institutional Plan. It also includes a safety logo for each VPP unit, plus logos from other ISMS supporters.

The idea was conceived by J.D. McKinney, of the Integrated Safety Management System office. The design and packaging was the product of an integrated team. A majority of the photos were taken by INEEL photographers. Graphic artist Stuart Hall of INTEC led the design effort. Other ISMS Communications Team members were Kimberly McIntyre, Unit 8 Employee Safety Team; photographer Norman Free; Bowen Huntsman, VPP office; Steve Obert, Environmental Management; and John Howze, Employee Communications.

The scheduler was funded by ISMS, Waste Management, Environmental Restoration and Technology Deployment.

If you did not receive a copy of the INEEL Integrated Schedule, contact John Howze (526-6864, jhowze@inel.gov).

State of the Lab address

As this *iTalk* goes to press, Bernie Meyers, president and general manager, is scheduled to give a State of the Lab address to managers July 18.

The address is an overview of INEEL safety statistics, the company's recent DOE performance evaluation and fee report, the INEEL Institutional Plan and recent DOE headquarters on-Site reviews. The final segment of the meeting is an open question-and-answer session.

The *iNews* will cover the event, and employees will be informed through *iNotes* of the intranet Web location for the text of the presentation. The session will be videotaped.

Managers are expected to share information from the event with employees, so ask your manager about topics discussed in the State of the Lab address.

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Program Element IV: Hazard Prevention and Control

3. Personal Protective Equipment

Required Information:

Describe the requirements for the use of personal protective equipment and how the equipment is maintained and distributed.

Additional Guidance:

If respirators are used, attach the table of contents from the respirator program.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

3. Personal Protective Equipment

Statement of Fact

When the hazards of a work activity cannot be mitigated using engineering and administrative controls, workers are protected using company-supplied personal protective equipment. Personnel, procedures, training, work control processes, and facilities are available to ensure that required PPE is accessible and in proper operating condition.

Narrative Response to Yellow Page

The Requirements for the Use of Personal Protective Equipment

Work at the INEEL involves potential for exposure to many types of industrial, chemical, and radiological environments and materials. Ensuring that worker exposure to these environments and materials is avoided, or at least minimized, requires established personal protective equipment (PPE) programs and processes. The BBWI policy is to provide PPE required to protect workers from hazards that cannot be otherwise eliminated or avoided by engineering or administrative controls. BBWI is continually searching for ways to minimize or eliminate hazards (thus reducing the use of PPE).

The Environmental, Safety, Health, and Quality Assurance (ESH&QA) Branch administers the personal protective equipment. When managers, supervisors, and employees working with S&H personnel determine they must use a specific form of PPE for a certain task, instructions requiring use of that PPE are included in the appropriate procedure(s) and are posted in appropriate areas. The branch has developed the following companywide MCPs to govern the use of PPE (the list is not all-inclusive):

Reflection of Personal Protective Equipment

- MCP-432, *Radiological Personal Protective Equipment*
- MCP-2716, *Personal Protective Equipment*
- MCP-2726, *Respiratory Equipment*
- MCP-3571, *Independent Hazard Review.*

Required PPE is further detailed in procedures specific to the type of work being performed, such as in

- MCP-2731, *Electrical Safety*
- MCP-2719, *Controlling and Monitoring Exposure to Noise*
- MCP-2717, *Lasers Safety Program.*

In addition, individual facilities develop area-specific procedures to address PPE issues unique to their work environments. Instructions for using PPE are also integrated into task-specific procedures as needed. Use of PPE is also strictly controlled through other work control mechanisms, such as radiation work permits, safe work permits, and exposure assessments.

PPE training programs guide employees and inform them about the maintenance, care, inspection, storage, disposal, and use of PPE. An example of this training is the initial and refresher respirator protection training all employees who use respiratory protection must complete before using respirators. Training is discussed in more detail in Element V, Safety and Health Training.

All construction work areas require as a minimum the use of hard hats, safety glasses with side shields, and sturdy leather boots that extend above the ankle. Need for additional PPE for a specific activity is determined by completing a job safety analysis.

Subcontractors are required by contract to store, maintain, and distribute all PPE.

Through daily site inspections and weekly surveillance, BBWI Construction Management personnel observe the use, disposal, and storage of PPE. Any problems noted are referred to the subcontractor for required correction.

In INEEL office environments, ergonomic equipment (such as ergonomically correct workstations) is provided to employees as needed. Model workstations are strategically located for employees to test various types of office equipment in an office environment. Ergonomic professionals evaluate equipment and maintain a list of acceptable equipment. Ergonomic assessments are routinely performed within the workgroups to ensure proper employee-workstation alignment.

How Protective Personal Equipment is Distributed and Maintained

BBWI supplies and maintains a broad range of PPE to protect workers from any and all types of industrial, chemical, and radiological hazards that may be encountered at the INEEL. The PPE provided includes (the list is not all-inclusive) the following:

- Gloves
- Boots
- Face shields
- Safety glasses and side shields
- Prescription safety glasses
- Anticontamination and protective clothing
- Hearing protection
- Respiratory equipment.

A complete infrastructure has been established to ensure that all required PPE is supplied and maintained to effectively meet the protective needs of INEEL workers. This infrastructure includes, in addition to the best PPE available, the following:

- Procedures
- Training
- Work process controls (such as job safety analyses and radiation work permits)
- Repair and maintenance facilities
- Skilled and certified personnel to monitor potentially hazardous work and maintain and repair PPE.

Issue rooms are strategically located at INEEL facilities, such as at the Test Reactor Area (TRA) and the Idaho Nuclear Technology and Engineering Complex (INTEC). At selected locations within many of the INEEL facilities, whether issue rooms are available or not, satellite areas are maintained that contain stocks of necessary PPE. Regardless of where the PPE is stored, it is ultimately the responsibility of the area supervisor to ensure that appropriate PPE is available, and it is the responsibility of each employee to appropriately use and wear the PPE and properly inspect it before and after use.

Some PPE is designed or intended for one-time use only (anti-contamination suits). Other PPE may be reused, provided it is properly maintained. An example of PPE that is reused at the INEEL is respirators. Respiratory equipment is among the most controlled equipment at the INEEL. All workers who use the equipment must be fully trained and medically qualified to wear it. Special-fit testing is performed for each type of respirator authorized. Additionally, respiratory equipment is routinely inspected to ensure all parts are functional and in like-new condition. All face pieces and component parts receive thorough cleaning, sanitizing, and inspection before being issued to workers. After reassembly, all air purifying full-face pieces have the face-to-face piece seal validated on a Posi-Check leak tester, and self-contained breathing apparatus (SCBA) and air-line face pieces are verified with the Mine Safety Appliance (MSA) Pro-Check. Technicians certified by MSA for Level HI Regulator Repair complete maintenance on self-contained breathing apparatus (SCBA) equipment.

Attachment

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL intranet from Electronic Document Management, no attachment is offered. Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. "Respiratory Protection," Companywide MCP-2726, p. 1 of 16.

Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	**RESPIRATORY PROTECTION**	Identifier: MCP-2726 Revision: 2 Page: **1** of 16
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Occupational Health	Effective Date: 02/03/99

Manual: 14B–Safety and Health–Occupational Health **CATEGORY 3** DAR Number: 15960

NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

This procedure provides instructions for implementing the respiratory protection program to help ensure worker safety. It addresses requirements from Title 29 of the Code of Federal Regulations (CFR) part 1910.134 and DOE Order 440.1A.

2. SCOPE AND APPLICABILITY

This document directs administration, selection, control, use, maintenance, storage, training, and monitoring for the respiratory protection program.

This document applies to all persons working for Lockheed Martin Idaho Technologies Company (LMITCO) or in LMITCO facilities at the Idaho National Engineering and Environmental Laboratory (INEEL) that use respiratory devices for protection against airborne hazardous materials. This procedure applies to all types of work (maintenance, construction, research, etc.) in which respiratory protection may be required.

3. PREREQUISITES

3.1 Personnel performing work requiring the use of respiratory protective equipment must be qualified through appropriate training and medical evaluations.

3.2 Personnel required to inspect self-contained breathing apparatus (SCBAs) or perform monthly inspections of SCBAs must be *Level I* (see definition) trained.

3.3 Personnel that are required to issue respiratory equipment must be a *qualified person* (see def.) through appropriate issuance training, as described in Appendix E, Respiratory Training Courses.

4. INSTRUCTIONS

4.1 Program Administration

4.1.1 Director of Occupational Health: Assign an industrial hygienist (IH) experienced in respiratory protection as program administrator.

4.1.2 Ensure that an annual assessment, conducted by personnel independent of the program administrator and with the appropriate expertise, is performed and documented.

Program Element IV: Hazard Prevention and Control

4. Preventive Maintenance

Required Information:

Summarize and briefly describe the procedures used for the equipment preventive maintenance programs. Include information on scheduling, and describe how the maintenance timetable is followed.

Additional Guidance:

Examples of maintenance schedules are of value.

Describe how computerization is used in the scheduling and tracking of preventive maintenance.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

4. Preventative Maintenance

Statement of Fact

Proper maintenance of resources is crucial for the safe and effective operation of INEEL facilities. Preventive and predictive maintenance programs are therefore used to mitigate the chances and effects of unplanned equipment failure. Vital equipment is regularly maintained so that it will continue to provide safety and facility support. The PM program is tailored consistent with the INEEL missions and long-term facility planning.

Reflection of Preventive Maintenance

Narrative Response to Yellow Page

Preventive Maintenance

The Integrated Work Control process implements the preventive maintenance process. This process ensures the elements of the facility's Integrated Safety Management System (ISMS), Enhanced Work Planning (EWP), and the Voluntary Protection Program (VPP) are followed when developing Preventive Maintenance (PM), and Predictive Maintenance (PdM) work orders. Integrated work control puts all INEEL maintenance work into a single process. Equipment is consistently screened to uniform criteria to ensure hazards are appropriately identified, analyzed, and mitigated.

A broad array of equipment is used at the laboratory. Much of the equipment is critical to the operation of INEEL nuclear facilities. BBWI has an established maintenance program to support equipment operation. This overall program is described in PDD-20, "INEEL Maintenance Management Program." The INEEL Maintenance Program uses a combination of preventive, predictive, and corrective maintenance to provide the availability, operability, and reliability of plant structures, systems, and components that are important to the safe and reliable operation of real property and related personal property. Predictive/Preventive maintenance is initiated by the equipment owner, who evaluates the items on the master equipment list to determine which items require PM or PdM. The evaluation considers safety significance, mission objectives, and costs associated with failure. The owner then selects tasks, frequencies, and scope based on such things as

- Operational experience
- Vendor recommendations
- Engineering analysis/judgment
- Cost/benefit analysis
- Reliability requirements
- Good engineering practices
- Regulatory and code requirements
- Maintenance history
- ALARA considerations
- Performance monitoring
- Risk level
- Safety of personnel
- Safety analysis reports, technical safety requirement, operations safety requirements.

Any employee can initiate a work order following the requirements of the "Integrated Work Control Process" (STD-101). The Primary Owner initiates the PM process following STD-101 requirements. PMs are reviewed and reapproved regularly. As appropriate, the primary owner trends and analyzes the data gathered by the PdM tasks. Maintenance management programs directly involve the worker in work site reviews, safety analyses, and work planning. The overall programs encompass work control, procedures, worker training, and management oversight to

ensure compliance with federal and state requirements and to achieve safe, reliable, and cost-effective facility operation.

Each INEEL facility executes the PM process with specifically scheduled actions to help prevent equipment failure. The facilities take a tailored approach based on the degree of risk and the nature of mission activities to prioritize resources for facility and equipment maintenance. Priorities are established and assigned relative to potential safety hazards and work importance as determined by project or program management, S&H professionals, and other disciplines (such as engineering, environmental, waste management, and production) on an as-needed basis. Master equipment lists identify structures, systems, and components covered by the maintenance programs.

Preventive maintenance is based on manufacturer's recommendations, plant operating experience, surveillance requirements, federal and state laws, industry codes and standards, safety analysis reports, technical safety requirement, Resource Conservation and Recovery Act (RCRA) permits, and good engineering practices. Preventive maintenance intervals are based on optimum application of calendar time requirements, machine run times, and repetitive motion or performance counting techniques. Preventive maintenance programs are periodically reviewed and revised to optimize the cost/benefit ratio of PM requirements and equipment reliability. Justification for PM actions is documented, and management approves new and revised actions and their frequency based on program analysis and evaluation. Procedures are developed, verified, and validated, as required, based on the level of complexity of work and potential risk to the workers, public, and environment. Craft workers, planners, engineers, trainers, technical writers, and S&H professionals participate in the procedure development process. In establishing a balance between corrective and preventive maintenance, the overriding consideration is safe and reliable facility operations achieved cost-effectively.

The INEEL Senior Maintenance Management Council (SMMC) sets site-wide policy for maintenance. It creates and maintains company-level policies and procedures affecting facility PM/PdMs. The SMMC is the focal point for both internal and external communication with DOE-ID and other regulating authorities concerning site-wide maintenance issues. For specific scope and responsibilities associated with the SMMC, see CTR-17, "Charter for the Senior Maintenance Management Council." The SMMC has developed company-wide MCPs to support these activities. The procedures include

- MCP-2795, *Master Equipment List*
- MCP-2797, *Maintenance Calibration Program*
- MCP-2801, *Maintenance Resource Forecasting and Scheduling*
- MCP-2802, *Measurement, Analysis, and Reporting of Maintenance Performance*
- MCP-2807, *Winterization and Freeze Control.*

Individual facilities develop area-specific procedures to address preventive and predictive maintenance issues unique to their work environments. Specific instructions for preventive and predictive maintenance tasks, such as instrument calibrations, are presented in technical procedures.

Preventive Maintenance Planning, Performance, and Compliance

Integrated team planning and job site walkdowns are used to plan PM work orders. Teams consist of craft personnel, S&H professionals, planners, and engineers. They identify and mitigate safety issues and develop a work document that contributes to safe, efficient work. Work packages are reviewed and approved by all cognizant, responsible personnel. Every employee has the responsibility and authority to stop any work activity and request additional work scope and job site reviews to improve work processes or to mitigate safety and environmental risks. Management has an aggressive program to resolve these employee-generated concerns promptly. The program includes provisions to communicate the resolution back to the employee.

Preventive maintenance systems are computerized, facilitating efficient scheduling, tracking, and trending. The computerized systems incorporate

- Online master equipment lists
- Recurring preventive maintenance scheduling calendars
- Surveillance inspections
- Instrument calibrations
- Repair work orders
- Spare parts and materials requisitions and inventories
- Equipment and parts usage, costs, and histories.

The master equipment lists include

- Structures
- Programmatic equipment
- Utility systems and components
- Instrumentation
- Hoisting, rigging, and lifting equipment
- Accessories.

Each PM action is scheduled at appropriate intervals and, when possible, combined with corrective maintenance activities on the same equipment and with other related

maintenance based on equipment similarity and proximity. Preventive maintenance delays beyond the schedule dates must be approved by the facility manager. In addition, scheduled PM items that are deferred show up as uncompleted in the Work Control System and are tracked until they are completed. Management approval must be obtained to extend beyond the surveillance schedule for PMs associated with safety codes, hoisting and rigging, and safety analysis report or technical safety requirement equipment. The corrective maintenance backlog is monitored to ensure that critical and important jobs are not unnecessarily delayed and are reported monthly by the responsible line organization.

Prejob briefings are conducted using a briefing checklist for the specific work activity. These briefings are attended by cognizant engineers, planners, supervisors, workers, and other technical experts who can contribute to improved work safety, quality, and efficiency. Work orders involving hazardous or complex activities are walked through by maintenance personnel and supervision prior to work initiation. Prejob briefings address

- Scope of work
- Potential job hazards and other safety hazards
- Applicable procedures
- Available date for use in analysis of maintenance problems
- Availability of necessary parts, materials, tools, and equipment
- Skill requirements
- Review of other tasks scheduled to occur in the same areas at the same time
- As low-as-reasonably-achievable (ALARA) considerations
- Identification of initial conditions and prerequisites, including limiting conditions of operation and lockout and tagout requirements.

Postjob reviews evaluate the completed work packages for proper documentation, adequate postmaintenance testing, possible changes to the PM program, and equipment history update. Some facility equipment (such as the Human Resources Electriver automatic file system) is on maintenance contracts. This equipment is inspected and serviced by the vendor as specified by BBWI in the service contract.

Predictive Maintenance

Predictive maintenance is established for components essential to facility operations and safety. Maintenance personnel conduct

- Lubricant and hydraulic fluid sampling and analysis
- Infrared monitoring of electrical connections and thermal components
- Vibrations monitoring of rotating equipment
- Inservice inspections to monitor vessel and piping wall thickness degradation.

Continuous Improvement

The INEEL Maintenance Management Program seeks continuous improvement to ensure we have a maintenance system that meets our customer expectations and complies with the requirements.

Through the Senior Maintenance Management Council and DOE support, Maintenance management produces monthly performance indicators for each INEEL facility. These performance measures provide real-time feedback to each facility's Maintenance managers. Goals are established for each measure with analysis/corrective actions implemented. Good business practices at one facility are communicated to other facilities and continuous improvement fostered. Internal and external assessments have identified opportunities for improvements. Eight performance measures/targets have been agreed upon for short- and long-term program improvements. These measures will ensure improvement to the INEEL Maintenance Management Program and accomplish maintenance work cost-effectively and safely in support of each facility's mission.

Attachments

To conserve space, where reference is made in the narrative to INEEL documents available on the INEEL Intranet from Electronic Document Management, no attachment is offered. Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. "Reactor Programs Scheduling: TRA Daily Schedule," 1/26/00.

2. Computer screen print: "Predefined Parameters - 00001731" and "Predefined Requirement - 00001731.-08."

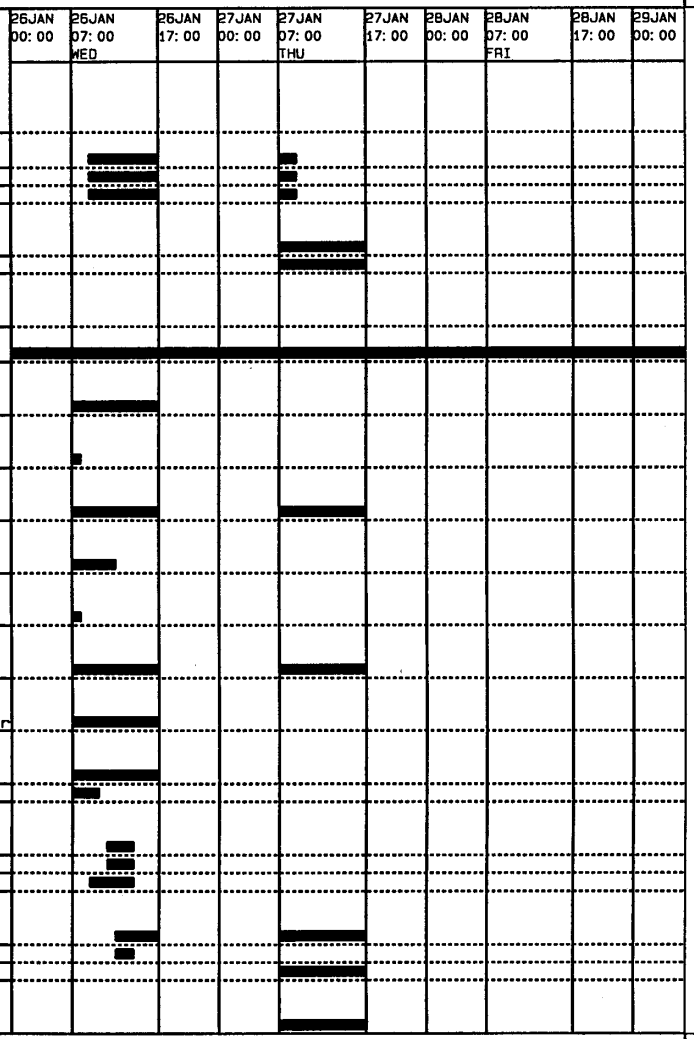
3. Computerized schedule: "Past Due Preventative Maintenance WO's," 8/15/00.

OPEN PLAN (A)
Report: 3DAY
Project: DAILY-1
Time Now: 26JAN.00: 00
Date: 20000125
Time: 14: 14: 12
Page: 1

TRA Daily Schedule

Reactor Programs Scheduling

TAG	White RWP	DESCRIPTION	LEAD	Comments
ATR Canal Work				SSW Mike Sorce
CAPSULES	R	Capsule Work		
		1 Engineering		
		2 Operations		
		1 Radcon Tech		
FUEL	R	ATR Fuel Inspection		
		2 Operations		
		1 Radcon Tech		
ATR Plant Maintenance				
~	R	Operations/Chemistry/Routines	CDM	
		2 Radcon Tech		
12314	T	Repl Cold Waste Pump Valves	BGS	
		1 Pipe Fitter		
14501	T	Repair Siren AB-19B	BTA	Status
		1 Foreman		
22771		ATR Simulator Y2K Resolutions		3 Weeks (2/8)
		1 Engineering		
23851		Fab Screws Gear Box Drive	PDS	
		1 Machinist		
FAB		Fab/Inst Cover Above 670-M-479	BGS	Status
		1 Foreman		
ISM		ISM Support	CDM	
		2 Radcon Tech		
MRT		Hoisting and Rigging Insp	GL	
		1 Equipment Operator		
WASTE	R	Pick up Rad Waste		INTEC Waste Handlers
		2 Laborer		
		1 Radcon Tech		
WALK	R	2-Ton Crane Walkdown	GL	Kurt Martin
		1 Engineering		
		1 Mechanic		
		1 Radcon Tech		
17020	R	Set Up Zones	DM	
		2 Laborer		
		1 Radcon Tech		
		1 Radcon Tech		
23625		Change Gear Box 1 & 2 OSCC	GL	
		1 Mechanic		



Legend
=Activity
=Resource
1 Time units/col

Signatures
Prep:
Aprv: _____

Predefined Parameters - 00001731

File Edit Options Tools Help

PM ID
00001731

New RQ

Equipment
UTC
Catalog ID
Work Item

Facility: RWM
Unit: WMC
Op System: SAFETY
Division:
Area: RWMC/WM
System: SFE
Class: C
Equipment: SYSTEM -SFE-SFE-0000
Component:
Current Usage: 0
Last Reading:
UOM:

Frequency	Usage	UOM	Dspln	PM Category	Q	L	H	M	S	C	R	Title
W02				PM								TRX 02 B/W IRT VEHICLE INVEN
W01				PM								TRS 1 W ENCON PORTABLE EYEWA
M01				PM								LLS 3 M RWMC/SWEPP EMERGENCY
M01				PM								TRX 01 M SCBA AND RESPIRATOR
M03				PM								TRS 2 Q ENCON PORTABLE EYEWA
Y03				PM								TRX 03 SCBA BOTTLE HYDRO TES

Select for predefined Parameters. Button to create new parameter. 3 TIMD080

Predefined Requirement - 00001731-08

File Edit Options Tabs Tools Help

5. Scope/Comments | 6. Revision Comments
1. Requirement Detail | 2. Look Ahead | 3. History | 4. Mandated Documents

Complete Date	Usage At Complete	Credit W/O	Generated W/O	Early Due	Due Date	Late Due	Due Usage	Defer Rea
08/03/00			00031647		07/30/00			
07/24/00			00031049		07/16/00			
07/10/00			00030611		07/02/00			
06/27/00			00029975		06/18/00			
06/08/00			00029465		06/04/00			
05/01/00			00028887		05/21/00			
05/12/00			00028238		05/07/00			
04/26/00			00027623		04/23/00			
04/13/00			00027036		04/09/00			
03/29/00			00026473		03/26/00			
03/15/00			00025720		03/12/00			
03/01/00			00024991		02/27/00			
02/14/00			00024392		02/13/00			

Past Due Preventative Maintenance WO's

Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
September						
15-Sep-99	15-Mar-02	15896		M-16 & 17 Demin Cation Tank 10 Year Inspection (Outage)	Fullmer	On Hold for Approval (Erickson and ATR)
20-Sep-99	20-Dec-99	17041	28687	TRA Fire Hydrant Annual Test, Inspect and Minor Repair	Johnson	In progress
28-Sep-99	27-Jun-00	17981	19983	763-B Air Reciever 3 Year Inspection		Credit PMID 3652 when complete
November						
3-Nov-99	2-Feb-00	19122		WASTE HEAT RECOVERY SYSTEM INSTRUMENT PM GROUP A15, ANNUAL	Wheeler	Plan
9-Nov-99	8-Feb-00	20339	21798	HVE-1A Annual Inspection		In Progress
15-Nov-99	14-Feb-00	20698	20726	AEDL Lab HEPA Filter Annual Testing		
16-Nov-99	16-May-00	19876	20460	M-35 HDW Pump 2 Year Inspection		Change to Annual when complete
December						
5-Dec-99	5-Mar-00	18829	20421	HVS-1 Annual Inspection (Outage)		In Progress
5-Dec-00	5-Dec-01	25571	28430	1C Make-Up Pump Relief Valves 4 Year Testing (Outage)	Johnson	
15-Dec-99	15-Mar-00	21499		641-HV Gamma Building Fan Annual Inspection	Fullmer	Plan
15-Dec-99	14-Jun-00	21609	22179	670-HVE-248 Green Room Fan 2 Year Inspection		
15-Dec-99	15-Mar-00	18853		ATR Duct Heater Annual Inspection and Repair	Hermansen	Plan
15-Dec-99	15-Mar-00	18851		ATR Elevated Duct Heater Annual Inspection and Repair	Hermansen	Plan
January						
8-Jan-00	8-Apr-00	22955		PM Demineralizer Instruments, Group C01	Wheeler	Plan
14-Jan-00	14-Apr-00	22738	22884	Hot Cell HEPA Filter Annual DOP Test		
20-Jan-00		21642	22124	HCDC-2 Hot Cell Disposal Cask Annual Inspection		Change calc type to B
February						
5-Feb-00	6-May-00	23815	23988	Cooling Tower Fan & Drivetrain Annual Inspection (Outage)		
10-Feb-00	11-May-00	21491	23232	HVE-6 Exhaust Fan Annual Inspection (Outage)		
14-Feb-00	14-Feb-00	15502	22889	670-M-6 PCS Pump 4 Year Inspection (Outage)	Bradley	

Prepared by Gordon G Grenz 8/15/00

Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
15-Feb-00	16-May-00	22681	23499	619-7 Raw Water Pump Annual Inspection	In Progress	
15-Feb-00	15-Aug-00	22172	22767	M-6 Elect Support 2 Year Relay Testing (Outage)		
26-Feb-00	25-Nov-00	23914	24087	Portable Air Compressor UPV Inspection		
26-Feb-00	27-May-00	23909	23981	Diesel Power Undervoltage Annual Relay Setpoints (Outage)		
29-Feb-00	30-May-00	23830	24949	632-10 Supply Fan & Heater Inspection		
29-Feb-00	30-May-00	23835	24894	632-11 Supply Fan & Heater Inspection		
March						
1-Mar-00	31-May-00	16191	28788	HVA-2 Air Conditioner Semi-Annual Inspection	Pace	Plan - Change to Semi-Annual when complete
7-Mar-00	21-Apr-00	16606	23798	M-97 Vessel Dome Pump Semi-Annual Inspection		
8-Mar-00	7-Jun-00	24530	24701	642-13 Weld Shop Hoist Annual Inspection		Change to calc type C
10-Mar-00	9-Jun-00	24531	25250	M-36 HDW Pump Annual Inspection		
10-Mar-00	9-Jun-00	21871	22388	619-8 Raw Water Pump Annual Inspection		
10-Mar-00		25515	26754	661-4 Alpha Wing Hoist Annual Inspection	Martin	Change calc type to C when complete
15-Mar-00	14-Jun-00	22896		Hot Cell PING System Annual Inspection	Pearson	Plan
15-Mar-00	14-Jun-00	22055	22671	M-101, 102 Canal Recycle Pump Annual Inspection		
26-Mar-00		25879	26239	H-34 Reactor Pole Hoist Annual Inspection	Martin	
26-Mar-00	26-Mar-01	24697	26668	1D IPT Relief Valve 4 Year Replacement (Outage)		
28-Mar-00	27-Jun-00	25253	25863	M-82 Warm Seal Pump Annual Inspection	Bradley	
29-Mar-00	20-Apr-00	17732	28789	HVA-4 Air Conditioner Semi-Annual Inspection	Pace	Deferred Twice - Change to Semi-Annual when complete
31-Mar-00	30-Jun-00	25254	25862	M-83 Warm Seal Pump Annual Inspection	Bradley	
April						
1-Apr-00	1-Jul-00	20600	24950	TRA Building Annual De-Winterization		
1-Apr-00	1-Jul-00	25866	26670	HVE-5 Exhaust Fan Annual Inspection (Outage)	Pace	
4-Apr-00	3-Oct-00	27137	29883	603 Canal Sump Pump 2 Year PM	Fullmer	
5-Apr-00	5-Apr-01	25573	27983	2B Make-Up Pump Relief Valves 4 Year Testing (Outage)	Johnson	
5-Apr-00	4-Oct-00	25588	26843	2B M-18 & 19 Makeup Pump 2 Year Inspection	Johnson	
12-Apr-00	12-Jul-00	25756	26057	HVE-26 Exhaust Fan Annual Inspection (Outage)	Pace	

Prepared by Gordon G Grenz 8/15/00

Page 2

Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
15-Apr-00	15-Apr-01	25572	27105	1D Make-Up Pump Relief Valves 4 Year Testing (Outage)	Johnson	
15-Apr-00	14-Oct-00	25587	26844	1D M-18 & 19 Makeup Pump 2 Year Inspection	Johnson	
20-Apr-00		25877	28310	WCF-1 Filter Cask Annual Inspection	Bradley	Change calc type to B
21-Apr-00	21-Jul-00	13503	15273	632-4 & 5 Cell #1 Annual Exhaust Fan Inspection	Pace	
21-Apr-00	5-Jun-00	15692	26669	HVA-472 & 473 LOCS AC Semi-Annual Clean and Inspect	Pace	
24-Apr-00	24-Jul-00	28000	29213	TRA 609 Air Compressor Annual Setpoints	Cawley	In Progress - need DAR to DOP
25-Apr-00	17-May-00	19172	26747	672-M-1 Deepwell #4 Quarterly Inspection	Johnson	
30-Apr-00	14-Jun-00	19927	21226	High Pressure Air Semi-Annual Setpoints		Deferred Once
May						
1-May-00	1-May-01	25583	29573	2D Make-Up Pump Relief Valves 4 Year Testing (Outage)	Johnson	
1-May-00	15-Jun-00	25009	28123	NMIS Criticality Alarm System Semi-Annual Calibration		In Progress
2-May-00	30-Aug-00	26585	27814	NR Makeup System #1 Relief Valve 4 Year Inspection	Johnson	
3-May-00	1-Nov-00	27055	28546	M-31 & 32 WWS Pumps 2 Year Inspection	Johnson	
5-May-00	5-May-01	25584	27200	2E Make-Up Pump Relief Valves 4 Year Testing (Outage)	Johnson	
5-May-00	3-Nov-00	25590	27201	2D M-18 & 19 Makeup Pump 2 Year Inspection	Johnson	
5-May-00	30-Aug-00	26586	27815	NR Makeup System #2 Relief Valve 4 Year Inspection	Johnson	
10-May-00	24-Jun-00	17440	27397	Loop Transmitter Cabinet Glove Semi-Annual Inspection	Bradley	
11-May-00	25-Jun-00	19501	27453	MIOX System Semi-Annual Inspection	Johnson	
12-May-00	3-Jun-00	20455	20610	Demin/FW Vibration Check 90 Day Surviellance	Martin	Deferred Twice - This may be being done as MRT or by Ops
14-May-00	12-Nov-00	25586	29575	1C M-18 & 19 Makeup Pump 2 Year Inspection	Johnson	
15-May-00	14-Jul-00	27058		Loop 1C HDW Relief Valve 4 Year Inspection (Outage)	Johnson	HFA - Safety, Enviro, Qual, WGS, Radcon, PO, Exper
15-May-00	14-Aug-00	25762	27547	604-UPS-1 Annual Cleaning and Inspection	Chaffin	
17-May-00	17-May-01	27422	28162	Loop 2E HDW Relief Valve 4 Year Inspection (Outage)	Johnson	
27-May-00	26-Aug-00	22111	28189	D-441 Outside Airlock Door Annual Inspection (Outage)	Fullmer	
28-May-00	19-Jun-00	28400	28671	680 H&V Equipment Quarterly Inspection	Martin	Do Annual (5/28/00)
28-May-00	27-Aug-00	28402	28645	680 H&V Equipment Annual Inspection	Martin	

Attachment 3 (cont'd)

Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
June						
1-Jun-00	31-Aug-00	29227	29771	M-198 653 Hot Water Heater Annual Inspection	Bradley	
5-Jun-00	4-Sep-00	29005	31462	M-78 & 79 Potable Water Pumps Annual Inspection	Johnson	
6-Jun-00	5-Sep-00	29768	31482	TSR Calibration of ATR Door Seal Gages, Group A30, Annual	Clark	
7-Jun-00	6-Sep-00	28104	30668	VMF Truck Door Annual Inspection	Anderson	
7-Jun-00	6-Sep-00	29876	31716	ATR D-1 Revolving Door Annual Inspection	Cawley	
9-Jun-00	8-Sep-00	29006	30810	M-81 Chlorine Pump Annual Inspection	Johnson	
9-Jun-00	9-Aug-00	29007	30809	MIOX Pump Annual Inspection	Johnson	
15-Jun-00	14-Sep-00	28325	28972	PPS Spare Battery Annual Inspection	Chaffin	Credit Semi-Annual
15-Jun-00	30-Jul-00	28470	32000	PPS Spare Battery Semi-Annual Inspection	Chaffin	Do Annual (6/15/00)
15-Jul-00	14-Oct-00	30501		Loop Drains Annual Inspection and Cleaning (Outage)	Johnson	H/Appr - Schoonen
16-Jun-00	15-Sep-00	29226	29640	M-1 625 Hot Water Heater Annual Inspection	Bradley	
21-Jun-00	13-Jul-00	13130	28535	NR Cask Tractor and Trailer Quarterly Inspection	Martin	Change to 30 day lead
22-Jun-00	21-Sep-00	19502	30419	Group C46 MTR Rad Monitoring Instruments Annual Calibration	Wheeler	
22-Jun-00	21-Sep-00	29286	30488	M-6 UCW Pump Annual Inspection (Outage)	Johnson	Plan
24-Jun-00	23-Sep-00	27050	29446	M-160 Cold Waste Receiving Pumps Annual Inspection	Johnson	
27-Jun-00	19-Jul-00	17732	28789	670-HVA-4 Air Conditioner Quarterly Inspection	Pace	**Deferred Thrice Change to Semi-Annual when complete**
27-Jun-00	26-Sep-00	29262	30489	M-5 UCW Pump Annual Inspection (Outage)	Johnson	
28-Jun-00	28-Jun-01	15584	29494	670-M-9 PCS Pump 4 Year Inspection (Outage)	Bradley	
28-Jun-00	27-Sep-00	30744		PTL Instrument Calibration, Group A34	Clark	H/Appr - Schoonen, Safety, Radcon, Qual, ATR
29-Jun-00	28-Sep-00	30779	31997	ATR Building Leak Rate Instrument Calibrations, Group A06	Clark	
1000 Hr		13622	30517	609-M-8 Compressor 1000 Hr Inspection	Martin	
July						
1000 Hr		17096	30516	609-M-6 Compressor 1000 Hr Inspection	Martin	Plan
1-Jul-00		13114	28382	653 Spring PM	Anderson	
2-Jul-00		14249	29238	ATR Spreaders and Lifting Bails Annual Testing	Pace	
3-Jul-00	25-Jul-00	30463	31243	658 Delta Barrier Quarterly Inspection	Pace	Do annual (7/3/00)

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Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
3-Jul-00	2-Oct-00	30465	30669	658 Delta Barrier Annual Inspection	Pace	Credit Quarterly
5-Jul-00	4-Oct-00	29874		Cafeteria Hood and Fan Annual Inspection	Johnson	H/Appr - Lewis, Safety, Fire, Dallago, LSS, Utility
8-Jul-00		13094	29396	NR-3 & 4 Casks Annual Inspection and Testing	Pace	In Progress
13-Jul-00	27-Aug-00	22171	23061	648-24 Battery Bank Semi-Annual Inspection	Pearson	Deferred Once - Plan
15-Jul-00	14-Oct-00	30501		Loop Drains Annual Inspection and Cleaning (Outage)	Johnson	H/Appr - Schoonen
15-Jul-00	15-Jul-00	15933	30173	ATR/ATRC Radiation Monitoring Instrument PM, Group A01	Wheeler	wrong calc on late date - Plan
16-Jul-00	15-Oct-00	16075	29666	Loop 1C Annual Action Checks (Outage)	Pearson	
19-Jul-00	2-Sep-00	18508	30528	M-41 Gland Seal Pump Semi-Annual Lubrication	Martin	
20-Jul-00	3-Sep-00	20425	30490	TRA Sprinkler Air Compressor Semi-Annual Inspection	Johnson	
24-Jul-00	15-Aug-00	19172		672-M-1 Deepwell #4 Quarterly Inspection	Johnson	Do Semi-Annual (7/25/00)
25-Jul-00	8-Sep-00	19173	30621	672-M-1 Deepwell #4 Semi-Annual Inspection	Johnson	Credit Quarterly
26-Jul-00	25-Oct-00	13507	29985	E-11 PPS Battery Bank Annual Rundowns (Outage)	Pearson	
27-Jul-00	26-Oct-00	18832	23258	HVS-4 Annual Inspection	Pace	
27-Jul-00	26-Oct-00	14824	23663	Cell #2 PAR Annual Inspection	Martin	Deferred Once
27-Jul-00	26-Oct-00	30635	31212	AHU-1 Alpha Lab Air Handling Unit Annual Inspection	Pace	
28-Jul-00	26-Jan-01	25591	27169	2E M-18 & 19 Makeup Pump 2 Year Inspection	Johnson	In Progress
30-Jul-00	22-Sep-81	30623	31463	RMTF P-1 PAR Annual Inspection	Bradley	
30-Jul-00	28-Jan-01	30673		M-3 & M-4 MTR Reactor Sump Pump 2 Year Inspection	Johnson	H/Appr - Landlord, Planning, Rowsell

Current Preventative Maintenance WO's

August						
1-Aug-00	15-Sep-00	13489	31562	670-M-10 Semi-Annual Emergency PCS Pump Inspection (Outage)	Martin	
1-Aug-00	1-May-01	14678	30365	M-131 N-16 Flow Pump 3 Year Inspection	Pace	
1-Aug-00	31-Oct-00	15091	31593	SE Reg-Rod 1 Cycle Inspection (Outage)	Martin	Routine Re-Issue
1-Aug-00	31-Oct-00	14908	30849	SW Reg-Rod 1 Cycle Inspection (Outage)	Martin	Routine Re-Issue
1-Aug-00	31-Oct-00	30421	31464	NMIS M-48 Air Compressor Annual Inspection	Bradley	Due 1 year from installation - credit WO 21229 when complete.
2-Aug-00	16-Sep-00	15484	30873	1D PCP UV & OC Relay Semi-Annual & Annual (Outage)	Pearson	

Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
3-Aug-00	25-Aug-00	23903	24175	Cafeteria Equipment Quarterly Cleaning & Inspection	Johnson	Deferred Twice
4-Aug-00	3-Nov-00	31319	31590	M-14 Pressurizing Pump Annual Inspection	Bradley	
7-Aug-00	6-Nov-00	30749	31465	M-288 ATRC Canal Sterilizer Annual Inspection	Bradley	
7-Aug-00	21-Sep-00	14744	31595	IT3 and IT3X Timers Semi-Annual Check (Outage)	Chaffin	
8-Aug-00	22-Sep-00	22895	23234	Hotcell CAMs Semi-Annual Inspection	Pace	Deferred Once
10-Aug-00	1-Sep-00	20455		Demin/FW Vibration Check 90 Day Surviellance	Martin	
10-Aug-00	9-Nov-00	30004	31717	South Utility Area Monthly Electrical Checks	Chaffin	New Routine
11-Aug-00	10-Nov-00	31320	31589	M-15 Pressurizing Pump Annual Inspection	Bradley	
11-Aug-00	10-Nov-00	13763	30715	ATR Electrical Weekly Checks and Surviellances	Cawley	Routine Re-issue
11-Aug-00	2-Sep-00	28400		680 H&V Equipment Quarterly Inspection	Martin	Do Annual - 5/28/00
12-Aug-00	6-Sep-00	17442	31285	E-11 PPS Battery Bank 100 Day Surviellance	Pearson	
12-Aug-00	11-Nov-00	15257	31284	ARGON Delay System RAM, Annual Calibration Gp A02	Wheeler	
14-Aug-00	28-Sep-00	19581	31296	601-M-1 Deepwell #1 Semi-Annual Inspection	Johnson	
14-Aug-00	28-Sep-00	21604	31851	TRA-666 H&V System Semi-Annual Inspection	Fullmer	
15-Aug-00	14-Nov-00	31680		648-24 Battery Bank Monthly Inspection	Chaffin	New Routine
15-Aug-00	14-Nov-00	15557	30828	Loop DCS Maintenance Routine	Cawley	Routine Re-issue
15-Aug-00	14-Nov-00	15543	30829	M-42/43 1 Cycle Running Diesel Compression Check (Outage)	Martin	Routine Re-issue
15-Aug-00	14-Nov-00	14093	30825	Mechanical Oiling 1 Cycle (Outage)	Martin	Routine Re-issue
15-Aug-00	14-Nov-00	15116	30824	Secondary Cubicle Routine Decontamination	Cawley	Routine Re-issue
15-Aug-00	14-Nov-00	15560	30827	Loop TC Troubleshoot and Repair Routine	Cawley	Routine Re-issue
15-Aug-00	14-Nov-00	15567	30826	Loop Instrument Unscheduled Calibration Routine	Cawley	Routine Re-issue
15-Aug-00	14-Nov-00	15241	30823	NRMUS Resin Changeout Routine	Bradely	Routine Re-issue
18-Aug-00	17-Nov-00	15271	31594	HVA-1 Annual Inspection	Pace	
19-Aug-00	18-Nov-00	13108	16622	670-HVE-18 Quarterly & Annual Inspection (Outage)	Pace	
24-Aug-00	15-Sep-00	16359		Hotcell Glovebox Quarterly Inspection	Mullin	
25-Aug-00	16-Sep-00	29038	31852	M-1 Diesel Generator Quarterly Functional Test	Layton	
25-Aug-00	25-Aug-01	15583	31813	670-M-8 PCS Pump 4 Year Inspection (Outage)	Bradely	
26-Aug-00	25-Nov-00	14761	31850	Group C24 648 SAR Instrument Annual Calibration	Wheeler	
31-Aug-00		31684		642-8 Crane Annual Inspection	Martin	Plan

Forecasted Preventative Maintenance WO's

September						
1-Sep-00	1-Dec-00	16490	31547	ATR Monthly Electrical Checks and Surviellances	Pearson	Routine Re-issue
1-Sep-00	1-Dec-00	22047	31999	Bulk Fuel Oil Tank Annual Inspection	Johnson	
2-Sep-00	27-Sep-00	14758		ATR Instrument Battery Bank 100 Day Surviellance	Chaffin	

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Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
3-Sep-00	18-Oct-00	16606		M-97 Vessel Dome Pump Semi-Annual Inspection	Pace	*
6-Sep-00	28-Sep-00	15724		Safety Rod Drives Quarterly Inspection (Outage)	Martin	Change to Quarterly
7-Sep-00	7-Dec-00	16585		M-278 Drum Lift Annual Inspection	Mullin	
7-Sep-00	7-Dec-00	16996	31779	Wind Instruments Monthly/Quarterly Inspection	Wheeler	Routine Re-issue
9-Sep-00	9-Dec-00	31618		ATR Canal Bulkhead Seal Annual Inspection	Fullmer	Plan
9-Sep-00	8-Dec-00	17050	31814	PCS Check Valve Signature Test Routine (Outage)	Cawley	Routine Re-issue
9-Sep-00	9-Dec-00	17110	31848	White Elephant Transfer Routine	Bradley	Routine Re-issue
9-Sep-00	9-Dec-00	15977	31846	Experiment Handling Routine	Pace	Routine Re-issue
9-Sep-00	9-Dec-00	17104	31849	Bulk Helium System Recharge Routine	Fullmer	Routine Re-issue
10-Sep-00	10-Dec-00	15669	22168	M-42/43 500 Hr Diesel Oil Filter PM	Martin	Routine Re-issue
10-Sep-00	9-Dec-00	16849	31847	TRA Crane Monthly Inspection	Martin	Routine Re-issue
11-Sep-00	11-Dec-00	15892	31864	PPS Time Response Checks Routine (Outage)	Cawley	Routine Re-issue
12-Sep-00	12-Dec-00	14805	20171	M-6/7/8/9 1 Cycle PCS Pump Inspection (Outage)	Fullmer	Routine Re-issue
12-Sep-00	11-Dec-00	12836	31863	M-6/7/8/9 1 Cycle PCS Pump Sampling (Outage)	Mullin	Routine Re-issue
12-Sep-00	11-Dec-00	15496	31865	Electrical Oiling 1 Cycle (Outage)	Pearson	Routine Re-issue
12-Sep-00	4-Oct-00	14102		TRA-679 A/C Units Quarterly Inspection	Martin	
12-Sep-00	12-Dec-00	17044	31879	Non-PPS Nuclear Setpoints and SPING Cals Routine	Cawley	Routine Re-issue
14-Sep-00	14-Dec-00	16755		Nuclear Instrument, Group A40,TSR Routine PM & Calibration	Cawley	Routine Re-issue
14-Sep-00	14-Dec-00	16762		PPS RI Routine Calibrations, Group A35	Cawley	Routine Re-issue (being revised?)
15-Sep-00	15-Dec-00	17383	31998	771 1 Cycle Clean Cooling Tower Screens (Outage)	Fullmer	Routine Re-issue
17-Sep-00	17-Dec-00	17287		PCS Setpoint List #2 Routine (Outage)	Cawley	Routine Re-issue
17-Sep-00	17-Dec-00	17297		ATR Group II System Setpoints Routine (Outage)	Cawley	Routine Re-issue
19-Sep-00	11-Oct-00	13130		NR Cask Tractor and Trailer Quarterly Inspection	Martin	*
19-Sep-00	19-Dec-00	17041		TRA Fire Hydrant Annual Test, Inspect and Minor Repair	Johnson	*
20-Sep-00	20-Dec-00	14893		HVH-11 Rod Access Chiller Annual Inspection (Outage)	Pace	
20-Sep-00	20-Dec-00	17392		Cafeteria Equipment Bi-Weekly Cleaning	Anderson	Routine Re-issue
20-Sep-00	20-Dec-00	15629		EFIS Instrument Calibration, Group A14 (Outage)	Wheeler	
21-Sep-00	5-Nov-00	19585		650-M-1 Deepwell #3 Semi-Annual Inspection	Johnson	
21-Sep-00	21-Dec-00	17286		Spare N-16 Beta Chamber Source Check Routine (Outage)	Cawley	Routine Re-issue
21-Sep-00	21-Dec-00	17254		ATR Daily. Weekly & Monthly Oiling & Equipment Checks	Martin	Routine Re-issue
22-Sep-00	23-Mar-01	28316		2D-SW Pzr Reach Rod 2 Year Inspection (Outage)	Johnson	
23-Sep-00	23-Dec-00	16128		Loop 2D Annual Action Checks (Outage)	Pearson	
24-Sep-00	24-Dec-00	16640		ATR PCP Hatch Cover Removal Routine (Outage)	Johnson	Routine Re-issue

Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
24-Sep-00	24-Dec-00	17582		SATS Maintenance Routine	Cawley	Routine Re-issue
24-Sep-00	24-Oct-00	16284		RCR Panel and Cabinets 2-Cycle Inspection (Outage)	Hermansen	
25-Sep-00	17-Oct-00	17732		HVA-4 Air Conditioner Semi-Annual Inspection	Pace	*
25-Sep-00	17-Oct-00	31496		604 UPS Battery Quarterly Maintenance	Chaffin	Plan - Do Annual
25-Sep-00	25-Dec-00	31729		604 UPS Battery Annual Maintenance	Chaffin	Credit Quarterly
25-Sep-00	25-Dec-00	17589		RDAS Maintenance Routine	Cawley	Routine Re-issue
26-Sep-00	10-Nov-00	15910		LOOP 2B-SE Instrument Outage PM, Group A48	Wheeler	
27-Sep-00	27-Dec-00	18068		Load and Ship ATR Spent Fuel Routine	Bradley	Routine Re-issue
27-Sep-00	27-Dec-00	16358		Heat Treat Oven Instrument PM, Group C58	Wheeler	
27-Sep-00	11-Nov-00	15930	31480	Loop 1C-W Instrument PM, Group A54	Wheeler	
28-Sep-00	28-Dec-00	17892		ATR Annunciator Window Box Routine Replacement	Cawley	Routine Re-issue
29-Sep-00	29-Dec-00	18089		M-20 Resin Discharge to Resin Cask Routine	Bradley	Routine Re-issue
29-Sep-00	29-Dec-00	18095		Loop Make-up Pump Weekly Inspection	Martin	Routine Re-issue
30-Sep-00	30-Dec-00	17780		ATR Oil Seperators Monthly Inspection	Martin	Routine Re-issue
30-Sep-00	30-Dec-00	18166		PCS Setpoint List #1 for 2 PCP Ops Routine (Outage)	Cawley	Routine Re-issue
October						
1-Oct-00	23-Oct-00	30463		658 Delta Barrier Quarterly Inspection		*
1-Oct-00	31-Dec-00	20597	20814	TRA Building Annual Winterization		
1-Oct-00	31-Dec-00	18263		Utility/Common Area Dly. Wkly & Mnthly Oiling & Equip Checks		Routine Re-Issue
1-Oct-00	15-Nov-00	24250		CT Fans VFD Semi-Annual Electrical Inspection (Outage)		
2-Oct-00	16-Nov-00	15094		Loop Line & Pzr Heater Semi-Annual Inspection (Outage)		
4-Oct-00	18-Nov-00	18506		M-40 Gland Seal Pump Semi-Annual Lubrication		*
4-Oct-00	3-Jan-01	18454		Hot Cell Manipulator & PAR Routine Repair and Movement		Routine Re-Issue
5-Oct-00	4-Jan-01	31838		M-22 Bypass Demin Effluent Filter Annual Inspection (Outage)		
6-Oct-00	6-Apr-01	28318		2E-NW Pzr Reach Rod 2 Year Inspection (Outage)		
6-Oct-00	5-Jan-01	13210		632-8 & 9 Cell #3 Annual Exhaust Fan Inspection		
7-Oct-00	6-Jan-01	17539		#1 Diesel Fire Water Pump Annual Inspection		Credit Quarterly
7-Oct-00	29-Oct-00	17040		#1 Diesel Fire Water Pump Battery Quarterly Inspection		Do Annual (10/7)
11-Oct-00	11-Apr-01	28314		2B-SE Pzr Reach Rod 2 Year Inspection (Outage)		
11-Oct-00	25-Nov-00	14669		M-99 Rx Top Impact Wrench Semi-Annual Inspection		
11-Oct-00		21410		MTR RAM Calibrations, Group CA2		change to Y01

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Due Date	Past Due	Model WO	Generated WO	Title	Planner	Comments
13-Oct-00	12-Jan-01	17714		#2 Diesel Fire Water Pump Annual Inspection		Credit Quarterly
13-Oct-00	4-Nov-00	16959		#2 Diesel FW Battery Quarterly Inspection		Do Annual (10/13)
14-Oct-00	13-Jan-01	18571		Loop In-Service Inspection (ISI) Routine (Outage)		Routine Re-Issue
17-Oct-00	8-Nov-00	18183		670 Loop Moisture Monitor Instrument PM, Gp A47		
18-Oct-00	2-Dec-00	15692		HVA-472 & 473 LOCS AC Semi-Annual Clean and Inspect		*
19-Oct-00		22674		PM AEDL RAD Monitoring Instruments, Group C12		change to Y01
20-Oct-00	19-Jan-01	24179	26746	NR Cask Tractor and Trailer (95035) Annual Inspection		
20-Oct-00	20-Jul-01	31551		M-2,3,4,5 & 85 HX Secondary Relief 3 Year Inspection (Outage)		
22-Oct-00	13-Nov-00	19172		672-M-1 Deepwell #4 Quarterly Inspection		*
24-Oct-00	8-Dec-00	19171		Utility Area Waste Instrument PM, Group C06, Semi-Annual		
27-Oct-00	21-Nov-00	12456		Utility Area Waste Instrument PM, Group C06, Semi-Annual		
27-Oct-00	11-Dec-00	19927		High Pressure Air Semi-Annual Setpoints		*
28-Oct-00		15578		603-6 Crane Annual Inspection		
28-Oct-00	12-Dec-00	25009		NMIS Criticality Alarm System Semi-Annual Calibration		*
31-Oct-00	30-Jan-01	19922		PPS Calibration (Group A35) Routine		Routine Re-Issue

Program Element IV: Hazard Prevention and Control

5. Emergency Preparedness

Required Information:

Describe the company's emergency planning and preparedness program. Include information on emergency or annual evacuation drills.

Describe how credible scenarios are chosen for emergency drills and how they are related to site specific hazards.

Additional Guidance:

Actual forms from training drills may be attached.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

5. Emergency Preparedness

Statement of Fact

The capability to respond swiftly and effectively to any emergency situation is vital to BBWI. We have committed considerable resources to ensure a correct response to manmade and natural emergencies. These resources combine with continual testing and refining of our emergency response capabilities to provide confidence that emergencies can be dealt with in the most safe and efficient manner possible.

Narrative Response to Yellow Page

The Company's Emergency Planning and Preparedness Program

The INEEL Emergency Preparedness (EP) program is a function of BBWI. The program is under contract to the DOE and managed by the DOE Idaho Operations Office (DOE-ID). Emergency Preparedness incorporates comprehensive emergency and Resource Conservation and Recovery Act (RCRA) contingency planning into the *INEEL Emergency Plan RCRA Contingency Plan* (Companywide Manual 16A, *Emergency Preparedness Base Plan*). This is the basic plan for emergency preparedness and readiness assurance for the INEEL. It describes the Emergency Preparedness program and explains the overall process developed to respond to and mitigate any consequences of emergencies that might arise at the INEEL. This plan lists emergency response facilities and equipment, defines onsite and offsite relationships, outlines processes used to assess consequences and develop protective actions, and describes program administration. It is also a requirements document formatted by DOE.

Facility-specific hazard assessment data are found in hazards assessments conducted for each separate facility. The *INEEL Emergency Plan RCRA Contingency Plan* facility-specific addenda also contain emergency action levels that give event severity level classification for 13 types of events at three varying emergency levels that may occur at the INEEL. The emergency action levels also provide predetermined protective actions for each of these events that are intended to protect personnel until Emergency Response Organization staffing is accomplished.

Reflection of Emergency Preparedness

As an EP Program management document, the plan is not intended for operational use; therefore, it does not contain detailed procedures. Emergency Plan Implementing Procedures (EPIs) and position-specific checklists state detailed instructions for INEEL personnel to protect onsite and offsite populations and the environment during an emergency. The EPIs and checklists are located in the facility-specific *INEEL Emergency Plan RCRA Contingency Plan* implementing procedures manual. Each facility develops specific criteria for implementing the *RCRA Contingency Plan* for incidents involving hazardous waste. This information is contained in the facility-specific *INEEL Emergency Plan RCRA Contingency Plan* addenda.

Offsite Emergency Planning. The INEEL Public Safety Liaison coordinates offsite emergency planning and coordinates the integration of local agencies and private organizations in emergency planning, preparedness, and readiness assurance activities necessary for the INEEL.

INEEL Emergency Response Organization Structure. The INEEL Emergency Response Organization (ERO) is structured to fit the diversity of the INEEL and to optimize its resources. The ERO is an umbrella structure with three levels: on-scene, facility, and BBWI/DOE-ID management.

The INEEL has adopted (and the ERO uses) the Incident Command System (ICS) as the model for managing emergency responses on the site. The ICS is an emergency management system designed for use from the time an incident occurs (even at less-than-emergency category events) until the requirements for emergency management and operations no longer exist.

The ICS on-scene level is based at the On-Scene Command Center. All INEEL ERO personnel are trained for their emergency response positions; however, the skills they use in their normal work and the associated required training for that work are the basis for their assignments. Other technical and operations personnel normally assigned to the facility or from other areas may be used as technical support during an emergency.

The ICS facility level is based at either the Command Post or the Emergency Control Center. The size, management, and composition of facility EROs are determined on the basis of facility complexity and type and emergency response needed.

The BBWI/DOE-ID management level of the ICS is based at the INEEL Emergency Operations Center. Senior managers and technical specialists form the dose assessment and strategic arm of the INEEL ERO. The emergency directors are trained by the Emergency Preparedness Department and are qualified by the Emergency Preparedness director. Emergency directors have overall responsibility for managing emergencies at the INEEL. National Oceanic and Atmospheric Administration personnel are part of the Emergency Operations Center Planning Team.

INEEL Emergency Response Organization Duty Sections. The INEEL ERO is established into duty sections. Each facility has a minimum of three, but preferably four, duty sections. The duty sections consist of a sufficient number of qualified personnel to staff each of the positions (as identified in the facility-specific addenda) required to fully activate the facility in question. This structure ensures not only the availability of personnel to staff the facility immediately at the beginning of an emergency but also to provide sufficient numbers of trained and qualified persons for extended staffing of the facility in the event of a long-term event.

INEEL Emergency Response Organization Functions. The functions performed by the INEEL ERO are defined as separate job titles, but any ERO member with the appropriate expertise and training may perform them. For example, the emergency action manager may perform communication functions, or the planning manager may perform safety functions.

There are four general functions common to the ICS at all levels of emergency response and a fifth function assigned to the EOC. These five functions are

- Command
- Operations
- Logistics
- Planning
- Finance/legal (assigned to the EOC).

INEEL Emergency Response Organization Training. The INEEL ERO is trained through classroom sessions and credible drills and exercises. Training provided to ERO members is developed and presented by the Emergency Preparedness Department. Task-based training is provided to cover the complete range of skills and knowledge that may be required of personnel during an emergency response. The entire program is documented and mandated in the *INEEL Emergency Plan RCRA Contingency Plan.* Drills and exercises are discussed in this element. Training is discussed in more detail in Element V: *Safety and Health Training*.

Emergency Events. When an emergency occurs, the first responder notifies the Warning Communications Center and, if appropriate, the INEEL Fire Department. The Warning Communications Center then notifies the emergency coordinator or emergency action manager, or both, by pager or telephone. If the on-duty emergency coordinator or emergency action manager fails to respond within 10 minutes, the Warning Communications Center pages the alternates until a responder is identified.

The on-scene commander manages emergency operations conducted at the scene. The on-scene commander has direct contact with the Command Post or Emergency Control Center, relaying event-related information and requests and obtaining concurrence on actions that affect facility operations. Monitoring, sampling, and technical data are relayed to personnel within the Emergency Operations Center planning function. These personnel process the data to obtain trends and determine mitigative actions, protective actions, and protective action recommendations; they then relay the data back to the emergency coordinator or emergency actin manager.

Emergency Occurrences. Through DOE Order 151.1 Change 2, "Comprehensive Emergency Management System," and DOE Order 232. 1A, "Occurrence Reporting and Processing of Operations Information," DOE has established definitions for occurrence categories and emergency classes. Occurrences are categorized by severity, in ascending order, as off-normal, unusual, or emergency.

Emergency Classes. Emergency classes are differentiated by severity in order to specify appropriate emergency actions, including required response activities and

notifications, commensurate with the degree of hazard presented by the event. Classification aids rapid communication of critical information and aids initiation of appropriate time-urgent emergency response. The three classes of operational emergencies, in ascending order of severity, are alert, site area emergency, and general emergency.

Emergency Action Levels. Emergency action levels are specific, predetermined, observable criteria for determining emergency classification and initial protective actions for operational emergencies. Emergency action levels are developed from supporting information in the facility hazards assessments. This information provides

- Initiating conditions
- Accident mechanisms
- Equipment or system failures
- Event indicators
- Contributing events.

Emergency Termination. Emergency conditions exist until adequate measures have been taken to

- Protect personnel and public health and safety
- Protect the environment
- Stabilize conditions
- Minimize operational disruption away from the scene.

Once initiated, an emergency declaration remains in effect until officially terminated. Emergency status will not be downgraded until the emergency is terminated and recovery begins.

As soon as reasonably practical after the emergency is terminated, all participating personnel are assembled to verify existing conditions, review the event in detail, and determine and assign corrective actions. If necessary, an investigation is initiated prior to determining corrective actions. Investigations include personnel interviews and incident assessments that may also be considered as debriefings and critiques.

How Creditable Scenarios Are Chosen for Emergency Drills

Drills and exercises are designed to enhance the training provided to ERO members; they also provide input when evaluating the overall effectiveness of the ERO. The Emergency Preparedness director has designated a drill/exercise coordinator to manage and coordinate planning and execution of drills and exercises conducted at the INEEL. The drill/exercise coordinator develops an annual INEEL drill and exercise schedule as the baseline document for training activities to support drills and exercises. Each member of the ERO participates in a drill or exercise at least annually to demonstrate proficiency in assigned response duties and responsibilities. The emergency points of contact, personnel accountability leaders, area wardens, area warden coordinators, and technical support personnel (such as engineers and craftsmen) are not required by regulation to undergo this proficiency training.

Drills and exercises emphasize facility-specific emergency events; and the expected response activities minimize the use of generic, nonspecific simulations. Scenarios are developed to ensure that the sequence of events is challenging, that the information presented is technically accurate, and that measurable objectives are achieved. In addition, facility-specific emergencies are used to develop exercises that stay within the boundaries of the hazard assessment, which considers occurrences that fall into a one-in-a-million probability range.

Comprehensive guidelines to implement drill and exercise requirements have been developed using the facility hazard assessment, Safety Analysis Report, and perceived need to standardize the preparation, conduct, control, evaluation, and follow-up actions of INEEL drills and exercises. Analysis of the results from drills and exercises, using participant critiques and appraisals by overview groups, provides the basis for improving the EP Program.

A drill is a supervised hands-on training for persons and teams required to develop or maintain a specific operational or emergency response capability. Drills forecast an organization's capability to respond effectively to an emergency. Drills may be used to prepare for exercises, resolve deficiencies, improve performance, or mentor persons in specific functional areas identified in previous exercises. Drills may also be used to validate closure of corrective actions required from audits, exercises, or similar activities.

Drills are scheduled and conducted to validate that personnel filling or supporting ERO positions at INEEL command posts, emergency control centers, and the Emergency Operations Center can perform the tasks inherent to each assigned function and can operate within the Incident Command System established for those ERO elements. Drills are of sufficient scope, duration, and frequency to ensure adequate training for all elements applicable to the INEEL Emergency Protection program. Drills address specific activities appropriate to implement protective actions, such as

- Notifications
- Emergency communications
- Fire containment
- Medical response
- Hazardous material detection and monitoring

- Security event response
- Personnel accountability
- Evacuation
- Event categorization
- Decontamination
- Facility activation
- Public information dissemination
- Health physics response.

Quarterly walkthrough drills involving the INEEL Emergency Operations Center are strongly encouraged.

The INEEL has standardized two types of drills: tabletop drills and walkthrough drills.

Tabletop drills are supervised training instructions that involve talking through responses and instructions with minimal performance activities. Performance is not evaluated. Tabletop drills are documented through drill packages and attendance records.

Walkthrough drills consist of supervised training instruction periods that involve talking through and completing actual response actions using response equipment. Drill controllers present the scenario information and control the activities. Performance is not usually evaluated. Walkthrough drills are summarized and documented through drill reports and attendance records.

An exercise is a comprehensive, evaluated performance test of the integrated capability of the Emergency Preparedness program. Exercises are conducted to formally assess an organization's capability to respond effectively to an emergency. They test the adequacy and effectiveness of

- Organizational command and control
- Implementation procedures
- Notification and communication networks
- Emergency equipment
- Response organization performance
- Overall Emergency Preparedness Program.

Exercises are designed and conducted for maximum realism, intended to duplicate the sense of stress inherent in an actual emergency. A full-participation exercise is conducted by the INEEL and various facility emergency response organizations to test integrated response capabilities with DOE-Headquarters (DOE-HQ), DOE assets (if applicable), and, if electing to participate, federal, state, local, and tribal agencies. On alternate years with the full-participation exercise, the INEEL conducts an exercise in which DOE-HQ participation is not required, and the state and counties participate as desired. The Emergency Preparedness Department coordinates the scheduling of the annual INEEL exercise among the various facilities, DOE, and state and county agencies.

The following table summarizes the drills and exercises of the last three years: Attachments

INEEL Drills and Exercises Summary

Year	Drills	Exercises	Actual Responses	Yearly Total
1994	66	3	8	77
1995	82	1	6	89
1996	53	1	12	66
1997	75	2	4	81
1998	97	1	7	105
1999 as of 11/30/1999	86	2	4	92
Total	373	8	37	510

Attachments

Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. “2000 Drill and Exercise Schedule, as of 1/25/00” 2 pp.

2000 DRILL and EXERCISE SCHEDULE
As Of: 01/25/00

Date	Time	Type Drill	Affected Facility	EOC Involved	CFA Involved	PIC Involved	WCC Involved	Others Involved	Off-Site Notified	Comments
4-Jan	14:00	TT	INTEC	N	N	N	N	N	N	Qual Makeup Drill
10-Jan	9:00	WT	TRA	N	N	N	Y	N	Y	Notification Drill
10-Jan	13:00	TT	RWMC	N	N	N	N	N	N	EC Qualification
10-Feb	8:00	WT	NRF	N	N	N	Y	N	Y	Notification Drill
23-Feb	8:00	WT	TAN	N	N	N	N	IRT	N	Medical Round Robin
8-Mar	8:00	WT	FSV	Y	N	Y	Y	Y	Y	FSV Tm A Drill
22-Mar	8:00	WT	TAN	N	N	N	N	IRT/FD	Y	HAZMAT Team A & Notif Drill
5-Apr	8:00	EX	FSV	Y	Y	Y	Y	Y	Y	FSV Annual Exercise
12-Apr	13:00	WT	WROC	Y	CC	Y	Y	FD	Y	Team Drill & Notif Drill
19-Apr	13:00	WT	PBF	Y	CC	Y	Y	FD	N	Team Drill
26-Apr	8:00	WT	TAN	N	N	N	Y	IRT/FD	N	HAZMAT Team B
2-May	8:00	WT	RWMC	N	N	N	Y	N	Y	Notification Drill
3-May	13:00	WT	WROC	Y	CC	Y	Y	FD	N	Team Drill
17-May	13:00	WT	PBF	Y	CC	Y	Y	FD	N	Team Drill
24-May	8:00	WT	TAN	N	N	N	Y	IRT/FD	N	HAZMAT Team C
3-Jun	14:30	WT	TWN	N	N	N	Y		N	NHC (IF 619) Drill
6-Jun	8:00	WT	INTEC	N	N	N	Y	N	Y	Notification Drill
7-Jun	13:00	WT	WROC	CC	CC	N	Y	FD	N	Team Drill
8-Jun	11:00	WT	TWN	N	N	N	Y		N	Tech Lib (IF 618) Drill
21-Jun	13:00	WT	PBF	CC	CC	N	Y	FD	N	Team Drill (makeup)
22-Jun	15:00	WT	TWN	N	N	N	Y		N	NHL (IF 639) Drill
22-Jun	10:00	WT	TWN	N	N	N	Y		N	MSS (IF 615) Drill
23-Jun	10:00	WT	TWN	N	N	N	Y		N	Bus Lot (IF 631) Drill
28-Jun	8:00	WT	TAN	N	N	N	Y	IRT/FD	N	HAZMAT Team D
6-Jul	13:00	WT	ANL-W	N	N	N	Y	N	Y	Notification Drill
8-Jul	11:00	WT	TWN	N	N	N	Y		N	ISC (IF 608) Drill
8-Jul	13:50	WT	TWN	N	N	N	Y		N	TSA/TSB (IF 604) Drill
10-Jul	9:00	WT	TRA	N	N	N	Y	N	N	Notification Drill
12-Jul	13:00	WT	WROC	CC	CC	N	Y	FD	N	Team Drill
21-Jul	14:20	WT	TWN	N	N	N	Y		N	IDS (IF 606) Drill
21-Jul	13:20	WT	TWN	N	N	N	Y		N	IDN (IF 609) Drill
21-Jul	8:50	WT	TWN	N	N	N	Y		N	IRC Complex Drill

2000 DRILL and EXERCISE SCHEDULE
As Of: 01/25/00

26-Jul	8:00	WT	TAN	N	N	N	Y	N	N	Notification Drill
27-Jul	10:40	WT	TWN	N	N	N	Y		N	WCB (IF 616) Drill
27-Jul	13:45	WT	TWN	N	N	N	Y		N	EROB (IF 654) Drill
2-Aug	13:00	WT	CFA	N	Y	N	Y	N	Y	Notification Drill
5-Aug	15:00	WT	TWN	N	N	N	Y		N	NBA (IF 613) Drill
5-Aug	10:00	WT	TWN	N	N	N	Y		N	NYCL (IF 651) Drill
23-Aug	8:00	WT	TAN	N	N	N	Y	IRT/FD	N	HAZMAT Makeup
18-Sep	8:00	TT	TRA	N	N	N	Y	N	Y	Team B & Notif Drill
18-Sep	8:00	TT	TRA	N	N	N	N	N	N	Team C
20-Sep	8:00	TT	TRA	N	N	N	N	N	N	Team D
20-Sep	13:00	WT	TRA	N	N	N	N	N	N	Team A & Annual Evac
11-Oct	8:00	WT	RWMC	Y	Y	Y	Y		Y	Notification Drill
8-Nov	13:00	WT	NRF	N	N	N	Y	N	Y	Notification Drill
6-Dec	13:00	WT	ANL-W	N	N	N	Y	N	Y	Notification Drill

6. Radiation Protection Program

Required Information:

Summarize and briefly describe (2-3 pages) the procedures used for protecting employees from radiological hazards.

Additional Guidance:

Some ALARA performance indicators may be useful, particularly collective dose, maximum individual dose, and number of contamination incidents for each of the previous three years.

Do not attach Tiger Team Assessments, Technical Safety Appraisals, Corrective Action Plans, Radiological Control Manual Implementation Plans, or Radiological Protection Program Plans.

Checklists should not be submitted as demonstration of program evaluation.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

6. Radiation Protection Program

Statement of Fact

Because the INEEL is a nuclear site, BBWI maintains a comprehensive radiological control program to protect workers, the public, and the environment from the hazards associated with ionizing radiation. This program is continually monitored, and refinements are made to ensure that radiological exposures are maintained as low as reasonably achievable.

Narrative Response to Yellow Page

The Procedures Used to Protect Employees from Radiological Hazards

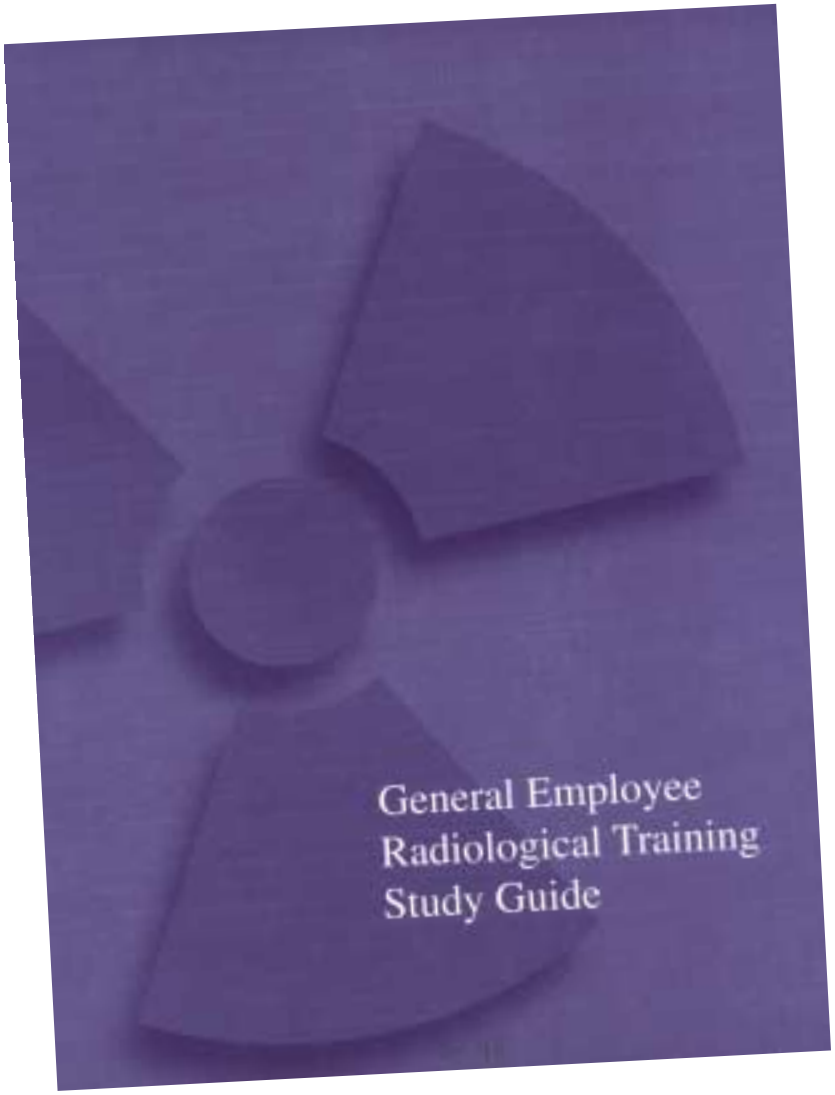
Radiation Protection Policy. BBWI implements the As-Low-As-Reasonably-Achievable (ALARA) Program to maintain the highest standards of environmental, safety, and health protection. This is accomplished by controlling public and employee radiation exposure within applicable limits and further keeping exposures ALARA. The ALARA Program is an approach to radiological control that reduces and controls individual and collective radiation exposures of the workforce and general public. It is implemented through appropriate control of radiological material, contamination, and airborne radioactivity. The ALARA Program takes into account social, technical, economic, practical, and public policy considerations in maintaining occupational radiation exposures and radiological releases to ALARA levels. The ALARA Program does not just limit doses but is a process with the objective of achieving and maintaining exposures far below the applicable controlling limits of Code of Federal Regulations (CFR) 10 CFR 835, "Occupational Radiological Protection," and the *INEEL Radiological Control Manual*.

Radiological Control Program Implementation. BBWI is fully committed to implementing a radiological control program of the highest quality, one that consistently reflects the policy described above. Each employee involved in radiological work is expected to demonstrate responsibility and accountability through an informed, disciplined, and cautious attitude toward radiation and radioactivity.

To ensure that BBWI's radiological control policy is implemented, BBWI management

- Established and maintains radiological control systems to ensure that regulatory policies, standards, and guidance are met and, where possible, exceeded
- Ensures that personnel responsible for performing radiological work activities are appropriately trained
- Established and maintains management involvement and accountability for radiological performance
- Ensures that radiological measurements, analyses, worker monitoring

Reflection of Radiation Protection Program



results, and estimates of public exposures are accurate and appropriate

- Conducts radiological operations in a manner that controls the spread of radioactive materials, reduces exposures to the work force and general public, and uses a process to maintain exposure limits ALARA
- Incorporates dose reduction, contamination reduction, and waste minimization features into the design of new facilities and into significant modifications to existing facilities in the earliest planning stages
- Conducts oversight to ensure that radiological control requirements are being complied with and that appropriate radiological work practices are being implemented.

The BBWI radiological control program is administered through the following companywide documents:

- *Radiological Control Manual—Manual 15A*
- *Radiological Control Procedure Manuals—Manual 15B*
- *Radiological Instrumentation Technical Procedures Manual—TOC-14.*

These manuals enforce 10 CFR 835, which presents the regulatory requirements for protecting the worker at Department of Energy (DOE) sites. These manuals, American National Standards Institute (ANSI) standards, 10 CFR 835 Implementation Guides, company procedures, and other contributing documents help mold the policies and procedures that the Radiological Control (RadCon) organization, line management, and the workers use to protect workers, the public, and the environment from radiological hazards.

MCP-191, *Radiological Internal Dosimetry*, implements the internal dosimetry bioassay program and applies to personnel involved with radiological work who are selected to participate in the internal bioassay program. Bioassay samples, along with whole body counting, allows BBWI to watch for the presence of internal radioactive contamination and, if necessary, estimate an internal dose. The results are reviewed and recorded in a bioassay analysis database. If radioactive material of occupational origin is detected, follow-up bioassay may be requested as part of an investigation to identify when the intake most likely occurred and the types and quantities of radionuclides involved, and to estimate an occupational dose. If an intake exceeds one annual limit intake, consideration is given to decorporation (such as chelation) therapy/medical intervention. This is done in conjunction with the Occupational Medical program.

The INEEL *Radiological Control Manual* provides guidance, instructions, and information to management and workers involved in radiological work. This includes

- Senior and line management responsibilities for personnel who work in radiological areas or are involved with control of radioactivity
- Worker responsibilities for conducting work in radiological areas
- Worker requirements for dosimetry used for monitoring external doses and bioassay programs for monitoring internal radiation doses
- Personnel decontamination activities
- Personnel training requirements for working in or near radioactivity or entering radiologically controlled areas
- Radiological limits, control of radiological areas, and emergency exposure to employees
- Responsibilities for radiological work planning, work preparation, and entry and exit requirements for working in radiologically controlled areas
- Storage and transport of radioactive materials
- Use of radiation-generating devices and radiation sources
- Radiological concerns
- Radiological records and historical data and the storage and maintenance of records and data.

Exposure Goals. Each year, radiological exposure goals are set at each facility with the objective of meeting or exceeding those goals and demonstrating that effective ALARA protective measures are being employed to reduce radiation exposure to the worker. A quarterly report is published for upper management and line management that shows the progress made toward these goals. Additional detailed reports are published at the various facilities. The following categories are monitored:

- Average worker dose
- Maximum worker dose
- Contamination events
- Collective dose
- Radioactive spill events
- Radioactive material intake
- Maximum dose equivalent-worker neutron
- Total square footage of contamination areas.

Attachments

Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. “ALARA Performance Indicators.”

ALARA Performance Indicators

Year	Collective Dose (Rem)	Maximum Individual Dose (Rem)	Number of Contaminations Skin	Clothing
1995	286	1.84	28	41
1996	157.5	1.37	28	59
1997	81.6	1.11	13	24
1998	68.034	.844	6	21
1999	48.3	0.58	5	16

Year	Spills	Internal
1996	22	19
1997	5	5
1998	7	1
1999	4	4

Program Element IV: Hazard Prevention and Control

7. Medical Programs

Required Information:

Describe how the medical program is integrated with the safety and health program.

Describe the availability of both onsite and offsite medical services or physicians. Indicate the coverage provided by employees trained in first aid, CPR, and other paramedical skills, and indicate what type of training they have received. Address coverage on all shifts.

Describe how occupational health professionals are involved in routine hazard analysis, early recognition and treatment of illness and injury, and in limiting severity of harm.

Describe how the site addresses specific programs—e.g., hearing conservation, fitness testing for respirators, bioassay and/or whole body counting, and other required medical testing—under OSHA and DOE standards, such as those for lead, asbestos, and HAZWOPER. Describe how the medical program interacts with the industrial hygiene, health physics, and safety programs.

Additional Guidance:

Individual medical tests should not be attached, although aggregated results may be included. Similarly, forms may be included, as long as there are no personal identifiers present.

Describe the location and the accessibility of medical services. Maps, directions, and access times are valuable information, but are not required.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

7. Medical Programs

Statement of Fact

The Medical Program is comprehensive and includes such aspects as preplacement physicals, periodic physicals, injury and illness treatment, Employee Assistance Programs, and Health Promotion. The medical staff, of physicians through the technicians, are highly qualified and able to response to any medical emergency. Medical facilities are strategically located to provide rapid and effective response.

Narrative Response to Yellow Page

Integration with the Safety and Health Program

At BBWI, the Occupational Medical program resides in the Directorate of Occupational Health (DOH), one of several directorates in the Environmental, Safety, Health, and Quality Assurance (ESH&QA) Organization. The director of the Occupational Health Directorate is also the medical director and reports directly to the general manager of ESH&QA, who in turn reports to the president and general manager of BBWI. It is at this level that the DOH begins its integration into the Safety and Health program.

Staff meetings are held every other week with the general manager of ESH&QA, where safety, industrial hygiene, quality, radiological, environmental, and medical disciplines programmatically interface. Company-level manuals for each discipline present common written programs. Industrial hygiene personnel report directly to the medical director and are matrixed to the line organizations. The medical director provides programmatic direction for the Industrial Hygiene program. The Industrial Hygiene exposure hazard assessment database is also managed by the DOH. The safety engineers, fire protection engineers, and radiological control personnel report to the ESH&QA general manager and are matrixed to the line organizations. The medical program integrates through various safety and health programs, such as those dealing with hearing conservation, respiratory protection, hazardous waste operations and emergency response (HAZWOPER), asbestos, and lead. The DOH also integrates into safety and health training in areas such as respiratory protection, where training and fit testing is only done when the required medical evaluation is conducted.

Reflection of Medical Program

The DOH interfaces with injury and illness investigation processes within the Safety and Health program. The injury and illness Occupational Safety and Health Administration recordkeeping responsibility resides in the DOH; thus, there is an interface between medical and safety professionals in the field. The DOH is also directly involved with the Ergonomics program. There is a close interface between those professionals who perform the workplace ergonomic evaluations and the occupational physicians who identify and treat injuries/illnesses related to ergonomic issues.

Structure and Availability of OMP Services

For BBWI, the OMP staffs two clinics and three area dispensaries.

One Occupational Medical Program clinic is located at the Willow Creek Building (WCB), the other at the Central Facilities Area (CFA). The WCB clinic has a greater volume of patients, but the type of patients seen at the CFA clinic are such (more physical exams, more trauma) that heavier staffing is required. The WCB clinic is staffed with one physician, one registered nurse (RN), one licensed practical nurse (LPN), and an x-ray/exam technician. The CFA clinic is staffed with two to three physicians, three RNs, and an x-ray/exam technician.

The three dispensaries are located at the Test Reactor Area (TRA), Test Area North (TAN), and Idaho Nuclear Technology and Engineering Center (INTEC). The TRA dispensary is staffed with an RN for 20 hours per week. The TAN dispensary is staffed with one full-time RN. The INTEC dispensary is staffed with a full-time RN and an LPN because of the size of the plant and the greater proportion of mandatory physicals. In addition, a physician is rotated to the INTEC, TAN, and Argonne dispensaries regularly.

In addition to the day shift coverage, an RN is present at the CFA clinic on backshifts, weekends, and holidays (24-hour coverage), with a physician on call as backup. Four ambulances, staffed by emergency medical technologist (EMT)-basic/firefighters are staged at diverse locations of the site for immediate response to emergency situations. The EMT-basic program is presently augmented with EMT-advanced/ firefighters on every ambulance on all shifts. For medical emergencies, the ambulance is always dispatched with an EMT/advanced cardiac life support-certified nurse.

In emergency situations, the INEEL has agreements with local offsite medical facilities, such as the Eastern Idaho Regional Medical Center, to provide the necessary support to ensure worker safety and health.

First Aid/CPR

An employee who is an electrical worker, line worker, field safety worker, or an employee assigned to do work or supervise work that involves exposed energized electrical parts/hazards above 50 volts is required to be first aid or CPR qualified. Facility workers assigned to Incident Response Teams are also trained in basic first aid and CPR, reside at several facilities, and provide 24-hour coverage of those facilities.

Some employees in VPP Units are trained in first aid and CPR. Usually, their location is designated by an overhead sign or a label attached to their office wall.

MCP-2559, *Use of First Aid Kits*, directs the standard design, availability, location, content, maintenance, inventory frequency, and restocking of first aid kits. First aid kits can be found at construction sites, in lineman bucket trucks, on buses, and at other facilities where they are designated.

Occupational Health Involved in Hazard Analysis, Early Recognition and Treatment of Illness and Injury, and Limiting Severity of Harm

Work control practices are a line management function. Hazard identifications occurs during this process, and appropriate safety professionals are called on to assess, eliminate, mitigate hazards, and prescribe protective equipment as appropriate. The DOH manages Industrial Hygiene and ensures consistency and quality of those DOH evaluations. Hazards identified in the safety and fire protection realm reside with those directorates. In addition to the industrial hygiene input into the mitigation of workplace hazards, the DOH also conducts walkabouts in the workplace to become familiar with the hazards and to identify any hazards not previously recognized. These walkabouts may occur with a physician, nurse, and a safety professional familiar with the area and nature of the work being performed. The results of Industrial Hygiene monitoring within the workplace are recorded in a relational database. The information is immediately accessible online to physicians when they evaluate persons in defined surveillance programs. This ensures that if the person is exposed above action levels any adverse outcome may be correlated to exposures and personal protective equipment used for worker protection.

Preplacement physicals are performed on all persons to establish a baseline of health risks and to determine ability to work. A complete medical history, including occupational history and travel history, is collected, as are past job exposures and a review of systems. If the individual employee is assigned to a job requiring certification or surveillance determined by regulatory statutes, those standards are invoked to ensure the person can perform his or her job safely.

Periodic physicals are of two primary categories. Those persons with regulatory drivers for examinations receive examinations as mandated by governmental regulations. Approximately 40% of our population require this type of examination. Persons who do not have defined regulatory drivers receive their health evaluation through the Health Promotion Program. In this program, an extensive health risk appraisal is performed that identifies major health risks as established by the Center for Disease Control and by a health risk questionnaire. CBC, chemistry screen, and dipstick UA are performed, as is PSA for males over 40. After the information is obtained and processed, persons receive a computer printout of data that targets specific health concerns. The basic health risks are discussed in general to employee groups of 10 to 15 people, allowing time for individual counseling after the session. Physicians review all laboratory reports prior to these sessions to ensure marked abnormalities are addressed. If any are found, the person meets with the physician, who then chronicles the visit in the electronic chart and arranges appropriate followup.

Prior to returning to work following a personal or occupational injury/illness, an employee must be cleared through the Occupational Medicine Program to certify that he or she is capable of performing assigned work. All occupational injuries are evaluated before the employee may return to work, regardless of how long the person was absent from work. Personal illnesses are evaluated through the OMP only if the employee was absent from work for 40 consecutive work hours. Upon return, appropriate evaluation and restrictions are placed to ensure a safe and graded approach for return to full work status. The OMSS computer system allows for appropriate and rapid communication of restrictions and injuries that must be tracked by other systems. Managers receive ability-to-work information electronically prior to the person leaving the clinic. In addition, the person is given a printed copy of the restrictions. No diagnosis is present on these electronic forms, only the ability to work or work restrictions. Immediately after the initial evaluation of a possible work-related injury, the ability-to-work information is also sent electronically to the Workman's Compensation Administrator and the Administrator of the OSHA 200 log to ensure appropriate follow-up. Both functions are an integrated portion in the Directorate of Occupational Health. Persons are continually reevaluated for appropriateness of work restrictions or upgraded to a more functional work status until such time that the restrictions can be completely removed.

The Employee Assistance Program (EAP) of the Directorate of Occupational Health is the mechanism for the evaluation, referral, and follow-up of substance abuse at the INEEL. The program is administered by a Ph.D. psychologist and supported by a certified substance abuse professional and a social worker/counselor.

The Health promotion component of the Directorate of Occupational Health has been regionally and nationally recognized as being an excellent program. Health promotion conducts a highly successful incentive program aimed at giving employees information necessary to change lifestyles. The program is not the traditional health promotion focusing only on fitness but truly embraces the occupational medical prevention paradigm.

Site specific programs, Hearing Conservation, fitness for respiratory protection, lead, asbestos, and Hazwoper, are discussed in Program Element IV, Subelement 8, List of Occupational Safety and Health Programs. The bioassay and/or whole body counting program is discussed in Program Element IV, Subelement 6, Radiation Protection Program.

Attachments

Appendix A presents attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

Program Element IV: Hazard Prevention and Control

8. List of Occupational Safety and Health Programs

Required information:

List the occupational safety and health written programs that are in effect at your facility.

Additional Guidance:

Do not attach the programs themselves to this application. Only a list is required, but it should include document numbers that will facilitate identifying and retrieving the documents during the onsite visit.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

8. List of Occupational Safety and Health Programs

Statement of Fact

The Occupational Safety and Health Programs are administered mainly through five company manuals: *General and Industrial Safety, Industrial Hygiene and Fire Protection, INEEL Radiological Controls Manual, Radiological Protection, and Environmental Protection*. These manuals are controlled and are located electronically on the company Document Control System.

Narrative Response to Yellow Page

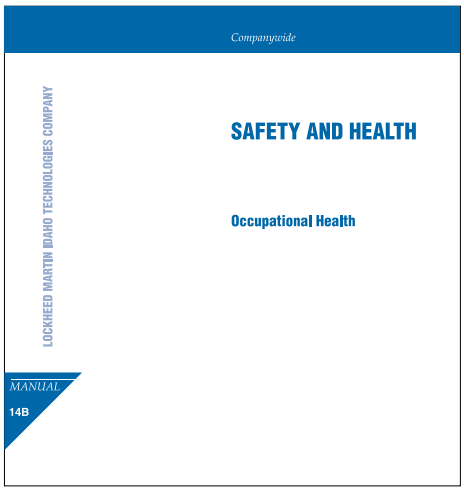
Companywide occupational safety and health programs are managed by BBWI, Environment, Safety, Health, and Quality Assurance (ESH&QA) Branch. The ESH&QA Branch administers these programs through four companywide documents:

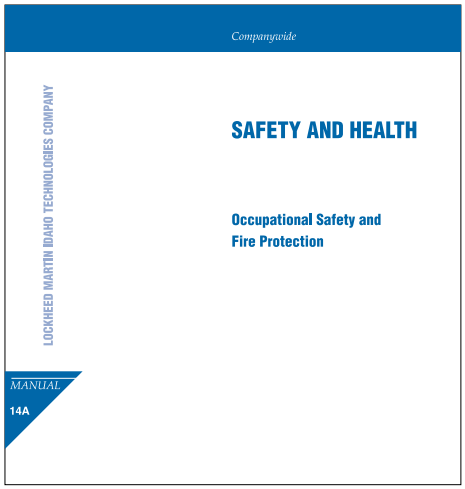
- INEEL Integrated Safety Management System, PDD-1004
- Manual 14A, *Occupational Safety and Fire Prevention*
- Manual 14B, *Occupational Health*
- Manual 15A, *INEL Radiological Control Manual*
- Manual 15B, *Radiological Protection*
- Manual 8, *Environmental Protection and Compliance Manual.*

Occupational safety and health programs for INEEL subcontractors are administered through the *Requirements for Subcontractors Manual.*

These manuals describe the BBWI industrial, occupational, and radiological safety and health programs and provide BBWI management, employees, and subcontractors with the associated policies, requirements, and work directions.

Reflection of List of Occupational Safety and Health Programs





Description of Safety and Health Programs

As referenced in the Medical Program section, what follows is a brief description of the following safety and health programs:

- Hearing Conservation
- Asbestos
- Lead
- Respiratory Protection
- Hazwoper
- Beryllium.

The Hearing Conservation program is fully implemented and addresses noise monitoring, exposure limits, employee notification, audiometric testing, hearing protection, noise attenuation, training, and documentation. The Occupational Medical Program is fully involved in the audiometric testing by establishing baseline audiograms for employees in the hearing conservation program within 6 months of the first exposure at or above the action level. Industrial Hygiene personnel are involved with the exposure assessments relating to

high noise areas. This program is conducted in accordance with MCP-2719, *Hearing Conservation Program.*

The BBWI Asbestos program is administered by the Asbestos Program manager. The Occupational Medical Program Director maintains copies of the regulatory standards, and the medical staff performs the asbestos medical examinations in accordance with Title 29 Code of Federal Regulations (CFR) 1926.1101 and Appendices D, E, and I of 29 CFR 1926.1101. The industrial hygiene staff conduct the necessary monitoring and sampling required by the regulatory standards. This program is conducted in accordance with MCP-2862, *Asbestos Management Program Administration.*

The lead program receives technical direction from the industrial hygiene and environmental protection staff. The OMP provides all the medical surveillance required by 29 CFR 1910.1025 and 29 CFR 1926.62. This program is conducted in accordance with MCP-2720, *Lead.*

BBWI has a comprehensive respiratory protection program, which applies to all types of work. Line management notifies OMP regarding employees required to wear respiratory protection. OMP performs the medical evaluations necessary to determine each employee's fitness for using respiratory protection. The technical training organization conducts the required training and fit-testing. This program is conducted in accordance with MCP-2726, *Respiratory Protection.*

The BBWI Hazardous Waste Operations and Emergency Response Program implements the requirements of 29 CFR 1910.120. The OMP provides the medical surveillances required by the standard. Employees who fall within the purview of the standard are given the required 24- or 40-hour training. This program is conducted in accordance with MCP-2748, *Hazardous Waste Operations and Emergency Response.*

Attachments

Appendix A presents attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

Voluntary Protection Program Application

V. Safety & Health Training

V. Safety & Health Training

Program Element V: Safety and Health Training

1. Employees

Required Information:

Describe formal and informal safety and health training programs for employees. Specifically address how employees are taught to recognize the hazards of their jobs.

Describe how often and in what way courses are evaluated and updated.

Describe what types of testing are performed to ensure that employees retain course information.

Additional Guidance:

Sample course attendance lists and tracking methods may be attached.

Address how employees receive safety training at the same time they are taught their jobs. Supporting documentation is helpful.

A list of safety and health courses provided to employees would be helpful.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

V. Safety & Health Training

1. Employees

Statement of Fact

BBWI's overall company training program comprises formal, comprehensive, and documented employee safety and health training. Company procedures direct all aspects of the program, including training evaluation and change. Formal training includes written and oral examinations, and, for on-the-job training, evaluation to ensure that the trainee acquires and retains the course information. Training courses are evaluated on a regular schedule and revised as necessary to provide the most comprehensive and current training available.

Narrative Response to Yellow Page

Each employee is hired to perform a job or a series of job tasks. His or her job is described in a document called the Employee Position Description. The supervisor then develops the person's Training Plan using such tools as the Facility Hazards list, the Training Requirements Matrix, the Training Qualification Matrix, and personal knowledge. This plan identifies the job training requirements. The employee is then trained so that his or her competence is commensurate with the job responsibilities and tasks; that is, if your job requires you to work with asbestos, then you will not perform work until you have met the training requirements of the OSHA asbestos standard. As new hazards are introduced into a work process, the job training requirements are adjusted accordingly.

Training programs are established to ensure that employees are trained to perform their job functions safely, competently, and effectively while protecting themselves, their coworkers, the public, and the environment. The INEEL director of training is responsible for implementing the

Reflection of Employee Training

Craft skill training gets boost

The INEEL has had great success offering safety training and instruction on mandated and regulatory requirements to the Lab's craft workers. Every year, each craft employee receives more than 200 hours of this kind of training.

"Admittedly, safety training is the foundation for an effective maintenance program," says Robin Rickman in craft maintenance in the INEEL's Operations Training Directorate.

But in the rush to make the INEEL workplace safe and compliant, craft skill training has taken a back seat.

A formal training process is helping craft workers maintain the skills necessary to perform maintenance work correctly and safely.

Moreover, many craft workers have been at the INEEL for a number of years. They may have learned their journeyman skills through the INEEL apprenticeship-training program or in apprentice programs in other parts of the nation.

"Because of the length of time since a worker's initial skill training and through a lack of skill-based training at the INEEL, the skill level of the craft workers has deteriorated over the years," Rickman says.

For these reasons, the INEEL is embarking on an ambitious program to offer craft-specific maintenance training to enhance the skills of craft employees.

Training has already begun for the INEEL's journeyman electrical craft workers (see adjacent article), and more courses are under development in collaboration with Eastern Idaho Technical College.

The overall training program is designed to help craft workers keep their skills up to date. As a bonus, it provides one of the foundational elements for successfully implementing Integrated Safety Management at the INEEL — it helps ensure worker competence.

Larson, TRA electrician — "It's been five since I've had that kind of class. It was a refresher."

Roger Allen, CFA electrician — "You get a lot of good information that you forget over time. You don't get to use a lot of the stuff you know, so your knowledge base depreciates. The training helps a lot."

"There's been a lot of emphasis on training, but very little of it was craft specific," says Don "Doc" Detonancour, president of Paper, Allied-Industrial, Chemical and Energy Workers International Union Local 2-652. "With new technologies and more exposure in the workplace, workers need to refresh their skills. This new training is welcomed."

Besides moving forward with the cooperative training program, the INEEL also has plans for a skill enhancement-training center.

"We envision a hands-on center filled with training materials and equipment and facility mock-ups where workers can either regain lost skills proficiency or sharpen emerging skills," says Rickman.

Training currently under development with EITC is a scaffold building training course for carpenters and a basic personal computer user training course for craft workers.

Jay Hall, TRA electrical supervisor — "Sometimes we lose the hard skills craftsmen are professionals. We want to give them training from people who are experts in the field."

Return to INEEL News

BBWI training program through the BBWI training directorate. Training managers develop the training programs, as directed by the Safety Analysis Document and with support of the Director of Training. Procedures and processes controlled by the Training Directorate direct implementation of training with a systematic approach.

The Training Records and Information Network (TRAIN) system is a computer database in which all formal training is tracked for each employee. TRAIN information includes

- Employee individual training plans
- Employee training history
- List of all training scheduled for an employee or group
- List of courses and required reading for employees
- Schedule of classes offered during a selected period
- Class schedule by course.

BBWI training courses are developed with a systematic approach controlled by procedures. The first step in developing a training course is to analyze the job, process, or competencies to be mastered, as directed by management control procedure MCP-35, *Training Needs Analysis*, and MCP-36, *Job Analysis*, and identify the training course objectives. Course design is controlled by

- MCP-33, *Personnel Qualification and Certification*
- MCP-42, *Designing Courses*
- MCP-45, *Examination Banks*.

Course development is controlled by

- MCP-48, *Instructional Material Development, Revision, and Entry into TRAIN*
- MP-52, *On-The-Job Training Materials Development.*

Course implementation is controlled by

- MCP-57, *Conduct of Training*
- MCP-61, *Conduct and Evaluation of On-The-Job Training.*

Employees are tested after completing a training course as directed by one of the following:

- MCP-64, *Performance Examinations*
- MCP-65, *Written Examinations*
- MCP-66, *Oral Examinations.*

Although the BBWI Training Department is responsible for developing, supplying, and documenting training, BBWI line managers are directly responsible for the health, safety, and productivity of their personnel. Meeting this management responsibility includes ensuring that all employees receive effective training. The Training Department exists to aid and enhance line management in performing their training responsibilities. Ultimately, line management has direct accountability for all training, with the training organization developing, conducting, and documenting the training, as requested by line management.

Formal Safety and Health Training Programs

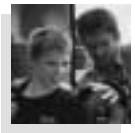
All employees receive a number of formal training sessions, most of which deal with S&H issues. All formal training courses at the INEEL are documented and maintained in individual employee training files. Initially, new employees receive New Hire Orientation Training, which includes segments dealing with ES&H awareness, during the first week of employment. In the New Hire Orientation Training, emphasis is placed on identifying, reporting, and reducing workplace hazards (see Management Leadership, Site Orientation).

Other formal training is required of all employees. The following courses are some of those required for all employees.

Consolidated Safety, Health, and Environmental Training (OOOTRN5 1, initial; OOOTRN52 annual) This course is part of the INEEL Health and Safety program. The training presents employees with an initial and annual review of potential hazards, general safety issues, access processes, and protective equipment pertaining to INEEL operations and facilities. Course contents include employee rights and responsibilities, access to controlled facilities, emergency preparedness, hazard communication, environmental protection, lockout/tagout requirements, confined space, personal protective equipment, electrical safety, and general safety and medical information.

General Hazard Communication (course OOOTRN 10). This course offers employees general information about hazard communications so they can identify hazards in the workplace and know what their responsibilities are to maintain safety. Course content includes an overview of the hazard communications standard, purchasing chemicals and chemical labeling, safe work practices, chemical detection methods, and the emergency procedure hazard exemption list.

General Employee Radiological Training, (OOOTRN74), initial; and biannual refresher on the off-year, QLOOGERT) This course teaches basic radiological concepts such as sources of radiation, nonionizing and ionizing radiation, ALARA concepts, radiological controls, monitoring and emergency procedures, and radiation risk perspectives. After finishing the course, employees may enter controlled areas.



In addition to these courses, employees in many INEEL areas are required to take site- or facility-specific training courses. These include site-specific hazard communication training, Total Safety Culture training, and a variety of courses that deal with the hazards present in the specific work place (for example, fall protection training for employees who must work above ground level). Employees assigned special duties as part of a group, such as an Incident Response Team member or emergency coordinator, receive training in those functions as well.

Special, job-specific training is also required for employees whose job requires that they work around certain hazardous materials or in hazardous environments. This specific ES&H training is offered once the employee has completed initial orientation training. Various mechanisms are used to conduct this training, including on-the-job training, classroom instruction, self-study booklets, and computer based training. All courses are reviewed before each training cycle to incorporate changes in work or emergency procedures. Applicable lessons learned are incorporated where appropriate. This job-specific training includes

- Asbestos Training
- Emergency Response Organization Training
- Environmental Training
- First Aid/CPR
- Hoisting and Rigging (such as forklift and aerial lift)
- Industrial Safety (such as confined space, compressed gases, fall protection, HAZWOPER, electrical safety, lockout/tagout, lead safety)
- Nuclear Safety Training
- Radiological Training (Radiological Worker 1, Radiological Worker II)
- Respiratory Protection Training
- Fall Protection
- Lockout/Tagout.

The Required Reading Program and the Lessons Learned Program provide additional, on-going training. BBWI organizations use Required Reading Programs that comply with the minimum uniform requirements given in BBWI Program Requirements Document MCP-2983, *Chapter XIV, Required Reading*. A variety of documents may be designated as required reading material in different organizations, based on the activities occurring in that organization and the training needs associated with those activities. Factors such as Conduct of Operations requirements, safety issues and requirements, and management's need to inform personnel of current facility, safety, or process activities are used to determine what material is designated as required reading. Examples of material that might be designated required reading include

- Procedures and procedure changes
- Company manuals
- Equipment design changes
- Temporary modifications to systems or equipment
- Material safety data sheets
- Occurrence reports
- Lessons-learned reports
- Management directives.

Each item of required reading is assigned a unique tracking number and a completion date to provide timely distribution of information. Review record sheets document completion of reading assignments and understanding of the content. Managers or supervisors maintain the completed review record sheets for operations-related information, and required reading to fulfill training requirements is documented in the computerized, companywide training tracking system.

MCP-73, *Incorporating Lessons Learned*, directs and documents the BBWI Lessons Learned Program. Lessons learned information is shared throughout the company through a number of communication mechanisms, including Lotus Notes communications to all employees, Lessons Learned e-mail Bulletins and the Lessons Learned Management System web page at http://mira.inel.gov/11/. Applicable lessons learned information is incorporated into BBWI operating and management documents to increase the health and safety of BBWI operations and INEEL work environments.

Informal Safety and Health Training

Informal S&H training at BBWI generally occurs at the organizational level. Safety hazards and health threats vary widely from facility-to-facility and from organization to organization and therefore, these hazards and threats can be addressed most effectively at the organizational level through informal, facility- or organization-specific training. Informal training methods used at the organizational or facility level include safety meetings; informal tailgate or toolbox safety training initiated by line supervisors and managers; and pre-job briefings in which safety hazards and health threats specific to the facility, organization, or job are discussed, and employees are taught mitigation methods for those hazards or threats.

In addition to the facility- or organization-specific informal training, informal safety and health training is supplied through various publications. Publications, such as the VPP Employee Pamphlet, which address specific aspects of the Voluntary Protection Program (VPP), are distributed to all employees. Other ES&H publications, such as fliers, memos, and alerts, are

distributed companywide on an as-needed basis rather than on a formal schedule. Scheduled ES&H publications include

- The company newsletter, *iNews*, which always contains safety and health training articles
- The *Living Well* health newsletter distributed by the occupational health group, which contains training related to health and the wellness program
- The *Daily Constitutional*, which is an ES&H-produced safety newsletter posted weekly in all restrooms.

Employee Testing

Testing is performed for formal training courses and many of the informal training methods. Several approaches are used to evaluate employee knowledge of material after training:

- Performance evaluations
- Written examinations
- Oral examinations
- Evaluation of on-the-job-training.

For each formal training course, examinations or evaluations that reflect the training course learning objectives are designed and developed as directed by one of four procedures:

- MCP-64, *Performance Examinations*
- MCP-65, *Written Examinations*
- MCP-66, *Oral Examinations*
- MCP-61, *Conduct and Evaluation of On-The-Job Training.*

Each testing method is designed to evaluate the trainee's mastery of the subject matter. Performance examinations are an evaluation of the person performing an activity. During a performance evaluation, the trainee may use actual facility or process equipment, a mockup of the facility or process equipment, or a facility or process simulator. Specified, documented criteria or standards are used in performance examinations to determine successful completion of the examination.

Written examinations are used to evaluate a person's knowledge of theory, systems, or operations. Examinations are developed to reflect the course objectives and evaluate the trainee's mastery of the course material. A written examination must include at least one item for each course objective, and written examinations are developed using the formal process documented in MCP-65. To discourage cheating, a minimum of two versions of each written examination is developed, with at least 30% of the questions being different from one version to the other. Written examinations are administered and graded as directed in procedure MCP-65.

Oral examinations are subjective evaluations of a person's knowledge of facts, theory, systems, and operations included in a training program for a qualified or certified position. The person must analyze and apply the training program information and knowledge during the oral examination to demonstrate adequate knowledge. There are three types of oral examination: walk-throughs, boards, and checkouts. The type of oral examination used for each training course is based on the hazards associated with the process or system and on graded approach principles.

Training Course Evaluations and Updates

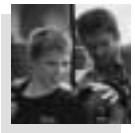
Training programs are evaluated on a three-year cycle, with higher priority given to those programs associated with higher-risk work and those programs that are more expensive. When a training program is evaluated, the Training Department manager assigns experienced training program evaluators to conduct the evaluation. The evaluation is designed to determine effectiveness and identify improvements to more fully meet the needs of the organization or organizations whose personnel use the training.

In addition to periodic evaluation, critiques are performed by distributing course evaluation forms to trainees at the end of each training course. The forms are collected and forwarded to the Training Department for evaluation, and changes to the course material are developed as needed. MCP-57, *Conduct of Training*, controls the course evaluation process.

Changes to training courses usually occur based on the periodic evaluation process, the critiques from trainees, or modification of the process or equipment to which the training applies. Training personnel review changes to technical procedures and administrative documents to identify any changes that should be made in related training courses. These training course changes are made as directed in procedure MCP-72, *Incorporating Change Actions into Training*. In addition, training course changes are developed to reflect lessons learned. Incorporating training course changes that result from lessons teamed is covered in MCP-73, *Incorporating Lessons Learned*.

Attachments

1. "Training Directorate Home Page" (Intranet), 12/2/99. http://train1.inel.gov/
2. "Employee Training Plan" (Intranet), 12/3/99, 2 pp. http://zeus:8100/train/plsq1/trainrpt_itp.itp_summary_setup
3. "INEEL Employee Training History" (Intranet), 2/15/00. http://owyhee.inel.gov/train1/trainrpt_history.cfm
4. Training Requirements Matrix: Industrial Hygiene (Intranet), 2/15/00. http://train1.inel.gov/administration/req_matrix/industrial_hygiene.htm



Training Directorate

INEEL

Setting the standard for excellence in training development and human performance improvement.

Home | INEEL | Feedback | Search | FAQs | Contacts

- TRAIN Home Page
- On-Line Training Reports
- On-Line Training Courses
- INEEL Training Coordinators
- Training Req's Matrix
- Qualification Matrix
- INEEL Training Procedures
- Training Points of Contact
- Computer-Based Training Centers
- Safety Resource Center
- USQ Training Status

Welcome

Welcome to the INEEL's Operations Training Directorate Home Page. Please explore the site. We consider it an on-going process to build a better web site--one that meets the needs of our customers.

If you can't find something you are looking for, or have an idea for how this site can better meet your needs, **let us know**.

What's New

Records Management Overview Training is now available by on the Online Courses page. All BBWI Records Coordinators and their Supervisors, Foremen, Program Managers, Department Managers, and Directors must complete the training by **December 3, 1999.** The course is approximately 30 minutes long.

A computer based training module has been developed to enable achievement of this commitment. Click the blue link above to go to the training on the Intranet.

Did you know?

You can determine if you received credit for any course you have taken by clicking on "**Employee Training History**" (above right), and entering your S Number? If a course you have taken is not there, **let us know**.

Online courses grant immediate credit, meaning you will see the training on your history seconds after completion. **Classroom courses** may take a few days before they appear on your history.

TRAIN Reports

The INEEL Training Records and Information Network

Reports | What's New | FAQ's | How Do I | Manual | VCCB

Employee Training Plan

Search by Employee S-Number

Note: "Not Req" indicates that this requirement has been set to inactive for this employee

Employee Name: JOHNSON, CHARLENE Employee Number: 048332 Org: 7710

Quals

Qual	Title	Qual Date	Rev	Status	Expire Date
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	03/08/99	--	A	03/01/00
QLRCOORD	RECORDS COORDINATOR	04/06/99	--	A	None

Courses

Course Code	Course Title	Setting	Status	Planned Date	Complete Date
00000AN8	1999 UNCLASSIFIED COMPUTER SECURITY ANNU	RS	A		04/21/99
0000Z415	INITIAL SECURITY BRIEFING	VC	A		05/03/82
000TRN10	GENERAL HAZARD COMMUNICATION	CR	A		06/21/91
000TRN53	UNIFORM FILE SYSTEM/CBT	CB	I		"Not Req"
000TRN74	GENERAL EMPLOYEE RADIOLOGICAL TRAINING	CR	A		03/31/99
000TRN87	MEDIC FIRST AID (W/CPR) BASIC	CR	A	01/05/00	
000TRN90	RECORDS AWARENESS VIDEO	CR	A		06/01/96
000TRN91	INTRODUCTION TO RECORDS MANAGEMENT	CR	A		12/18/97
000TRN93	LOCKHEED MARTIN ETHICS AWARENESS	CR	A		05/14/99
000TRN94	CONFLICT OF INTEREST	CR	A		07/07/98
00TRN109	RECORDS COORDINATOR REFRESHER	CB	A		04/06/99
00TRN161	SEXUAL HARASSMENT	CR	I		"Not Req"
00TRN195	INEEL SITE ACCESS INITIAL TRAINING	CR	A		08/05/96
00TRN202	INEEL SITE ACCESS REFRESHER TRAINING	CB	A		06/28/99
00TRN236	LET'S TALK... A CANDID LOOK AT SEXUAL HA	CB	A		02/05/98
00TRN248	LMITCO COMPANY-WIDE MANUALS AWARENESS TR	RS	A		12/19/96
00TRN396	WORK PERFORMANCE EXPECTATIONS/ALL EMPLOY	CR	A		05/24/97
00TRN432	LOCKHEED MARTIN ETHICS OVERVIEW	CR	I		"Not Req"
00TRN587	INTEGRATING SAFETY MEASURES INTO PROCEDU	CB	A		03/30/99
00TRN604	STOP WORK AUTHORITY	CB	A		03/15/99
00TRN681	MCP 557 - MANAGING RECORDS	CB	A		11/16/99
RWNWSLTR	RADWORKER NEWSLETTER	RS	A		11/30/99
SMTT0009	ERGONOMICS	CR	A		05/13/98

Reading from Plan Programs

Reading Code	Document Title	Status	Complete Date
RMCP2466	CONTROL OF LMITCO/GOVERNMENT PROPERTY	A	

Other Required Reading

Reading Code	Document Title	Status	Complete Date
RMCP0135	CREATING,MODIFYING,&CANCELING PROC & DMCS DOCS	A	10/07/99
RPOL0004	USE OF INEEL INFORMATION RESOURCES	A	
RPRD0025	ACTIVITY LEVEL HAZARD ID, ANALYSIS, AND CONTROL	A	02/15/96

Link to Training Requirements Matrix

Please send comments and suggestions to : trainadm@inel.gov

TRAIN Reports

The INEEL Training Records and Information Network

Reports | What's New | FAQ's | How Do I | Manual | VCCB

INEEL Employee Training History

from 01-Jan-50 to 15-Feb-00

Search By Employee Number

Sort By Employee S-Number

Employee Name: HUNTSMAN, BOWEN W Employee Number: 038019 Org: 7710

Classes Taken ---

Course	Setting/ Rev	Course Title/ Class Title(s)	Completed
00000AN5	RS	ANNUAL SECURITY REFRESHER (ASR)	
	00	ANNUAL SECURITY REFRESHER (ASR)	07-Mar-96
	01	1997 ASR	25-Apr-97
	02	1998 SECURITY REFRESHER BRIEFING	06-Apr-98
	03	1999 SECURITY REFRESHER BRIEFING	10-May-99
00000AN8	RS	UNCLASSIFIED COMPUTER SECURITY REFRESHER BRIEFING	
	00	UNCLASSIFIED COMPUTER SECURITY REFRESHER BRIEFING	01-Mar-96
	01	UNCLASSIFIED COMPUTER SECURITY REFRESHER BRIEFING	01-May-97
	02	UNCLASSIFIED COMPUTER SECURITY REFRESHER BRIEFING	06-Apr-98
	03	1999 UNCLASSIFIED COMPUTER SECURITY ANNUAL REFRESH	10-May-99
0000Z415	VC	INITIAL SECURITY BRIEFING	
	00	INITIAL SECURITY BRIEFING	13-Apr-77
000TRN10	CR	GENERAL HAZARD COMMUNICATION	
	00	HDYR-HAZARD COMMUNICATIONS-3 HR -TS-100 -STR	03-Nov-89
	00	HDYR-HAZARD COMMUNICATION REFRESHE-TS-100R -STR	04-Feb-91
	00	HDYR-HAZARD COMMUNICATION REFRESHE-TS-100R -STR	25-Feb-92
000TRN27	CP	HAZWOPER 40 HOUR	
	00	OUTSIDE VENDOR TRNG--HISTORICAL DATA 1/89 - 12/89	10-May-89
000TRN52	RS	1997 LMITCO CONSLD SAFETY HEALTH & ENVIR REF TRNG	
	00	1997 LMITCO CONSLD SAFETY HEALTH & ENVIR REF TRNG	17-Mar-97
	01	SET UP FOR ELECTRONIC DATA ENTRY FROM THE INTRANET	16-Jan-98
	02	1999 ESH & QA AWARENESS TRAINING	23-Feb-99
000TRN56	RS	ES&H REFRESHER TRAINING	
	00	ES&H REFRESHER TRAINING	22-Jan-96
000TRN57	CP	FALL PROTECTION AT-RISK WORKER	
	00	FALL PROTECTION AT-RISK WORKER	05-Mar-96
000TRN60	CR	INEL POLLUTION PREVENTION AWARENESS	
	00	HDYR-POLLUTION PREVENTION -COPOLPVN -CTT	24-Jan-92

INDUSTRIAL HYGIENE

Section updated 1/18/00

Note: Shaded areas represent new courses and should be evaluated for each employee.

QUALIFICATION CERTIFICATION PROCESS: For entire Industrial Hygiene/Industrial Safety Training Program description, please click on the following link: PDD-1049
QUALIFICATION CERTIFICATION PROCESS: For entire Laser Safety Training Program description, please click on the following link: PDD-1047
QUALIFICATION CERTIFICATION PROCESS: For entire Confined Space Training Program description, please click on the following link: PDD-1037
QUALIFICATION CERTIFICATION PROCESS: For entire Hazard Communication Training Program description, please click on the following link: PDD-1046

If you...	You must complete	Duration and Setting	Training Frequency	Pre-requisite
may be exposed to body fluids, blood, or other potentially infectious materials.	**SMTT0001 Bloodborne Pathogens**	20 minute Safety Meeting Video	Initial Annual Refresher	None
work in an office environment where you are exposed to workplace ergonomic factors (e.g., extended typing, repetetive motions).	**SMTT0009 Ergonomics**	20 minute Safety Meeting Video	As needed by job assignment	None
have the potential to come in contact with rodent feces, urine, or other biological material during disinfectant activities.	**SMTT0008 Hantavirus**	20 minute Safety Meeting Video	As needed by job assignment	None
are an individual who operates or uses class 2 or 3a lasers, such as laser bar code scanners or laser pointers.	**00TRN163 Laser Safety**	15 minute On-line Training	Initial	None
are an employee who operates class 3b or 4 medium or high power lasers.	**000TRN92 Laser Safety CBT**	CBT	Initial	CPR for Bystanders **(000TRN89)**
are a Laser Safety Officer or a Laser Auditor.	**00TRN381 Laser Safety Officer/Auditor**	8-16 hr. Self Study	Initial	Laser Safety CBT **(000TRN92)**
are exposed to noise at or above an 8 hour time-weighted average of 85 decibels or 10 hour time-weighted average of 84 decibels.	**000TRN32 Hearing Conservation (Qual: CL00HEAR)**	1 hr. Classroom	Initial	None
	SMTT0003 Hearing Conservation	15 minute Safety Meeting Video	Annual Refresher	None

(Confined Space training reflects Reengineered INEEL Training Audience Guidance) - Fo *Training Program* description, please click on the following link: PDD-1037

enter a permit required confined space **OR** if you are the attendant for someone entering a permit required confined space **OR** if you are the job supervisor for an entry into a confined space.	**00TRN183 Confined Space Entrant, Attendant, Job Supervisor (Qual: QLOCSEAS)**	5 hour Classroom with Practical	Initial	None
	00TRN151 Confined Space Entrant, Attendant, Job Supervisor	1-1/2 hour CBT	3 year Refresher	Confined Space Entrant, Attendant, Job Supervisor,

Program Element V: **Safety and Health Training**

2. Supervisors

Required Information:

Describe formal and informal safety and health training for supervisors. Particular attention should be given to understanding hazards associated with a job; potential effects on employees; how to ensure through teaching and enforcement that employees follow rules, procedures, and work practices; and how to ensure that everyone knows what to do in emergencies.

Additional Guidance:

Sample course attendance lists and tracking methods may be attached.

A list of safety and health courses provided to supervisors would be helpful.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

2. Supervisors

Statement of Fact

Training for supervisors includes the same general training available to employees, but additional training is provided. Some is companywide. Some is area-specific. It depends on the hazards and type of work involved. Supervisors attend various workshops and seminars that focus on effective leadership and developing supervisory skills. SAM (Supervisor and Manager) training is required for all levels of management and gives basic safety, VPP, and supervisory training.

Narrative Response to Yellow Page

In addition to the training given all employees, supervisors must understand their responsibilities and know how to carry them out effectively, and they must understand the policies, rules, and procedures established to prevent exposure to hazards. One of the responsibilities of a supervisor is to ensure that his or her employees follow all the rules and procedures. This assurance is accomplished by providing appropriate training, conducting management walkabouts, participating in WASP observations, listening to feedback from postjob briefings, and one-on-one interviews with workers. In cases where deficiencies are noted, enforcement may take the form of disciplinary actions. Another critical responsibility of supervisors is to ensure that employees know how to respond to emergencies. Again, the necessary training is provided, then drills are conducted to verify that emergency response is appropriate and effective.

Formal Safety and Health Training Programs

Supervisors are required to have training commensurate with their responsibilities. There are different training requirements for various job codes. The TRAIN database is able to produce a job requirements report that lists the qualifications, courses, and readings associated with a job code. This information is placed in a person's training plan; then, in addition, technical safety training may be included, depending on the hazards in the area, facility, or process to which he or she is assigned. Examples of the technical safety courses offered or required are as follows:

- Course SMTTOOO 1, Bloodborne Pathogens
- Course SMTTOO09, Ergonomics
- Course OOOTRN92, Laser Safety
- Course OOOTRN 10, General Hazard Communication
- Course OOOTRN74, Course OOOTRN92, Laser Safety
- Course E 1000 192, Total Safety Culture Training
- Course OOOTRN32, Hearing Conservation
- Course SMTTOO05, Working in Hazardous Temperatures - Heat Stress.

Supervisors are required to attend Supervisor and manager (SAM) training. There have been seven SAM training courses over the past five years. These courses help supervisors understand

- How to become an advocate for safety
- How to involve employees in the safety and health process
- What employees need to do to be successful in the Voluntary Protection Program
- What the VPP criteria are and how they apply to employees
- How to use personal and positional power to positively influence the employees that report them.

BBWI has now implemented the Integrated Safety Management System (ISMS). All levels of management have received training on their roles and respon-

Reflection of Supervisor Training

sibilities within ISMS. This training includes the eight guiding principles of ISMS and a special *Wheel* training on how the Five Core Functions apply to their particular work scope. They have also been trained on the Five Core Function Wheel:

ISM Guiding Principles

1. Line Management Responsible for Safety
2. Clear Roles and Responsibilities
3. Competence Commensurate with Responsibilities
4. Balanced Priorities
5. Identification of Safety Standards/Requirements
6. Hazard Controls Tailored to Work Being Performed
7. Operations Authorization
8. Employee Involvement

ISM Core Functions

1. Define the Scope of Work
2. Analyze the Hazards
3. Develop and Implement Hazard Controls
4. Perform Work within Controls
5. Provide Feedback and Continuous Improvements.

Additional ISMS training has included a review of Standard 101, MCP -3562, and implementing documents for ISMS.

Various organizations offer their supervisors additional training in their role as supervisors and additional supervisory or management development training. In addition, training courses that deal with hazards or health risks present in the specific facility or organization are offered at the organization level. These courses and programs vary from organization to organization.

Supervisors are also given the opportunity to participate in professional development courses. Even though these courses are not directly related to safety, they are very useful tools in assisting a supervisor to manage his or her workplace safely. Examples of these courses are:

- Coaching for Contributions
- Conflict management
- Frontline Leadership
- Meeting management
- Problem Solving and Decision making
- Oral Presentations
- Managing Interpersonal relationships
- Team Building.

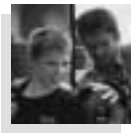
Informal Safety and Health Training

Informal training for supervisors includes the same informal training available to the general employee population. In addition, supervisors attend various workshops and seminars that focus on effective leadership and developing supervisory skills.

Attachments

Appendix A presents further attachments, offered to indicate the depth and spirit of our commitment to the VPP values and program.

1. “Managers, Supervisors, and Foreman Training,” 1/19/00.
2. “Job Requirements Report,” 8/24/00.
3. “Employee Training Plan,” 8/25/00.
4. “INEEL Training Records and Information Network Course Completion Report,” TRAIN ETH 113R, 2/15/00, p. 1.



MANAGERS, SUPERVISORS, AND FOREMAN TRAINING

Section updated 1/19/00. Changes include:

00TRN279 - Overview of Environmental Regulations - Course Deleted.

If you...	You must complete	Duration and Setting	Training Frequency	Pre-requisite	Refere
are a Manager or Supervisor.	**00TRN249 Company-Wide Manuals - Manager Procedure Awareness and Application**	Information Booklet	Initial	None	Company-w Manuals
are designated to supervise drivers who are regulated by the Department of Transportation (DOT).	**00TRN595 Department of Transportation (DOT) Drug and Alcohol Supervisor Training**	2-1/2 hour Classroom	Initial	None	MCP-2670
are a Manager, Supervisor or Foreman	**00TRN229 Management Commitment and Accountability (SAM IV)**	2 hour Classroom	Initial	None	VPP Star Application
are a Manager, Supervisor or Foreman	**00TRN488 You Make a Difference (SAM V)**	2 hour Classroom	Initial	None	VPP Star Application
are a Manager, Supervisor or Foreman	**00TRN640 Coming Together (SAM VI)**	2-1/2 hour Classroom	Initial	None	VPP Star Application

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If you have any comments or suggestions, please contact *Sandy Gowen, (208) 526-3795, MS 2507* (or send e-mail to gowes@inel.gov).

TRAIN Reports

The INEEL Training Records and Information Network

Reports | What's New | FAQ's | How Do I | Manual | VCCB

Job Requirements Report

Show Qualifications, Courses, Reading Associated with Job Code

Job	WROC20 (Click to see Employees)
Title	WROC ESH&QA SUPERVISOR
Description	WROC ESH&QA SUPERVISOR

Quals associated with job WROC20

Qual	Title
QL00RAD1	RAD WORKER 1 QUALIFICATION
QLCOP001	CON OPS QUAL
QLHAZ24T	24HR TSD WKR (OSHA HAZWOPER)
QLLTPRIM	LOCK/TAG PRIM AUTH EMPL
QLMWSFSS	RCRA MWSF ACCESS
QLORINEL	INEEL SITE ORIENTATION QUAL
QLWERFSS	WERF RCRA ACCESS
QLWR0001	WROC ANNUAL RCRA SITE SPECIFIC

Courses associated with job WROC20

Course	Title
00TRN154	TEMPORARY ACCUMULATION AREA CUSTODIAN - CBT
00TRN249	MANAGER PROCEDURE AWARENESS/APPLICATION
00TRN276	CROSS CONNECTION CONTROL
00TRN477	INTRO TO INEEL WORK CONTROL PROCESS
00TRN480	HAZARDS IDENTIFICATION AND MITIGATION FOR IWCP
00TRN481	OVERVIEW OF WORK ORDER DEVELOPMENT
00TRN597	AUTOMATED HIM PROCESS TRAINING LEVEL I
00TRN598	AUTOMATED HIM PROCESS TRAINING LEVEL II
00TRN636	MANUAL 8 ENVIRON PROTECT & COMPLIANCE OVERVIEW
00TRN650	REQUIREMENTS MANAGEMENT
00TRN775	SAM VII - OVER THE TOP
RWNWSLTR	RADWORKER NEWSLETTER
SMTT0009	ERGONOMICS

Required reading associated with job WROC20

Reading Code	Document Title
None	

Return to start page

TRAIN Reports

The INEEL Training Records and Information Network

Reports | What's New | FAQ's | How Do I | Manual | VCCB

Employee Training Plan

Search by Employee S-Number

Note: "Not Req" indicates that this requirement has been set to inactive for this employee

Employee Name: KLINGLER, CLAUDIA M Employee Number: 032249 Org: 2720

Quals

Qual	Title	Qual Date	Rev	Expire Date
QL000ESH	SAFETY AND HEALTH ACCESS QUAL	08/24/00	3	08/01/01
QLECC010	ECC/CP, INFORMATION MGMT COORD	03/06/00	--	12/31/01

Courses

Course Code	Course Title	Setting	Class Date	Complete Date	Due Date
00000AN5	2000 SECURITY REFRESHER BRIEFING	RS		05/17/00	
00000AN8	GENERAL SECURITY REFRESHER BRIEFING	RS		05/17/00	
00002415	INITIAL SECURITY BRIEFING	VC		03/05/80	
000TRN10	GENERAL HAZARD COMMUNICATION	CR		01/16/92	
000TRN74	GENERAL EMPLOYEE RADIOLOGICAL TRAINING	CR		10/04/99	
000TRN90	RECORDS AWARENESS VIDEO	CR		06/01/96	
000TRN94	CONFLICT OF INTEREST	CR		08/11/98	
00TRN161	SEXUAL HARASSMENT	CR		"Not Req"	
00TRN195	SITE ACCESS	CR		10/04/99	
00TRN248	LMITCO COMPANY-WIDE MANUALS AWARENESS TR	RS		12/18/96	
00TRN249	MANAGER PROCEDURE AWARENESS/APPLICATION	RS			
00TRN587	INTEGRATING SAFETY MEASURES INTO PROCEDU	CB		03/30/99	
00TRN604	STOP WORK AUTHORITY	CB		03/17/99	
00TRN650	REQUIREMENTS MANAGEMENT	CB		04/03/00	
00TRN673	ES&H RISK ASSESSMENT	CB		03/02/00	
00TRN741	CONFLICT OF INTEREST ANNUAL REFRESHER	CB		05/04/00	05/04/0
00TRN773	MCP-540, REV. 11 GRADED APPROACH/QUAL LE	CB		07/05/00	
00TRN775	SAM VII - OVER THE TOP	CR	08/24/00		
EP030000	ERO LOGKEEPING	CB		02/21/00	
EP300000	ERO INFORMATION MANAGEMENT	CR		02/21/00	
EP340000	EMERG MGT ORIENT FOR SUPPORT PERSONNEL	CR		02/14/00	
EP360000	ERO REQUALIFICATION	CR		08/21/00	
PLAY0000	ERO DRILL	DR		03/06/00	
SMTT0009	ERGONOMICS	CR			

Required Readings

Reading Code	Document Title	Complete Date
RMCP2466	CONTROL OF INEEL/GOVERNMENT PROPERTY	03/13/2000

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TRAIN_ETH_113R

INEEL TRAINING RECORDS AND INFORMATION NETWORK
COURSE COMPLETION REPORT

REPORT DATE: 15-FEB-2000
PAGE: 1

Course Code : 00TRN488 Setting: CR Revision: 00 Organization: IC%
Course Title: SUPERVISORS & MANAGER (SAM V) TRAINING 01/01/0001 to 12/31/2000

Employee #	Emp Name	Org Code	Comp Code	Complete Date	Retrain Date
061013	LOVE, DENNIS A	1020	C	02/09/1999	
034716	FITCH, CLAIR N	1021	C	02/15/1999	
076315	RECTOR, STEVEN E	1060	C	05/11/1999	
039339	SIMPSON, KATHERINE	1061	C	02/22/1999	
062588	SMITH, M R	1062	C	02/22/1999	
053987	NICHOLS, FORBES D	1063	C	03/17/1999	
058930	BURGESS, CHERYL E	1064	C	05/11/1999	
061579	RIEPL, LOUIS J	1064	C	05/11/1999	
059250	BENSON, DOUGLAS P	1080	C	02/09/1999	
064312	BROWN, JANICE E	1080	C	02/09/1999	
032612	PATTERSON, DENNIS D	1081	C	02/15/1999	
066411	FORSYTHE, JANICE I	1600	C	09/15/1999	
075935	MARBLE, RAMON A	1600	C	09/15/1999	
079546	TATE, JAMES L	1600	C	09/15/1999	
078217	TATUM, KELVIN L	1600	C	09/15/1999	
061397	GRIFFIN, BONNIE J	2010	C	02/09/1999	
038679	THOMPSON, DEEANN	2010	C	02/15/1999	
055481	SEHLKE, LISA A	2040	C	02/15/1999	
069338	STEPHENSON, R L	2040	C	02/09/1999	
077522	MABE, KEVEN R	2100	C	02/09/1999	
058228	LARSON, BRYAN J	2110	C	02/09/1999	
060162	SEARLE, DAVID N	2110	C	02/09/1999	
046698	STEVENS, CHARLOTTE T	2110	C	02/03/1999	
058311	HORSBURGH, RICHARD	2120	C	02/03/1999	
053389	YOST, FRED L	2120	C	02/09/1999	
074765	DEJOURDAN, ROY	2130	C	02/09/1999	
046556	KALBEITZER, DARLENE E	2130	C	02/23/1999	
053040	LLOYD, THOMAS J	2130	C	03/17/1999	
075484	PEW, SANDRA B	2130	C	02/23/1999	
047834	VIRTUE, WILLIAM M	2130	C	02/03/1999	
018829	OLSEN, TERRY A	2140	C	02/03/1999	
074593	OLSON, WENDY	2140	C	02/03/1999	
055919	GIFFORD, ROBERT M	2150	C	03/24/1999	

3. Managers

Required Information:

Describe how top-level managers are trained in their safety and health responsibilities.

Additional Guidance:

This training may be accomplished through informal means, e.g., staff meetings.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer		Agree	Disagree	Date
Area Office				
Operations Office				
Headquarters DOE-VPP Office				

3. Managers

Statement of Fact

BBWI top management receive S&H training. Supervisor and Manager (SAM) training is an important part of their safety training, along with area/function-specific training for special assignments. Top management also receives additional training through the company. Their role is crucial because they establish and lead with the policy and procedures for the company.

Narrative Response to Yellow Page

Manager Training

Formal safety and health training for BBWI managers is the Supervisor and Manager (SAM) training. In these sessions the managers learn the philosophy of safety and their responsibility and roles. The following exemplifies the topics discussed at these sessions:

- What does it mean to be an advocate for safety
- Creating the right safety environment
- Employee involvement is the key to a successful safety program
- Effective use of employee safety teams
- Using walkabouts to know your employees
- Management commitment and accountability
- Passport to Success—employees performing safety tasks
- Tools and techniques to encourage commitment, accountability, and empowerment
- Positional power and personal power
- Changing the workplace culture from managing safety to managing safely

Reflection of Manager Training

Voluntary Protection Program
Supervisor and Manager Training V (SAM V)
"Staying On Track"

SAM V
"You Make the Difference"

I. Introduction (10 minutes)
   A. Class details
      1. 2 hours long
      2. Breaks
      3. Emergency egress from building
      4. Safety Share
   B. Explain how SAM V came about
      1. SAM I,II, III, and IV already completed.
      2. S.A.M. - Supervisors And Managers, for all Foremen and above.
      3. SAM V's agenda will be as follows:
         a. Turning Point Video
         b. Introduction to Integrated Safety Management System (ISMS) and describe its relationship with the Voluntary Protection Program
         c. Introduction to the "Local Recognition" pilot program
         d. Available tools to help with these initiatives

II. Body (1.5 hours)
   A. Turning Point Video
   B. Introduction to Integrated Safety Management System (ISMS) and describe its relationship with the Voluntary Protection Program
      1. ISMS does not replace VPP, it compliments it
      2. It ensures that work is planned and executed with safety in mind
      3. The five functions of the ISMS include 1) Define Work Scope 2) Analyze Hazards 3) Develop and Implement Controls 4) Perform Work, & 5) Feedback/Improvement
      4. ISMS addresses two of the five elements of the VPP program "Work site Analysis, and Hazard Prevention & Control"
      5. VPP emphasis' and includes "Employee Involvement & Management Leadership" in addition to the "Work site Analysis, and Hazard Prevention & Control"
   C. Local Recognition Pilot Program
      1. With bigger companies like the INEEL, it is difficult to implement a process like VPP when the recognition comes only after every organization achieves a STAR level culture.
      2. The Local Recognition Program is set up to recognize departments or site locations (ie: RWMS or CFA) for achieving this culture without waiting.

- Review of the VPP criteria—becoming star ready
- Maturing the employee safety sub-teams.

Managers also receive training in the companywide manuals: manager procedure awareness and application.

Informal training is conducted in several formats. Senior managers regularly participate in senior staff meeting and other management meetings with the company president where safety and health is a common area of discussion. The ESH&QA general manager attends these meetings, providing an update on safety activities, programs, and issues, including the Voluntary Protections Program. The management team communicates "the safety message" through tools, two of which are *mNotes* and *Management FYI*. Safety information is communicated to the management team through them. In a recent all-managers/supervisors meeting President Bernie Meyers stated "the single most important thing is make this the safest place possible"..."We are going in the right direction, and that's due to everyone paying attention to safety." Top management also participates on the INEEL Occupational Safety and Health Council, where they discuss various safety and health concerns and policies. Site-wide issues that involve other major contractors at the INEEL are discussed at these meetings.

Attachments

1. "mNotes: Heat Stress Reminder, Upcoming News Releases, August 2, 2000.
2. *iNews*, August 1, 2000.See also attachments for subelement 2, Supervisors.

Date:	**Wed, 2 Aug 2000 15:27:04 -0600**
Subject:	**mNotes: Heat stress reminder, Upcoming news releases**
Message:	

mNotes Aug. 2, 2000

- **Heat stress reminder**
- **Upcoming news releases**

Heat stress reminder
Hot summer days are upon us, and Safety and Health professionals remind supervisors and workers to be especially mindful of heat stress concerns when working. Workers in radiological areas are especially susceptible to heat stress hazards. Multiple layers of clothing and tyvek, often combined with a negative pressure respirator, greatly reduce the body's ability to remove "excess" heat, thereby increasing the likelihood of heat stress.

Keep in mind that everyone is susceptible to heat stress and the results can be very serious, both from the direct health effects as well as side effects or injuries that can occur if a person stumbles or becomes unconscious and falls.

MCP-2704, "Heat and Cold Stress," lists the current program requirements governing heat stress. Management shall evaluate each potential heat stress activity with assistance from safety professionals, to ensure work is performed safely. It is important to remind all workers exposed to heat stress situations of the importance of acclimatization, drinking adequate liquids and knowing the symptoms of heat stress.

A new heat stress training class has been developed and is available through on-line training (TRN606). This class is required for all RAD II workers, employees exposed to heat stress environments, and their supervisors.

Upcoming news releases
Here's an update on news releases to be issued from Public Affairs.

A news release today announced that Bev Cook has declared that the INEEL has implemented Integrated Safety Management, a significant milestone in the Site's aggressive two-year pursuit of ISM. A media advisory will be issued today stating DOE has determined that 112 additional boxes of documents that may be helpful to the CDC's health studies were destroyed between 1969 and 1998. A news conference Aug. 16 will announce that the INEEL has received one R&D 100 Award. Seventeen news releases related to the INEEL range fires July 26- 29 were issued.

mNotes Information
mNotes is published as needed by the Employee Communications Department of the INEEL. Submit information for mNotes via e-mail to mnotes@inel.gov.

To view the mNotes archive, click here: http://iHome.inel.gov/mNotes/

INEEL Public Affairs mNotes Archive
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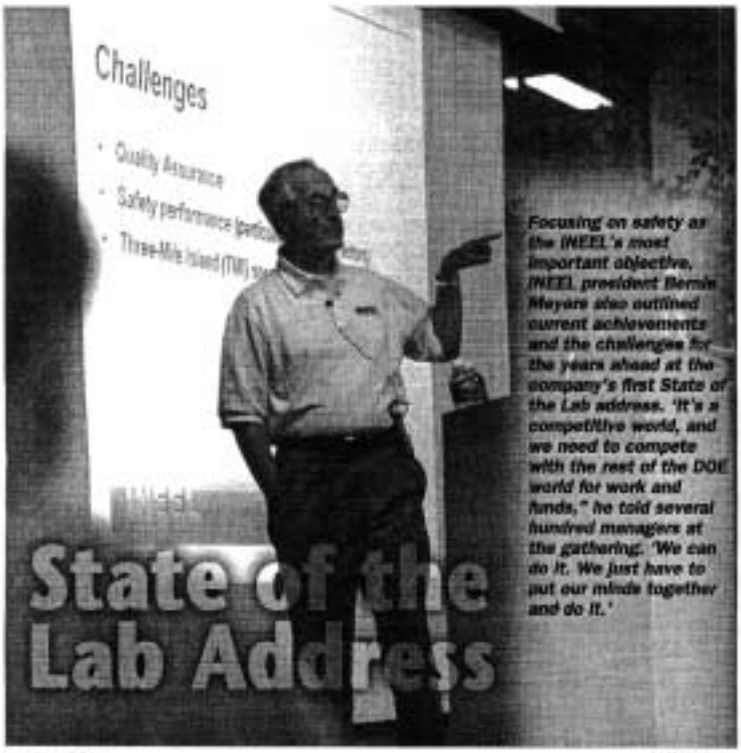
August 1, 2000



Focusing on safety as the INEEL's most important objective, INEEL president Bernie Meyers also outlined current achievements and the challenges for the years ahead at the company's first State of the Lab address. 'It's a competitive world, and we need to compete with the rest of the DOE world for work and funds," he told several hundred managers at the gathering. 'We can do it. We just have to put our minds together and do it.'

Ron Paarmann photo

PN00-379-2-23

Safety program

INEEL lands fusion research project

The Fusion Safety Program at the Idaho National Engineering and Environmental Laboratory has received a significant boost.

The Department of Energy's Office of Fusion Energy Science selected the INEEL as the site of the Safety and Tritium Applications Research (STAR) Facility.

The selection will expand the INEEL's scope of fusion research and development, elevate the INEEL standing in the fusion community, help attract top scientists to do research at the Lab, and promote the INEEL mission of using science to support operations at the Laboratory.

Following review of initial proposals from four DOE laboratories and a second review of proposals from INEEL and Los Alamos National Laboratory, a committee of three fusion scientists unanimously recommended the INEEL. DOE accepted the recommendation and officially named the INEEL the STAR site.

Fusion is the science of forcing together two light nuclei to form a heavier nucleus while releasing tremendous amounts of energy. It differs from fission, which splits atoms to produce energy.

Dave Petti, Ph.D., INEEL engineering fellow and leader of the Fusion Safety Program, says, "Our getting the project rested on a good technical reputation in fusion safety. We're known as team players and understand our

(Story continues on Page 8.)

President outlines successes, future initiatives

by Rick Bolton
iNews staff

Safety took top billing at the INEEL's first State of the Lab address July 18 at the Shilo Inn.

"The single most important thing is to make this the safest place possible," Bernie Meyers, INEEL president and general manager, told a gathering of several hundred managers.

As he drew attention to an overhead slide showing the decline in recordable workplace injuries in the contractor's first year, Meyers said, "We're going in the right direction, and that's due to everyone paying attention to safety."

In reviewing INEEL safety statistics, the INEEL Institutional Plan, recent DOE and headquarters audits and the first six-month DOE performance evaluation, the company president pointed to the 90.6 percent award fee as the single best indicator of improvements in the past year.

The 15 noteworthy practices identified at the INEEL in the recent Integrated Safety Management System audit confirmed employees and management have taken strides to improve the safety culture.

DOE headquarters officials told Meyers they were surprised at the good job being done at all levels. And the expected achievement of Voluntary Protection Program Star status this fall will authenticate how seriously employees take safety.

"We are doing the right things, and we need to continue to do the right things," he said.

At the presentation he billed as "a celebration of a great first year" and a look forward to challenges and opportunities, Meyers called his first year at the INEEL "enlightening, exciting and kind of wonderful. This Lab is our ticket to something really important."

That important thing, he said, is making the Idaho National Engineering and Environmental Laboratory "an enduring national resource.

"To accomplish this, we need to continue to work in a safe, cost-effective, environmentally sound way, and do this on time and under budget."

Tom Hash, Meyers' boss at Bechtel National, Inc., thanked managers and other employees for the safety improvements. "All of you have worked hard to drive down the injury numbers and get co-workers home safely. Thanks for your performance."

Hash, Bechtel National president, explained that Bechtel considers the INEEL a key part of

(Story continues on Page 2.)

Voluntary Protection Program Application

VI. Assurance of Commitment

VI. Assurance of Commitment

Assurance of Commitment

Union Statement.

If the site is unionized, the authorized collective bargaining agent(s) must sign a statement of support for the DOE-VPP application. The statement is included in the application before DOE comes on site.

Management Statement.

The assurance statements required in the application must include the following:

1. We are committed to doing our best to provide outstanding safety and health protection to our employees through management systems and employee involvement.

2. We are also committed to the achievement and maintenance of the Star Program requirements and to the goals and objectives of the DOE Voluntary Protection Programs.

3. We agree to provide the information listed below for DOE-VPP review on site. We agree to retain these records until DOE communicates its decision regarding initial DOE-VPP participation. We will likewise retain comparable records for the period of DOE-VPP participation covered by each subsequent evaluation until DOE communicates its decision regarding continued approval.

    a. Written safety and health program.

    b. Copies of the log of injuries and illnesses and the OSHA 101 or the DOE 5484.X.

    c. Injury and illnesses records for subcontractor workers in areas controlled by the participant contractor.

    d. Monitoring, sampling, and analysis records (where applicable).

    e. Medical records (which will be held confidential).

    f. Training records.

    g. Agreement between management and the collective bargaining agents(s) concerning the functions of the safety committee and its organization, where applicable.

    h. Minutes of each committee, where applicable.

i. Committee inspection records, where applicable.

j. Management inspection and accident investigation records.

k. Records of notification of unsafe or unhealthful conditions received from employees and action taken, taking into account appropriate privacy concerns.

l. Annual internal health and safety program evaluation reports.

4. In agreeing to make this information available to DOE, we understand that any materials we feel are classified, confidential, or revealing of trade secrets will be viewed by DOE on site to avoid placing those materials in government files that are subject to Freedom of Information Act requests.

5. We agree to correct all hazards identified through any assessments, investigations, reports, or maintenance in a timely manner.

6. We agree that control of hazards will be implemented in the following order:

   a. Process and/or material substitution

   b. Engineering controls

   c. Administrative controls

      (1) Work rules

      (2) Operating procedures

7. We will provide the results of self-audits, appraisals, assessments, and accident/incident investigations to our employees upon request.

8. Any employee who has safety related duties or who calls attention to safety related items will be protected from any reprisal or harassment resulting from these duties.

9. By February 15 of each year, we will provide DOE our annual injury incidence and lost workday case rates, hours worked, and estimated average employment for the past calendar year.

10. By an agreed-upon date, we will provide DOE our safety and health program evaluation.

11. We will notify employees about participation in DOE-VPP, their right to register a complaint with DOE, and their right to obtain self-inspection and accident investigation results upon request.

Withdrawal.

We understand that we may withdraw our participation at any time for any reason, should we so desire.

Applicant agrees that the required information is included and is correct to the best of his or her knowledge.

Applicant Signature: _____

Reviewer Signature Block

Reviewer	Agree	Disagree	Date
Area Office _____			
Operations Office _____			
Headquarters DOE-VPP Office _____			

VI. Assurance of Commitment

Union Statement

Bargaining unit personnel at BBWI are represented by five unions:

- Teamsters Union, Local 983
- United Plant Guard Workers of America International Union, Local 3
- Building Trades Council
- Amalgamated Transit Union, Division 1517, AFL-CIO
- Paper, Allied-Industrial, Chemical and Energy Workers International (PACE), Local 8-652.

Signed documents of commitment from the unions are attached.

Management Statement

Management supports BBWI in becoming and remaining a Star site in the Department of Energy (DOE) Voluntary Protection Program (VPP), as assured in the attached letter signed by Mr. Bernie Meyers, President of BBWI. BBWIís management commitment to associate safety and health and the VPP is stated as follows:

1. We are committed to doing our best to provide outstanding safety and health protection to our employees through management systems and employee involvement.
2. We are also committed to the achievement and maintenance of the Star Program criteria and to the goals and objectives of the DOE VPP.
3. We agree to retain these records until DOE communicates its decision regarding initial DOE-VPP participation. We will likewise retain comparable records for the period of DOE-VPP participation covered by each subsequent evaluation until DOE communicates its decision regarding continued approval.
   a. Written safety and health program
   b. Copies of the log of injuries and illnesses and the OSHA 101 or the DOE 5484.3
   c. Injury and illness records for subcontractor workers in areas controlled by us
   d. Monitoring, sampling, and analysis records (where applicable)
   e. Medical records (which will be held confidential)
   f. Training records
   g. Agreement between management and the collective bargaining agents concerning the functions of the safety committee and its organization, where applicable
   h. Minutes of the Company Employee Safety Team and the 11 Area Level Employee Safety Teams
   i. Inspections records, where applicable
   j. Management self-assessment and accident investigation records
   k. Records of notification of unsafe or unhealthful conditions received from employees and action taken, taking into account appropriate privacy concerns
   l. Annual internal health and safety program evaluation reports.
4. In agreeing to make this information available to DOE, we understand that any materials that we feel are classified, confidential, or revealing of trade secrets will be viewed by DOE on site to avoid placing those materials in government files that are subject to Freedom of Information Act requests.
5. We agree to correct all hazards identified through any assessments, investigations, reports, or maintenance in a timely manner.
6. We agree that controls for hazards will be implemented in the following order:
   a. Process and/or material substitution
   b. Engineering controls
   c. Administrative controls, such as work rules and operating procedures.
7. We will provide the results of self-audits, appraisals, assessments, and accident and incident investigations to our employees upon request.
8. Any employee who has safety-related duties or who calls attention to safety-related items will be protected from any reprisal or harassment resulting from these duties.
9. By February 15th of each year, we will provide DOE our annual injury incidence and lost workday case rates, hours worked, and estimated average employment for the past calendar year.
10. By an agreed-upon date, we will provide DOE our safety and health program evaluation.
11. We will notify employees about participation in DOE-VPP, their rights to register a complaint with DOE, and their right to obtain self-inspection and accident investigation results upon request.

Withdrawal. We understand that we may withdraw our participation at any time for any reason, should we so desire.

Voluntary Protection Program. BBWI is committed to providing outstanding safety and health protection to our employees through management systems and employee involvement. The goal of the BBWI VPP is to “create and maintain a workplace that is free of injuries and illnesses through employee involvement and management leadership.” We are also committed to the achievement and maintenance of

the Star Program criteria and to the goals and objectives of the VPP.

We applaud and support the cooperative efforts among employees, union leadership, and nonunion leadership to become recognized as a VPP site. This recognition will enhance our vision, which is "To be—and be recognized—as the leader in environmental management; nuclear materials disposition; research, applied engineering and systems integration; and the transfer of derived use energy and environmental technologies."

5/17/02

Bernard L. Meyers, Ph.D, P.E. Date
President and General Manager
Bechtel BWXT Idaho, LLC

DOE-ID/BBWI/UNION

Statement of Endorsement
For the
DOE-Voluntary Protection Program at the
Idaho National Engineering & Environmental Laboratory (INEEL)

The members of the following organizations support the efforts to implement the DOE-Voluntary Protection Program (VPP) at the INEEL. This Department of Energy sponsored program offers an opportunity to achieve the INEEL's vision of being the leader in safety and health in the DOE complex. The achievement of STAR status is of significant importance to the membership we represent. We commit to the importance of providing a safe and healthy work environment for EVERYONE at the INEEL.

Department of Energy Idaho Operations Office	Manager, Beverly A. Cook
Bechtel BWXT Idaho, LLC	President, Bernard L. Meyers
Paper, Allied-industrial, Chemical and Energy Workers International (PACE) Local 8-652	President, Don Detonancour
Idaho Building and Construction Trades	President, Robert J. Bodell
United Plant Guard Workers of America (UPGWA) Local 3	Vice President, Merrill Fullmer
Amalgamated Transit Union (ATU) Div 1517 AFL-CIO	President, Darryl R. Sessions
Teamsters, Chauffeurs, Warehouseman And Helper Union Local 983	Vice President, Bonnie Bradley
3-D Fire Protection	Sub-Contractor Representive, Lamar Hayward
IFPTE Local 94	President, William C. Lattin

Voluntary Protection Program Application

Appendix A

Appendix

Supplementary Attachments

The attachments presented in this Appendix are not required by the yellow pages. They are offered to indicate the depth and spirit of our commitment to the VPP values and program. References to Lockheed Martin Idaho or to LMITCO refer to the operating contractor at the INEEL previous to Bechtel BWXT Idaho, LLC (BBWI).

Management Leadership

I-1. Commitment

1. "CFA Safety & Health Goals and Objectives Year 2000."
2. "Safety & Health Goals."
3. "Employee Information, Section 1," Companywide Guide GDE-10, p. 1-14 of 1-65.
4. The Voluntary Protection Program 1999 (Internet), homepage, 1/24/00. http://home.inel.gov/safety-health/vpp/vppindex.htm
5. "LMITCO Celebration of Safety Week March 9," *Starburst*, Vol. 2, No. 2/4, summer 1998.
6. "Annual Safety Expo gives kids hands-on view of safety," *Star*, May 25, 1999, p. 6.
7. "Celebrating Safety Week," *Star*, Mar 2, 1999, p. 9.
8. "INEEL Celebration of Safety Week: Let the good times roll . . . ," *iNews*, Feb 15, 2000, p. 3.
9. "Safety Bowl competition in full swing," *Star*, Mar 6, 1999, p. 5.
10. "Union Safety Summit: A partnership in the vision of safety and health," *Star*, Oct 26, 1999, p. 3.
11. "1999 Employee Survey: Fourth year of data shows improvement in many areas," *Star*, Apr 27, 1999.
12. "DOE-VPP Workshop in Idaho Focuses on Employee Safety and Health," Synergy, Assistant Secretary for Environment, Safety, and Health, U.S. DOE, winter 1997, p. 1.
13. iNotes, Nov—Dec 1999.

I-2. Organization

1. "Occupational Safety and Fire Protection Professionals," rev. 12/99.

I-3. Responsibility

1. "VPP Roles and Responsibilities."
2. "Employee Position Description" and "Employee Job Function Evaluation."
3. "Site Operations Manual," PDD-1005, rev. 2, pp. 4-5 of 40.
4. "Occupational Safety Function, Roles, Responsibilities, and Interfaces," PRD-5060, 1/28/00, p. 1 of 32.

I-4. Accountability

1. R. S. Watkins to All Foremen and Above, "Safety & Health Personal Goals and Action Plan," INEEL Interoffice Memorandum, January 31, 2000.
2. ES&H Performance Measures—Individual Contributor.
3. S&H Performance Measures—Management.
4. "Accountability," POL-19, 9/14/99, p. 1-2 of 2.

I-5. Resources

1. Title page and "Contents," Environmental, Safety and Health Management Plan, Fiscal Year 2000, Budget Formulation and Execution, April 1998.

I-6. Planning

No attachments are offered beyond those presented in the body of the report.

I-7. Contracts

1. Flowchart for Forms 540.10, 540.11, and 540.12 (VPP/ISMS).
2. "Checklist of Subcontractor Requirements for On-site Work," Form 540.10.
3. "VPP Grade Level 1 and 2 Qualification for Standard Work."
4. "Hazard Level 1 — Construction or Maintenance/Services Qualification Application for Standard Work," Form 540.12.
5. Title page and "Contents," Lockheed Martin Idaho Technologies Company General Provisions for Fixed-Price Construction Subcontracts, Rev. 3/98.
6. "Supplier Performance Evaluation System," Module 5-19, Rev. 1/99.
7. "Table of Contents," TOC-59, 12/20/99, p. 1 of 3.
8. Star articles, subcontractor participation.

I-8. Program Evaluation

No attachments are offered beyond those presented in the body of the report.

I-9. Site Orientations

1. "Bechtel BWXT Idaho, LLC, Orientation Agenda," November 3, 1999.
2. "New Hire Orientation/General Employee Training" (Intranet) (http://train1.inel.gov/administration/req_matrix/newhire.html).

3. "ESH&QA Awareness Training, VPP and ISMS" (Intranet) (http://train1.inel.gov/cbt/online_courses/esh_awareness/load_training.htm).
4. "General Employee Radiological Training (GERT)" (Intranet) (http://train1.inel.gov/cbt/online_courses/gert/index.cfm).
5. "1999 INEEL Site Access Training" (Intranet login screen) (http://train1.inel.gov/cbt/online_courses/site_access/load_training.htm).
6. "Voluntary Protection Program Pamphlet."
7. Safety Bulletin, "Safety Rules," GT99 0253.
8. "ISM Core Functions"; "INEEL Voluntary Protection Program"; "Reporting Employee Safety Concerns & Near Misses"; "Stop Work," GA98 1274.

I-10. Employee Notification

No attachments are offered beyond those presented in the body of the report.

Employee Involvement

II-1. Degree and Manner of Involvement

No attachments are offered beyond those presented in the body of the report.

II-2. Safety and Health Committees

1. "Charter for the Company Employee Safety Team," CTR-26, 2/8/00, p. 1 of 4.
2. "BBWI BWXT Idaho, LLC, Company Employee Safety Team Meeting Minutes," January 19, 2000.
3. "SMC Project Employee Safety Team (EST) Charter," SMC Project Specific Guide, SMC-GDE-003, p. 2 of 6.
4. "TRA Employee Safety Team Meeting Minutes," October 18, 1999.
5. "TRA Employee Safety Committee Representatives," November 16, 1999.
6. "IRC/LL Goals and Objectives Subcommittee Charter (draft)."
7. "EST Subteam Interfaces."
8. "Employee Safety Teams, Unit EST Trending Process," p. 17.

Worksite Analysis

III-1. Pre-Use Startup

No attachments are offered beyond those presented in the body of the report.

III-2. Comprehensive Surveys

No attachments are offered beyond those presented in the body of the report.

III-3. Self Inspection

1. "Construction Management ES&H Surveillance Report," 11/25/96, p. 1-2.
2. "The INEEL Facility Excellence Walkdown Schedule," Rev. 4/2/99, 2 pp.
3. "INEEL Facility Excellence Program: Walkdown Inspection Guide," p. 1 of 3.
4. "R&D IF Facilities Excellence Walkthrough Schedule," 2/16/00.
5. "Reactor Programs 2000 Integrated Assessment Schedule, Engineering and Project Management," p. 1.
6. "2000 Self Assessment Schedule 2nd Quarter."
7. "RWMC Integrated Self-Assessment Program, RWMC," Management Control Procedure MCP-1775, p. 5 of 11 and B1 of B17.
8. "Conduct of Independent Oversight Assessments," Companywide Management Control Procedure MCP-552, p. 1 of 12.
9. "Total Safety Culture: Office Worker Observation Checklist," 12/7/99.

III-4. Routine Hazard Analysis

1. "Job Safety Analysis," Form 1-0442.17#, JSA 98-10, p. 1-2 of 2.
2. "Radiation Work Permit," ALARA Task 29000601, Report ID TIPH900, 2 pp.
3. "Safe Work Permit," Form 442.01#, TRA/ATRC, ATRC-09-99, p. 1 and 2 of 2.
4. "Construction Work Authorization," Form 432.30#, Rev. 3, Project S98-295982, 10/13/99, 2 pp.
5. "Pre-Job Briefing Attendance Record," Form 0434.15#, 12069, p. 4 of 4.
6. "Pre-Job Briefing Checklist: Replace servo cables on ATRC SRD #20-5," Form 434.04, Rev.02, Tracking 12069-01, 6/2/99, p. 1 of 3.
7. "Post-Job Review Attendance Record," Form 433.24, Rev.02, 6/15/99, p. 1 of 1.
8. "Post-Job Review Checklist," Form 433.24, Rev.02, Work Order 12069-01, 6/15/99.

III-5. Employee Reporting of Hazards

No attachments are offered beyond those presented in the body of the report.

III-6. Accident Investigation

1. "Critique Meeting Roster," WMF 658, January 26, 2000.
2. Lotus Note: "Form 231.01, Individual Accident/Incident Report," from Anthony J. Kayran to James F. O'Brien

and Mark D. Rosenleaf, January 27, 2000.

3. Two pages from a fax of an accident report, February 17, 2000.
4. "EST Subcommittee for Injury/Illness/First Aid Investigation Followup Form," RWMC Form-183, p. 1.
5. Safety Bulletin, "Reporting and Investigating Occupational Injuries and Illnesses," GP99-0045.
6. "Lessons Learned Management System," (Intranet) HTTP://MIRA.INEL.GOV/LL/.
7. "Lessons Learned Program," Companywide Management Control Procedure MCP-192, p. 1 of 8.
8. iNotes, 2/14/00.
9. "Awareness and Prevent," (Intranet). http://ihome.inel.gov/iNotes/Attachments/2.14.00_Case_Summary.htm .
10. "RWMC FY99 Injury Summary," RWMC WMF-637, 2/15/00, p. 2 of 11.
11. "IRC/Leased Labs, Listings of Root Causes," 2/16/00, p. 3 of 7.

III-7. Trending Analysis

No attachments are offered beyond those presented in the body of the report.

Hazard Prevention and Control

IV-1. Professional Expertise

No attachments are offered beyond those presented in the body of the report.

IV-2. Safety and Health Rules

1. "Company Reaffirms Its Disciplinary Policy, iTalk," No. 7, March 29, 2000.
2. Lotus Note: "Star-Ready Final Report for RWMC," Thomas L. Clements to Norman K. Rogers, 6/6/99.
3. "Safety – Caught in the Act," INEEL Memorandum, Janet L. Curtis to R. L. Blair, 9/24/99.
4. Lotus Note: "Safe Employee—Bob Bell," Katharine M. Johnson to Janet L. Curtis, 10/12/99.
5. Record of Safety Accommodations, 5/25/99.
6. "ISM/VPP Passport to Excellence," INEEL booklet, pp. 10-11.

IV-3. Personal Protective Equipment

1. "Radiological Personal Protective Equipment," Companywide Management Control Procedure MCP-432, 8/14/98, p. 1 of 5.
2. ESH&QA Awareness Training, "Personal Protective Equipment (cont'd)," pp. 57-59 of 68 (Intranet) http://train1.inel.gov/cbt/online_courses/esh2000/safety/ppela.htm.

IV-4. Preventive Maintenance

1. From MCP-2795, Master Equipment List, 1/26/00, p. 1 of 10.
2. "Work Scope: IRC Facilities, Perform Semi-Annual Inspection & PM on Air Handling Equipment."
3. "Periodic Mobile Crane Load Test and Inspection, Form L-0433.6.
4. "Rigging Accessories Annual Inspection (Chain)," Form L-0433.9.

IV-5. Emergency Preparedness

1. "Drill Report," Walkthrough, Scenario 06.03.99 IF, 2 pp.
2. "LMITCO Training Requirements Matrix, Emergency Preparedness," (Intranet) http://train1.inel.gov/administrat…matrix/emergency_preparedness.htm.
3. "Table of Contents," Companywide INEEL Emergency Plan RCRA Contingency Plan PLN-114, 12/1/99, 1-2 of 2.
4. "Table of Contents," Warning Communication Center Management Control Procedure TOC-44, 3/16/00, p. 1 of 1.
5. "Emergency Procedures Table of Contents," Warning Communication Center Management Control Procedure TOC-45, 1/25/00, p. 1 of 1.

IV-6. Radiation Protection Program

1. "Executive Summary, Radiological Control Performance Indicator Report 1999," p. 3, 5, 10-11, 14.
2. "As Low as Reasonably Achievable (ALARA) Committee Meeting," Interdepartmental Communication, H. M. Brocksome to Distribution, April 26, 1999.
3. "As Low as Reasonably Achievable (ALARA) Committee Meeting Minutes," Interdepartmental Communication, H. M. Brocksome to Distribution, May 6, 1999, 2 pp.
4. "ALARA Program and Implementation, Companywide Management Control Procedure MCP-91, 11/10/99, p. 1 of 18.

IV-7. Medical Program

1. "Directorate of Occupational Health," organization chart, 2/14/00.
2. INEL[a] OMP Employee Assistance Program Home Page (Intranet) http://health.inel.gov/eapser1.htm.
3. INEL[a] OMP Health Promotion Home Page (Intranet), 2 pp. http://health.inel.gov/.

4. "Steps," INEL[a] OMP Health Promotion, Real Rewards Incentive Program (Intranet), 6 pp.
5. "July 1999 Dr. Schedule," Rev. 07/01/99.
6. Lotus Note: "Field/Job Site Visit – CFA Big Shop," William F. Belk to Paul N. Creighton, 7/14/99.
7. Lotus Note: "Welding/Sheetmetal 622 Crafts Shop Walkthru," Gerald D. Bush to Paul N. Creighton 7/26/99.
8. Lotus Note: "Crafts Shop 623 Walkthru," Gerald D. Bush to Paul N. Creighton, 7/26/99.
9. Lotus Note: "Field Visit at INTEC," Judith R. Constantino to Gina A. Bailey, 8/4/99.
10. Lotus Note: "Site Visit to TAN," John C. Schumpert to Gerald D. Bush, 7/26/99, p. 2-3 of 3.
11. "Employee Position Description," Form 325.01, Rev.5, 1/13/00, p. 2-3 of 3.
12. "Employee Job Function Evaluation," Form 340.02, Rev.03, 2/14/00, 2 pp.

[a]*In February 1997, the INEL became the INEEL.*

IV-8. List of Occupational Safety and Health Programs

1. "Table of Contents," Companywide *Safety and Health Manual* TOC-48, 1/28/00, pp. 1-3 of 3.
2. "Table of Contents," Companywide *Safety and Health Manual* TOC-49, 12/1/99, pp. 1-2 of 2.
3. "Table of Contents," Companywide *Radiation Protection* TOC-41, 9/20/96, pp. 1-3 of 3.
4. "Table of Contents," Companywide *Radiation Protection* TOC-5, 1/26/99, pp. 1-2 of 2.
5. "Controlling and Monitoring Exposure to Noise," Companywide *Management Control Procedure* MCP-2719, 9/15/98, p. 1 of 8.
6. "Controlling and Monitoring Exposures to Lead," Companywide *Management Control Procedure* MCP-2720, 4/3/98, p. 1 of 14.
7. "Respiratory Protection," Companywide *Management Control Procedure* MCP-2726, 2/3/99, p. 1 of 16.
8. "Hazardous Waste Operations and Emergency Response," Companywide *Management Control Procedure* MCP-2748, 11/1/97, p. 1 of 39.
9. "Asbestos Management Program Administration, *Companywide Management Control Procedure* MCP-2862, 2/1/97, p. 1 of 10.

Safety and Health Training

V-1. Employees

1. "Training Reports" (Intranet), 12/3/99 http://owyhee.inel.gov/train1/train_reports.cfm.
2. "LMITCO Training Requirements Matrix" (Intranet), 12/3/99 http://train1.inel.gov/administration/req_matrix/index.htm.
3. "Safety Resource Center" (Intranet), 12/2/99 http://train1.inel.gov/safety.htm.
4. "Safety Videos" (Intranet), 12/2/99 http://train1.inel.gov/videos.htm.
5. "Safety Meeting Packets" (Intranet), 12/2/99 http://train1.inel.gov/meetings.htm.
6. "Learning Objectives" (Intranet), 12/2/99 http://train1.inel.gov/cbt/online_course/esh_awareness/objectives.htm.

V-2. Supervisors

1. "Supervisor and Manager Training."
2. "SAM I Lesson Plan."
3. "Becoming an Advocate for Safety," Companywide Instructional Material TGVPP001, p. 1 of 12.
4. "Design Plan for Voluntary Protection Program Supervisor & Manager (SAM) VI," signature sheet.
5. "EST Subteam Interfaces."
6. "Professional Development Course Offerings" (Internet), 2 pp. http://institute.inel.gov/schel.htm.

V-3. Managers

No attachments.

CEST Safety and Health Goals, Objectives, and Performance Metrics

***Goal:* Reduce the occupational injuries and illness to zero**

Reduce Recordables, First Aids, Lost days, & Lost day Cases by 33% per year.

Objectives:

1. Conduct Quarterly DO IT's
   Actions:
   a. Establish "DO IT" Subteam 1/19/00 COMPLETE
   b. Subteam announce quarterly schedule 2/16/00 COMPLETE
   c. Subteam announce topics 2/16/00 COMPLETE

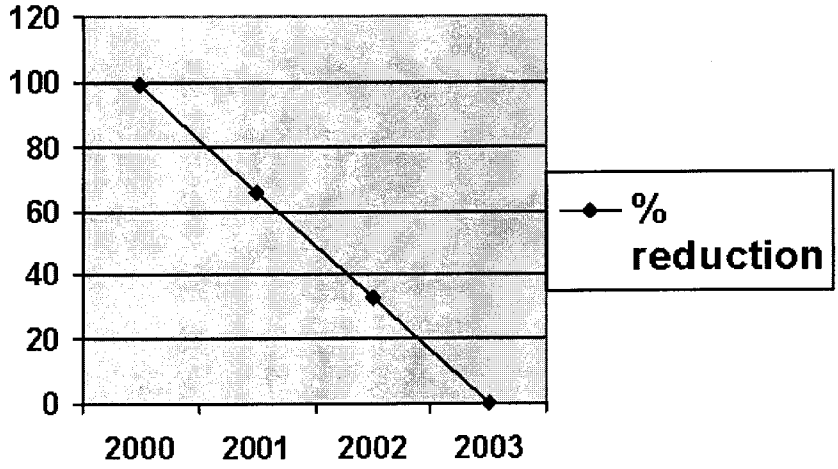
2. Evaluate potential Incentive Award programs
   Actions:
   a. Establish Incentive Subteam 1/3/00 COMPLETE
   b. Evaluate programs and submit recommendations to CEST 4/19/00

3. CEST in conjunction with Sr. management develop 2000 goals and objectives 12/30/99 COMPLETE

4. CEST initiate participation in the Union Safety Summit 12/30/99 COMPLETE

5. Sponsor a company wide stretching program with 100% participation by employees.
   Actions:
   a. Develop written program with the Project office taking the lead by 1/2/2000 COMPLETE
   b. Unit EST's identify Unit stretch leaders by 1/19/2000 COMPLETE
   c. VPP Program Office conduct stretch leader training by 2/29/2000 COMPLETE
   d. All Units providing stretching opportunities by 3/30/99

Perfomance Metrics:



Goal: Achieve 100% active employee involvement in Safety

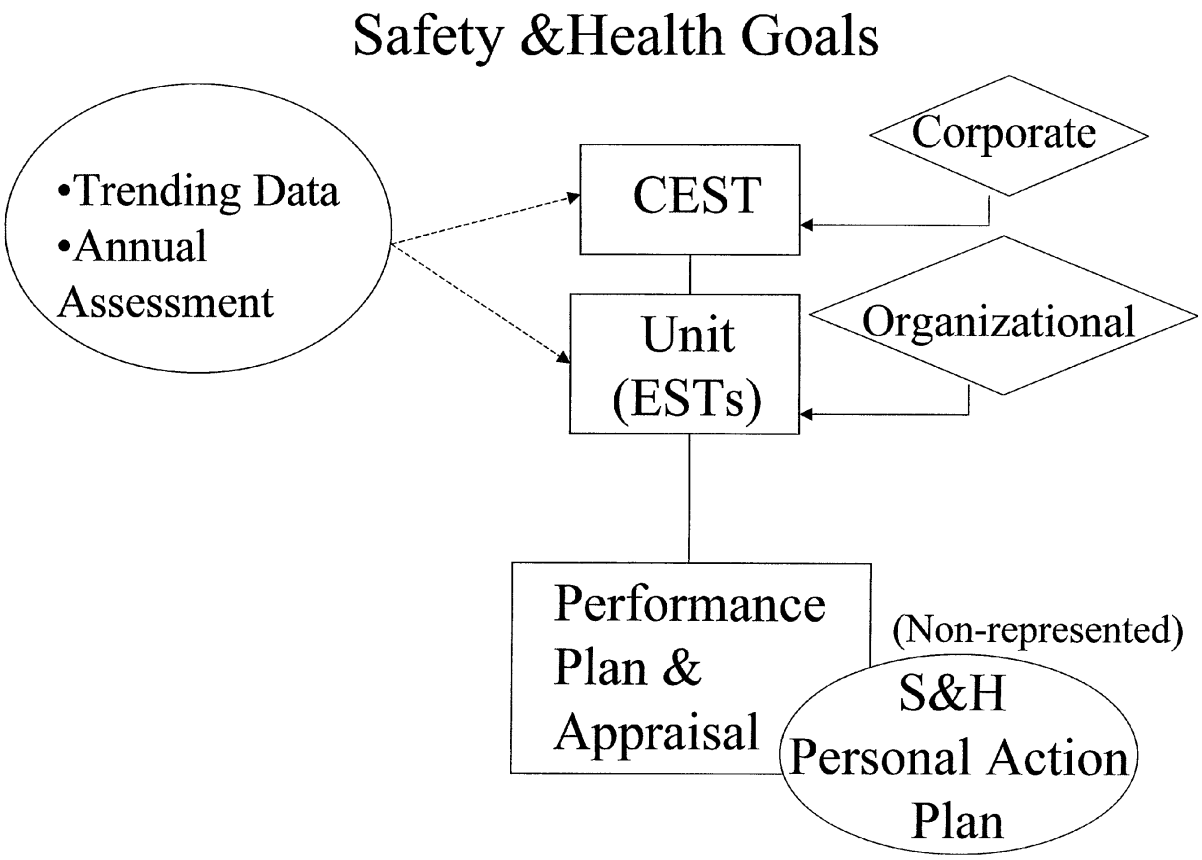
Objective:

1. Conduct 3000 WASP observations during the fiscal year

Actions:
a. WASP committee implement a special recognition process to reward employees for performing observations by 1/2/2000 COMPLETE
b. WASP committee provide an "Overview" of the process to 80% of the employees by 5/30/2000
c. WASP committee develop a company level chart demonstrating progress toward the 3000 observations by 4/15/2000

Performance Metrics:

1. Via a random survey, have > 50% of the employees involved by May, 2000
2. Via a random survey, have >75% of the employees involved by August, 2000
3. Via a random survey, have 100% of the employees involved by October, 2000


Safety &Health Goals
•Trending Data
•Annual Assessment
CEST
Corporate
Unit (ESTs)
Organizational
Performance Plan & Appraisal
(Non-represented)
S&H Personal Action Plan

Employee Requests for Assistance

The Employee Relations Department, the Diversity and Compliance Office, the INEEL Department of Occupational Health, and the Ethics Office are available to employees who want to discuss concerns regarding working conditions, differences of opinion, discrimination, sexual harassment, personal problems, quality, environment, safety, and health or any other situations affecting an employee's relationship with the company, its managers, or its employees. Use of these resources is not intended to circumvent management's responsibility and authority to resolve employee concerns. These resources provide an alternative when established methods fail to respond to concerns. Review of and response to a concern will be completed as expeditiously as possible.

If an employee's concerns cannot be addressed by Employee Relations, the Diversity and Compliance Office, the INEEL Department of Occupational Health, or the Ethics Office, the employee will be assisted in contacting an appropriate resource inside or outside of the company. Employees are assured of confidentiality to the maximum degree possible and are protected from retaliation or harassment for expressing concerns regarding their employment.

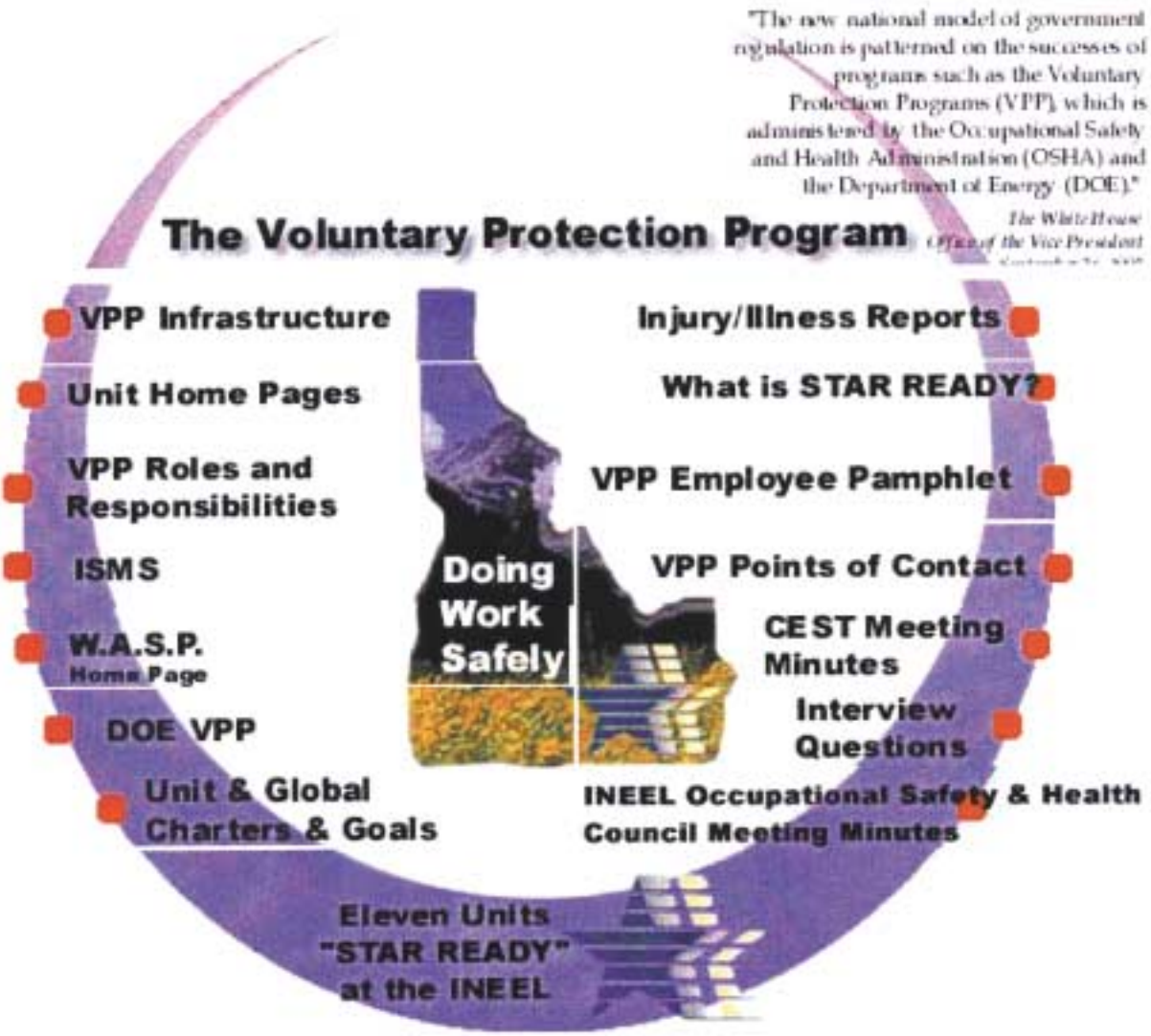
Employee Concerns

Open Door Policy. An employee who has a concern regarding any aspect of working conditions at LMITCO is encouraged to have such concerns addressed. Perceived unsatisfactory working conditions or other situations affecting an employee's working conditions are considered cause for expressing concern. In accordance with LMITCO's open door policy, the following avenues are available to employees who have a concern:

- An employee should immediately notify his/her immediate manager of any work-related concerns. The manager must then discuss these concerns with the employee, conduct an investigation, and inform the employee of any findings and/or conclusions. Higher levels of management should participate in the investigation as appropriate, depending on the seriousness and complexity of the problem(s).

- If the concern has been discussed with the employee's immediate manager without some form of resolution, the employee may have the concern addressed by the next higher level manager. His/her manager must investigate the concern, obtain Employee Relations' concurrence with the proposed resolution, and advise the employee of the findings, conclusions, and any proposed action. If the employee's organization or the employee requests, Employee Relations will provide supporting investigative services.

- If the employee, the employee's management, and Employee Relations cannot agree on a solution, the concern will be jointly submitted by the employee's management and the Vice President of Human Resources to the company President for final resolution.



If you have questions or concerns about this home page, please contact ch1@inel.gov.

Visited 23456 times since June 7, 1999.

This page last updated January 13, 2000.

Unit Home Pages	Injury/Illness Reports	CEST and Unit EST Charters
What is Star Ready?	VPP Points of Contact	CEST Meeting Minutes
VPP Roles and Responsibilities	VPP Employee Pamphlet	DOE VPP Home Page
OSHA Interview Questions	ISMS Home Page	W.A.S.P. Home Page

Vol. 2 No. 2/4 Summer 1998

Starburst

Your DOE-VPP News Source

This edition provides details concerning recent meetings of the DOE-VPP Laboratory Group and reports from LMITCO Celebration of Safety Week at INEEL.

LMITCO Celebration of Safety Week March 9-13

Final Playoffs for the First Annual INEEL SAFETY BOWL

Charlie Morecraft

CFA Fire Station (4) • Shilo Inn (2)

The results of the first annual INEEL safety bowl are in. Three winning teams will go to the VPPPA Conference in Chicago with all expenses paid. These included: RWMC Drum Bums, PBF Wrockers, and the WAC Total Safety Vultures.

Five person teams were organized at facilities in every VPP unit and several levels of competition were conducted. Playoffs were held between area winning teams. The top three teams from that round moved on to the championship round. A total of 69 teams sitewide formed to study the answers to questions about fire protection, industrial hygiene, the Voluntary Protection Program, environmental protection, self assessments, enhanced work planning, industrial safety and emergency preparedness. More than 300 questions were distributed. Over 700 people were involved with the contest.

The team structure was designed to break down communication barriers and promote esprit de corps among LMITCO, DOE, and the subcontractor community across the Site. No two players on a team could have the same job title or be from the same work group. Only one member of the team could be a foreman, supervisor, manager or director.

Charles Morecraft and other activities

On March 10 and 11, employees listened to Charles Morecraft talk about employee responsibility for safety. In conjunction with these activities, each unit Employee Safety Team is organizing specific activities during the week. A variety of exhibits, special safety meetings and lunches occurred. Over 2000 people attended the celebration.

Continued on next page

Annual Safety Expo gives kids hands-on view of safety

Elementary school students shake hands with car crash dummies Vince and Larry (Tad Pearson and Mike Virtue).

Thousands of visitors from throughout the region flocked to the Grand Teton Mall May 13-14 for the second annual Safety Expo sponsored by Lockheed Martin Idaho Technologies Company, the Department of Energy and other area businesses.

The two-day event featured dozens of displays and demonstrations focusing on safety and health. Some of the highlights included a simulated car crash focusing on the importance of not drinking and driving, fire safety and wearing seat belts when riding in vehicles. Schools throughout the area brought students to the expo during the day and at night, many students returned with their families to participate in the hands-on demonstrations.

"The Safety Expo is a way for us to focus on the importance of safe actions at home, school and play," says Juli Martin, event chairman. "The event was held at the mall so we can actively share the message of safety and health with employees, families, neighbors and the community."

Students climb through a window as part of a fire safety demonstration by the INEEL Fire Department.

Emergency crews work to extricate injured passengers during a mock car crash. It was simulated several times both days to show the impact of drinking and driving.

Star, March 2, 1999 Page 9

Celebrating Safety Week

Motivational speaker Dennis Goin (above) highlighted Safety Celebration Week. In eight presentations to the LMITCO and DOE work force, he drew his listeners into acknowledging their reluctance to venture outside of their personal safety zones.

Shari Leatham was a realistic-looking accident victim in the Transportation Department's display/demonstration focusing on railroad safety. The display was part of the activities and events at Central Facilities Area.

Mike Crane photo R0990072.3

Scavenger hunts and group safety displays were part of the activities of VPP Unit 9 (Willow Creek Building and Idaho Operations Office North and South buildings). The Human Resources group created 'Safety ... A Bear Necessity (below),' judged the best display. The Spent Nuclear Fuel group devised 'Producing Permanent Pain (right),' earning the first-runner-up slot.

Beverly Gaskian photo 99-0093-1-27

Beverly Gaskian photo 99-0093-2-4

LMITCO's Food Services team prepared meals for VPP safety luncheons at Site cafeterias at INTEC, TRA, SMC/TAN and CFA. More than 2,900 meals were served. On the serving line at CFA were (from left) Rod Remsburg, Terry Schwartz, Leroy Duenes and Wanda Harris.

Celebration helps rekindle safety theme

Lockheed Martin Idaho Technologies Company and Department of Energy employees refocused on the value of safety at work and at home during a week-long celebration in mid-February.

LMITCO's third annual Safety Celebration Week reinforced the employee safety message through a variety of activities across the Site.

Most employees listened to motivational speaker Dennis Goin tie the VPP and safety message into his "Increasing Human Effectiveness" presentation.

"Until we're safe physically and mentally, we can't grow," he told employees in training sessions held at the Site Feb. 16 and in Idaho Falls Feb. 17. He challenged his audiences to operate outside of their "95 percent safe zone" into the 5 percent area requiring a little risk to open up to more potential, to grow into a more effective "human becoming."

Calling VPP "a very personal program," Goin wove his motivational talk around the importance of incorporating safety into the workplace.

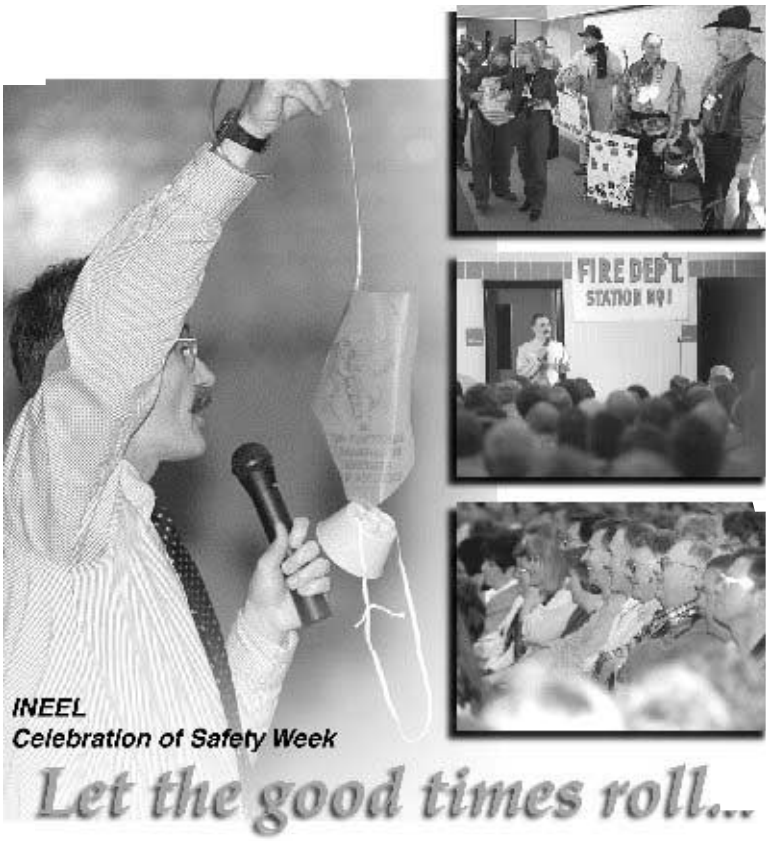
Many INEEL facilities planned area activities throughout the week. Displays, presentations, booths, games, prize drawings and luncheons — all focusing on safety — rounded out the celebration events.

LMITCO's Voluntary Protection Program project office sponsors the annual safety celebrations as a tool for increasing employee awareness of safety.

"The real emphasis is on remaining engaged in safety," says Bowen Huntsman of the VPP project office. "The Safety Celebration Week is another tool for encouraging employees to become involved in safety in a variety of ways."

Employees were involved in many activities during Safety Celebration Week. Carol Comstock checks a model train set-up at the CFA Transportation safety display.

Motivational speaker Dennis Goin (above) highlighted Safety Celebration Week. In eight presentations to the LMITCO and DOE work force, he drew his listeners into acknowledging their reluctance to venture outside of their personal safety zones.



INEEL Celebration of Safety Week

Let the good times roll...

Starting with a description of a near-miss experience that caused him to seriously think about life, Morgan McArthur gave employees his philosophy of living safely.

McArthur visited the Idaho National Engineering and Environmental Laboratory last week as part of the Lab's fourth annual Celebration of Safety Week. He is a former veterinarian and INEEL employee who moved to New Zealand to pursue R&D work and a professional speaking career.

"I'm glad to be alive," he began. "To me, safety is the preservation of the quality of life." Then in each of seven large group sessions he spent the next hour giving examples of staying healthy and being safe.

In anecdotes combining humor, bits of wisdom and thought-provoking real-life situations, McArthur advised employees to proactively take care of themselves.

He asked employees to consider the three "Cs" when thinking about working and living safely:

Contingencies — "Before beginning things, ask the 'what if?' questions first."

Consequences — "Good health is directly related to safety, and safety is no accident. Bad health is an accident in very slow motion. Bad health is a consequence of an accumulation of years of bad habits."

Complacency — "It's easy to lose perspective, to recognize unsafe conditions, but still say, 'what the heck?'"

He concluded his remarks with a simple formula for safe and healthy living: The safer you are, the better quality of life you can expect and the more fun you can have = Let the good times roll.

McArthur headlined the activities during the Feb. 7-11 Safety Week. The week was designated to celebrate and reflect on the Lab's commitment to safety and health.

Safety Week activities also included celebrations, lunches, displays, information booths and prize drawings at each of the VPP units across the Site.

Several locations chose to distribute watches to employees who successfully completed the Integrated Safety Management/VPP Passport to Excellence program.

The INEEL is striving to reach the Department of Energy's Voluntary Protection Program STAR status.

Later this year, the Lab expects to be evaluated for STAR status, which is a recognition given to Department of Energy sites with excellent safety programs.

Safety Bowl competition in full swing

After last year's success, employees at WROC/PBF are doing everything in their power to send one of their teams to the VPP Participants Association Conference in Washington, D.C.

Waste Reduction Operations Complex/Power Burst Facility fielded 14 teams for this year's Safety Bowl competition. No other Voluntary Protection Program unit even comes close to organizing as many teams.

"Last year WROC/PBF sponsored 11 teams in our area, and one of our teams won a trip to Chicago," says Sharon Hathaway, WROC/ PBF Safety Bowl coordinator.

Hathaway, in her second year as coordinator for the event, had no trouble soliciting teams for competition at her facility. "The response was fantastic," she says.

She enlisted about half of the people in WROC/PBF to participate in the event. "It isn't because we have no work to do; everyone here is just as busy as other places," she says. "It's just that management here agrees it's a worthwhile effort. This attitude is passed down, so everyone who wants to participate has the opportunity to join a team."

Al Millhouse, WERF Operations supervisor, donned a tuxedo to moderate the area Safety Bowl matches. Those who could were encouraged to watch the competition.

"One comment I remember from last year was, 'This is the best thing the company has done to increase morale and teach safety in a long time,'" says Hathaway. "I agree, as do most of the participants. We have a good time, learn a lot and meet and interact with people we don't necessarily work with every day. It's a chance to have fun while learning."

Besides offering a way for employees to win an opportunity to attend the national VPP participants conference, Safety Bowl competition provides active participation in applying safety and health knowledge. Dennis Conley (above left) and Lanny Harward ponder a question in a WROC/PBF Safety Bowl match.

Carol Claassen, a winner in last year's finals, took the Safety Bowl message to heart ... and hand.

For many, and especially those at WROC/PBF, Safety Bowl competition has become an enjoyable activity for reinforcing working safety knowledge. Al Millhouse (below) moderates the matches in a tuxedo. First-round winners are (above, from

the matches in a tuxedo. First-round winners are (above, from left) Greg Gerber, Carol Claassen, Ed Hart, Dewey Plaster and Larry Steinmetz (visible in photo at right).

She credits the increased awareness of requirements resulting from studying for the Safety Bowl as helping avoid some audit findings at WROC/PBF.

Safety Bowl playoff competition is under way in all 11 VPP units across the Site. Semifinals will be held at 1:15 p.m. March 25 at the Central Facilities Area Transportation Complex. The finals are slated for April 7 at 3 p.m. in the Engineering Research Office Building, conference room 159.

The top two teams emerging from Sitewide competition will receive an all-expense paid trip to the conference. Third-place winners will receive dinner certificates. Each winning team from each VPP unit will also receive fleece pullover jackets.

Return to the STAR

Union Safety Summit

A partnership in the vision of safety and health

by Jason Bohne
Star staff

Representatives of INEEL unions and subcontractors, BBWI senior management and DOE-Idaho senior management affirmed their commitment to safety and the Voluntary Protection Program at the Union Safety Summit Oct. 20.

A Statement of Endorsement and commitment was signed at the meeting by each organization to support VPP and its mission of providing a safe and healthy workplace for everyone at the INEEL.

"That's what it's all about to us, making sure everyone goes home safe," said Sharon Chivers, VPP program manager. "It's important that we all work together to protect our workers."

The Summit was the first opportunity for BBWI senior management and DOE-Idaho manager Bev Cook to sign the document. Another Statement of Endorsement had been signed by their predecessors and the same unions and subcontractors at a summit in December.

The meeting also hailed VPP and Integrated Safety Management Systems, along with other safety programs such as Worker Applied Safety Program, as the opportunity to achieve the INEEL's vision of being a leader in safety and health in the DOE complex.

Carolyn Huntoon, DOE Assistant Secretary for Environmental Management, was in attendance and said the Lab is already viewed as a safety leader by the department.

"VPP and ISMS should be in every phase of every operation. We should do it every day in everything we do," she said. "I'm going to send everyone (from the DOE complex) here to see

The Union Safety Summit gathered officials from DOE-Idaho, BBWI, unions and subcontractors to strengthen their commitment to VPP and ISM. Jerry Lyle, DOE-Idaho deputy manager; Bev Cook, DOE-Idaho manager; Carolyn Huntoon, DOE Assistant Secretary for Environmental Management; Bill Lattin, IFPTE Local 94 president; and Billy Shipp, BBWI deputy general manager, enjoyed a safety presentation.

'I'm going to send everyone here to see how you do it. This is a very impressive operation, and I applaud and congratulate all of you.'
Carolyn Huntoon
DOE Assistant Secretary
for Environmental Management

(from the DOE complex) here to see how you do it. This is a very impressive operation, and I applaud and congratulate all of you."

Worker involvement

Dave Fox, safety representative for Paper, Allied-Industrial, Chemical and Energy Workers International Union Local 2-652 (PACE), stressed the importance of worker involvement and responsibility.

"Nobody can put me at risk without my permission," Fox said. "We are involved in our safety. We're making a difference and we set the standards."

"Think about the possibilities of what you can do for your safety and the safety of others," Fox continued. "Worker to worker, do you have the courage to make a difference and let others know how you feel about safety?"

One key to worker involvement has been the Company Employee Safety Team, said Nancy Makey, BBWI CEST co-chair.

"Through the employee safety team, every person at the INEEL is heard and represented, and their safety concerns are resolved," she said. "We're not just changing the INEEL, we're leading the way."

Spread the word

Despite the high levels of safety, worker involvement and cooperation of unions, management and DOE, Fox said he is concerned that some people outside the INEEL have the perception that the Lab is unsafe.

"I take exception to someone saying I'm not a safe worker. I take exception to someone saying I don't care about the environment," Fox said. "We need to educate people outside the INEEL that we care."

Bev Cook, DOE-Idaho manager, said educating outsiders on the positive aspects of the INEEL begins at home, so families can be informed and become part of the communications effort.

"The first place to communicate the safety of the INEEL is with your

'Because someone is willing to holler stop in a room full of people — that's how we're setting the safety standard,' says Dave Fox at the Union Safety Summit. Fox put the hammer down before hurting himself, Leroy Duenes or anyone else in a demonstration.

Signers of the Statement of Endorsement at the Union Safety Summit

Bev Cook, DOE-Idaho Operations Office manager

Bernie Meyers, BBWI president

Don 'Doc' Detonancour, Paper, Allied-Industrial, Chemical and Energy Workers International Union Local 2-652 president

Robert Bodell, Idaho Building and Construction Trades president

Lamar Hayward, subcontractor representative

Merrill Fullmer, United Plant Guard Workers of America Local 3 vice president

Darryl Sessions, Amalgamated Transit Union Div. 1517 AFL-CIO president

William Lattin, International Federation of Professional and Technical Engineers Local 94 president

Bonnie Bradley, Teamsters, Chauffers, Warehouseman and Helper Union Local 983 vice president

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family," she said. "Tell your kids what you do and how you're safe. Talk about what you know and why you're comfortable working at the Site."

Bernie Meyers, Bechtel BWXT Idaho president, agreed.

"It's important we get our families involved in what we do here, and that our families are proud of the INEEL," Meyers said. "Don't be quiet about what we do here at the Lab. We're the best in the world at what we do."

The gathering was an acknowledgement that the INEEL is setting a higher safety standard because all the groups are working together. But the groups are not resting on past safety successes and improvements.

"The INEEL always was safe," said Don 'Doc' Detonancour, president of PACE. "It's safer now, and it will become even safer."

"We can't become complacent," Fox said. "In everything we do, complacency will nail us every time."

He stressed that everyone at the INEEL — Site and town, worker and manager, union and subcontractor, DOE and BBWI — needs to make safety a priority and look for ways to make the Lab even safer.

"This is the single most important thing we have to do, to work safely," Meyers said.

Return to the STAR

1999 Employee Survey

Fourth year of data shows improvement in many areas

LMITCO senior managers now have results of the fourth annual employee survey, which has helped them identify areas of satisfaction and those areas needing improvement in the company.

Earlier this year, the LMITCO Quality Steering Team elected to repeat the employee survey even though Lockheed Martin Idaho Technologies Company will not compete for the contract to continue to manage the INEEL beyond September 1999.

"The survey provides excellent feedback to the senior staff and all of the management team on how well we're leading culture change and improving overall employee satisfaction with work at the INEEL," said John Denson, LMITCO president. "This information will be important to management team members who carry on with leading the INEEL work force into the future, as well as the new contractor management."

Lisa Sehlke, Total Quality Management manager, presented results of employee responses to questions in eight key theme areas to Denson and his staff at the LMITCO Quality Steering Team April 8.

Fifty-two percent of LMITCO employees returned the 1999 employee surveys distributed in January. Although this response rate is lower than in 1998, it is still strong for a mail-out survey of this type, according to Sehlke. The surveys were sent to an outside contractor for processing and reporting.

Employees' responses to each item are reported back as the percentage of favorable, the percentage of neutral, and the percentage of unfavorable responses.

Theme areas where the percentage of favorable responses increased in the 1999 survey results included Work Perceptions, Employee Systems, Leadership, and Technology Transfer. Productivity Improvement results were stable, and the percentage of favorable responses to Health and Safety, Team Relations and Matrix

'This information will be important to the management team members who carry on with leading the INEEL work force into the future, as well as the new contractor management.'

John Denson
LMITCO president

declined slightly.

The messages from the 1999 employee survey are summarized by theme area:

Health and Safety — Employees continue to report a strong positive perception of the INEEL as a safe place to work. LMITCO employees rated "People in my work area are protected from safety and health hazards" 12 percentage points more favorably than the national norm. The work force also reported high favorable responses to questions regarding participation in safety programs, accountability for safe work practices, and knowledge of stop work authority. Slight decreases in percentages of favorable responses were noted in items addressing familiarity with the safety and health manual and in safety and health training.

Productivity Improvement — Employees continue to view continuous improvement as a priority in their work. There was a statistically significant increase in favorable responses in regard to having the resources necessary to do quality work. However, opportunities to improve productivity were also identified in areas of reducing procedures and "red-tape," allowing time and resources to do quality work, and providing measures of quality.

Team Relations — Improvements gained in this area in 1998 were offset in 1999. Employees continue to report support and encouragement for teamwork and a clear understanding of work group goals and direction, but report a decline in workgroup productivity in 1999.

Work Perceptions — Responses to work perception questions indicate that LMITCO employees have a high level of job satisfaction, and that concerns about job security and the future of the INEEL, while still slightly below the national norm, are improving.

Employee Systems — Perceptions of pay and benefits compared to private industry improved in 1999. Favorable responses to diversity issues continued to improve this year. Although perceptions of training and development improved slightly, responses to the question, "I am given a real opportunity to improve my skills at Lockheed Martin Idaho," remain below the national norm.

Matrix — There was very little overall change in responses to the Matrix questions in this year's survey. The number of unfavorable responses increased in the areas of home organization management's support of professional development and using training and job assignments to increase or diversify employees' skill base.

Leadership — Results in this theme area continue to trend in a positive direction, with increasingly higher percentage of favorable responses and lower percentage of unfavorable responses on almost every item under Leadership. A significant favorable increase was noted in response to the question, "I understand my workgroup's goals and objectives."

Technology Transfer – Responses to technology transfer issues tend to receive a high percentage of neutral responses and a low percentage of both favorable and unfavorable responses. Over the four years of the survey, however, we have seen an increasing number of neutral responses changing to favorable.

Employee satisfaction is also measured using an index of questions identified by the independent survey administrator. Overall employee satisfaction improved significantly in 1999 as measured by the Employee Satisfaction Index.

"I think this is valuable information for senior management, to help us understand the concerns of LMITCO employees and the strengths and weaknesses of our culture," said Harold Conner Jr., executive vice president and chief operating officer.

For more information on the 1999 Employee Survey, contact your manager or Lisa Sehlke, TQM manager, 526-6567.

(This information was submitted by Val Seely of LMITCO's Total Quality Management office.)

Return to the STAR

Assistant Secretary for
Environment, Safety
and Health

U.S. Department of Energy
Washington, D.C. 20585

SYNERGY

DOE/EH-0487-5

DOE-VPP Workshop in Idaho Focuses on Employee Safety and Health

Idaho Operations Office and Lockheed Martin Idaho Technologies Company (LMITCO) co-hosted a 2-day workshop in Idaho Falls on November 13-14, 1996, whose theme was "Managing Safety Through Change." The workshop provided a working forum for key DOE and contractor Voluntary Protection Program (VPP) participants to learn from companies that have received recognition for world-class safety performance and to share experiences.

Dr. Tara J. O'Toole presented the keynote address. Other speakers included John M. Wilcynski, Manager, Idaho Operations Office; W. John Denson, LMITCO President and CEO; and Joseph E. Fitzgerald, Jr., Deputy Assistant Secretary for Worker Health and Safety. An Industry Panel on "Maintaining Emphasis on Safety During Downsizing" was presented by Robert Brant, Mobil Chemical; Stephen Brown, Potlatch Corporation; Daniel Hoyt, Rohm & Haas, Philadelphia Plant; and Conrad Watkins, Monsanto Chemical. Breakout session speakers and moderators represented the Albuquerque Operations Office; AlliedSignal/FM&T; American Ref-Fuel; Bechtel Petroleum Operations; Fluor Daniel, Fernald; Fluor Daniel, Hanford; Kansas City Area Office; LMITCO; Voluntary Protection Program Participants' Association; and Westinghouse at WIPP.

Attended by over 500 participants, the workshop offered 7 breakout sessions: Employee Involvement, Downsizing Issues, Managing Safety Through Change, Contractual Incentives, What is DOE-VPP?, DOE Area and Operations Offices and DOE-VPP, and Line Management Review of VPP Submissions and a DOE-VPP Participant's Caucus. The breakout sessions showcased the benefits of implementing the tenets of DOE-VPP at sites, managing employee safety at a site in transition, and DOE-VPP perspectives from representatives of STAR sites. The caucus was facilitated by Jayne Davis, Safety Manager, Waste Isolation Pilot Plant (WIPP); and Don Fitzpatrick, Safety and Health Manager, AlliedSignal/Federal Manufacturing and Technologies (FM&T).

To view the workshop plenary sessions or receive a proceedings packet with workshop handouts and overheads, contact Shane Bush (LMITCO) at (208) 526-7976.

iNotes

To: All Emp

Subject: iNotes: injury & illness report, definitions, classes, R&D org backup, ICARE unavailable

Today's iNotes summaries:

(Because of the length of the Annual Work Shutdown Timesheet Guidelines, this is the 2nd iNotes issued today.
For a complete all-employee message, scroll down to the corresponding message)
Dec. 8, 1999

1. On-the-job injury and illness report
Who needs to know: All employees.

2. Definitions of key terms used in documents now available
Who needs to know: All employees.

3. Classes to help you read and write better
Who needs to know: All employees.

4. R&D Organization essential data backup
Who needs to know: Organization 4000.

5. ICARE unavailable Dec. 10, 12-5 p.m.
Who needs to know: All employees.

Today's complete iNotes messages:

1. On-the-job injury and illness report

The following information concerns recent on-the-job injuries and illnesses and is provided in an attempt to increase awareness and prevent recurrences. ESH&QA General Manager Dick Watkins asks that you review this information and determine its relevance to your work, so similar incidents that could involve you or your co-workers don't happen.

Nov. 8, 1999
An electrician foreman at INTEC developed pain in the right wrist, which the employee related to performing computer tasks associated with work planning. Medical evaluation determined the employee had objective symptoms of a Cumulative Trauma Disorder (CTD), making the case OSHA Recordable. The employee's management has requested an ergonomic evaluation be performed of the employee's workstation.

A scientist from INTEC experienced a back strain while assisting coworkers prove out a concept for extracting copper from Rad-contaminated insulation at the Bonneville County Technology Center. Physical activity involved lifting bundles of copper wire from boxes, spraying the wire with a simulant, and placing the bundles back in boxes. The employee was given multiple doses of prescription medication, making the case OSHA Recordable.

Nov. 9, 1999
A laborer at TAN sustained a laceration to the forehead when the employee was struck by the end of a piece of rebar while performing a survey of a sump. A small Bobcat backhoe was operating in the vicinity of the sump. Even though the employee was outside of its operational area, the Bobcat snagged a 10- to 12- foot piece of rebar that broke loose and struck the employee in the forehead. The laceration was closed with steristrips, making the case OSHA Recordable.

Nov. 10, 1999
A business specialist working in WCB began experiencing pain in the right wrist, which the employee associated with performing computer keyboard tasks. Medical evaluation determined the employee had objective symptoms of a CTD, making the case OSHA Recordable.

Nov. 11, 1999
A service person at CFA developed irritant contact dermatitis on the neck, chest and arms after exposure to Power Plus cleaning spray used to clean the interior of a vehicle. OSHA classifies dermatitis as an illness, automatically making the case Recordable.

2. Definitions of key terms used in documents now available

The following key Facility Management Program terms are defined as they apply to activities at the INEEL. Site Operations asks that all employees who use the 300+ documents that contain these terms should be familiar with the definitions given below.

Building: An enclosed structure that is defined by a Site Area building number, such as CPP-651, TRA-603, WMF-610, or PBF-620.

Building Manager: An individual assigned by the appropriate site area director to be responsible for a building, structure or grounds.

Facility: Any system, process, activity, equipment, structure or grounds that serves a particular function and is covered by a safety basis document such as a Safety Analysis Report or Audible Safety Analysis.

Facility Manager: An individual assigned by the appropriate site area director to be responsible for the equipment, structures, activities, processes, documents, and personnel of a facility that is classified as a low, moderate or high hazard non-nuclear facility as defined in DOE-ID Notice 420.A1. (Facility manager roles and responsibilities are defined in MCP-3740, to be issued).

Landlord: A person assigned by the appropriate site area director to be responsibe for designated buildings, structures, and grounds.

Nuclear Facility: Any facility that is designated as a nuclear hazard category 1, 2, or 3 facility in accordance with DOE Technical Standard 1027 and that has a safety analysis report in accordance with DOE Order 5480.23/22 or an implementation plan for compliance with DOE Order 5480.23/22.

Nuclear Facility Manager: A facility manager in charge of a nuclear hazard category 1, 2, or 3 facility and qualified in accordance with STD-1109. (Nuclear facility manager roles and responsibilities are defined in MCP-2446).

Tenant Manager: An individual assigned when necessary by the appropriate program manager to serve as the lead person in charge of a program when:
1. the program is conducted in a building where the lead person is not the building manager, and
2. the program is not of a hazard classification requiring a safety analysis report or an audible safety analysis.

For questions, contact Norm Cole at 526-5004, @inel.gov
For a printable version, click here:
http://ihome.inel.gov/iNotes/Attachments/Facility_Management_terms.html

3. Classes to help you read and write better

The Training Directorate and INEEL Institute remind you that classes designed to help you read and write better are available through Idaho State University.

An orientation class will be held tonight, Dec. 8, from 7:30-8:30 p.m. in University Place room 211. The orientation will introduce reading, writing, basic computer and math classes that may interest you. You're advised to be there a few minutes early to find a seat.

After the orientation, the INEEL Institute will be available to help you get registered for the class you want. Classes will be offered in Idaho Falls and Pocatello, and are free of charge to BBWI employees.

The classes will be held from 7:00-9:30 p.m. Monday through Thursday. Friday classes are also available if you are interested.

More information is available in the Nov. 9 iNews. See the iNews archive at:
http://www.inel.gov/resources/newsletters/star/1999/11-09-99/19991109inews.htm

For questions, call Ann Meikle at 535-7893, or Michelle Kirby at 526-8171.

4. R&D Organization essential data backup

Rafael Soto, AEDL Y2K coordinator, reminds those in R&D Organization 4000 that the Y2K rollover is rapidly approaching.

If you are connected to the network and have **essential and irreplaceable** data stored on your hard drive with no easy way to back it up (ZIP/JAZ), there is a last opportunity to do so before the Christmas holidays.

The opportunity is limited, and the deadline is COB, Dec. 9.

Click here for details:
http://ihome.inel.gov/iNotes/Attachments/Org4000Y2K.html

5. ICARE unavailable Dec. 10, 12-5 p.m.

ICARE will be unavailable Dec. 10 from noon until 5:00 p.m. to facilitate server maintenance.

For questions, or further ICARE information, ICARE Support is available at 526-7912 from 7-4:30, Monday through Friday.

Managers and supervisors: Make sure your employees who do not have access to e-mail receive the messages that pertain to them.

For archives of previous iNotes
http://ihome.inel.gov/iNotes

OCCUPATIONAL SAFETY AND FIRE PROTECTION PROFESSIONALS

Rev. 12/99

NAME	PHONE	PAGER	FAX	USER ID	S#	MS	LOCAT	ORG.	MGR/SUPV	DISC	BR
GENERAL OFFICE STAFF											
BROWN Jim	**6-6707**	**6202**	**6-8053**	**YJB**	**70558**	**4129**	**CF 612**	**7122**	**O'Donnell**	**Fire Mshl**	**GO**
CARNES, Walter	**6-8090**	**5840**	**6-8053**	**WBC**	**71571**	**4129**	**CF 612**	**7121**	**O'Donnell**	**Supv IS**	**GO**
CHRISTENSEN, Greg	6-5380	6988	6-8053	CHRIGK	85233	4129	CF 612	7121	Marcinko	OSPM (I/CS	GO
GREEN, Richard	6-2702	5091	6-8053	RGB	28670	4129	CF 612	7120	Marcinko	ES	GO
HOLT, G. Lynn	6-8121	None	6-5880	HOLTGL2	51244	3406	IF WCB	7120	Marcinko	H&R	GO
KANERIE, Bruce	6-2885	6445	6-8053	BWK	65721	4129	CF 612	7120	Marcinko	OSPM (FP)	GO
MARCINKO, Bob	**6-3590**	**5163**	**6-8053**	**RMARCINK**	**46796**	**4129**	**CF 612**	**7120**	**O'Donnell**	**Mgr. OSPM**	**GO**
MCCANDLESS, Kristy	6-8565	6820	6-8053	MCANKJ	41431	4129	CF 612	7100	O'Donnell	Admin.	GO
NILES, Bob	6-		6-8053			4129	CF-612	7100	O'Donnell	Temp. Admin.	GO
ODONNELL, Kate	**6-4745**	**5056**	**6-8053**	**KMO**	**57508**	**4129**	**CF 612**	**7100**	**Watkins**	**Director OS**	**GO**
QUIGLEY, Dave	6-0046	6480	6-5880	DQ1	58078	3406	IF WCB	7120	Marcinko	OSPM (ChS)	GO
SHAGULA, Ben (BP)	6-0585		6-8053		85279	4129	CF-612	7120	Marcinko	OSPM (I/CS	GO
SHINN, Susan	6-3363	4897	6-5880	SHINS	69954	3406	IF WCB	7120	Marcinko	OSPM (ChS)	GO
THORNE, Stephen	6-2571	4331	6-8053	THORSD	72709	4129	CF 612	7122	Brown	Deputy Fire Mshl	GO
FIELD INDUSTRIAL SAFETY (IS) PERSONNEL											
C F A											
COOLEY, Bennie	6-2671	5491	6-2676	COOLBW	56860	4121	CF 609	6000	Brunson	FAS	SS
HOMER, Grant	6-1979	6565	6-6332	HOM	64396	4101	CF 614	6000	Brunson	IS	SS
HUNSAKER, Leon	6-3882	5400	6-4322	CUK	63948	4111	CF 1611	6000	Brunson	IS	SS
LYMAN, Scott	6-1095	7229	6-2948	LYMASL	76434	4101	CF 696	6000	Brunson	IS	SS
SHANKLIN, Mark	6-6336	9129	6-2283	SHANMM	79807	5312	INTEC 698	6340	Brunson/Pollard	CS	
SKINNER, William	6-5524	5456	6-2676	WDS4	69928	4121	CF 609	6000	Brunson	IS	SS
TUCKNESS, Dennis	6-6354	4404	6-8959	TUCKDT	78097	4141	CF-688	3180	Chebul	IS	EM
INTEC											
CLEMONS, Arthur	6-0632	5000	6-3166	CLEMLA	79678	5227	INTEC 1604	6340	Brudett/Pollard	CS	SS
LARSON, Dave	6-3631	5513	6-4919	DLAR	35144	5204	INTEC 630	5242	Vorachek/Osborn	IS	NO
MAJUMDER, Anjan	6-3879	5512	6-4919	AKJ	63872	5208	INTEC 630	5242	Vorachek	IS	NO
SERR, Denise	6-8024	6050	6-4919	DSERR	59296	5222	INTEC 630	5242	Vorachek/Osborn	IS	NO
TAYLOR, Nolan	6-2882	9199	6-4919	TAYLNC	39384	5204	INTEC 630	5242	Vorachek/Osborn	IS	NO
TRA											
HOSKINS, Terrell	3-4416	5786	3-4901	HDT	36337	7137	TRA 678	5442	Duling	IS	NO
ORCHARD, Larry	3-4360	6985	3-4901	LDO	65008	7137	TRA 678	5442	Duling	IS	NO
TAWZER, Justin	3-4217	4119	3-4715	TAWZTJ	66113	7112	TRA 652	5400	Brunson/Pollard	CS	SS
TAN											
BARE, Brain.	6-8978	6478	6-6126	BAREBK	56357	9104	TAN 688	6340	Brunson/Pollard	CS	SS
BRUNSON, Terry	6-6420	5746	6-6361	BRUNSOTM	27291	0313	TAN 629	5540	Sandvig	IS	NO
BUTLER, Kevin	6-3525	5632	6-3417	BUTLERKS	47671	0313	TAN 675	5540	Sandvig	IS	NO
FIRTH, Rex	6-6450	5730	6-6648	FTH	68318	9206	TAN 607	5540	Sandvig	IS	NO
GRAEFE, Michael	6-6522	4838	6-0578	GRAEFEMR	39463	0313	TAN 679	5540	Sandvig	Tech	NO
IF											
ARDARY, Douglas	6-0722	9106	6-9822	ARDADE	59277	2113	ROB-1	4D11	Jansen	IS	AEDL
BLAIR, Lawrence	6-4113	5869	6-3612	RBLAIR	75077	3960	IF TSB	3180	Chebul	IS	EM
MCMANAMON, Larry (Mic)	6-3658	None	6-8632	MCMALE	62615	3922	IF TSB	3180	Chebul	IS	EM
PARKER, Kiely	6-2522	7334	6-0393	KP1	71801	2206	IRC 603	5C00	Brunson	IS	SS
ROBLEE, Richard	6-4731	5757	6-6852	RBE	63226	3920	IF TSB	3000		IS	
WMF											
O'BRIEN, James	6-5179	6447	6-7383	JFS	71733	4201	WMF 637	3000	McBath	IS	EM
ROSENLEAF, Mark	6-2960	9135	6-7383	ROSEMD	78915	4201	WMF 637	3000	McBath	IS	EM
WOOLEY, Kelly	6-2552	7368	6-9781	WLY	64991	4202	WMF 657	3180	Chebul	IS	EM

OCCUPATIONAL SAFETY AND FIRE PROTECTION PROFESSIONALS

Rev. 12/99

NAME	PHONE	PAGER	FAX	USER ID	St	MS	LOCAT	ORG.	MGR/SUPV	DISC	BR
PBF											
MITCHELL, Betty	6-0427		6-6933	MITCBL	51554	8101	PBF 632	5800	Carlson	IS	EM

FIRE PROTECTION

NAME	PHONE	PAGER	FAX	USER ID	St	MS	LOCAT	ORG.	MGR/SUPV	DISC	BR
CFA											
CLAYTON, Hance	6-8197	7557	6-2676	CLAYHE	71483	4121	CF 609	3180	Chebul	ES	EM
GIRARD, Chuck	6-2842	4183	6-6332	GIRAC	85037	4131	CF 614	6000	Brunson	FP	SS
INTEC											
COOPER, Darel	6-3467	5515	6-4919	DCOOPER	35968	5204	INTEC 630	5242	Vorachek/Osborn	FP	NO
TRA											
CATES, Mike	3-4240	6666	3-4901	CATE	72283	7137	TRA 678	5442	Duling	FP	NO
COUCHMAN, Taryn	3-4033	6833	3-4901	COUCTS	79559	7137	TRA 678	5442	Duling	FP	NO
TAN											
CALL, Jim	6-6257	5073	6-3417	CALLJH	71124	0302	TAN 675	5540	Sandvig	FP	NO
IF											
PHILLIPS, Ken	6-2262	5867	6-9822	KCP	37246	2113	ROB-1 601	5C00	Brunson	FP	AEDL
WMF											
GOSSWILLER, Eric	6-8896	6309	6-7383	EGR	70948	4201	WMF 637	3000	McBath	FP	EM
PBF											
HENDRIX, Bruce	6-7989	6353	6-6933	BRCE	70868	8101	PBF 632	5800	Carlson	FP	EM

ESH&QA MANAGERS AND SUPERVISORS

DIVISION & TITLE	NAME	PHONE	PAGER	USER ID	FAX	M/S
MGR, TRA ESH&QA	**DULING, Joel W.**	**3-4201**	**4515**	**DULIJW**	**3-4901**	**7137**
SUPV, TRA S&H	*To be announced...*					
MGR, ER ESH&QA	**CHEBUL, Charlie R.**	**6-9566**	**5689**	**CHEBCR**	**6-8632**	**3922**
MGR, CFA ESH&QA	**MACFARLANE, Robert**	**6-8205**	**5712**	**RMAC**	**6-6332**	**4131**
Supv, Site Services ESH&QA	BRUNSON, Burdette	6-5134	7651	HOFFRD	6-5396	4106
SUPV, Construction Mgmt.	POLLARD, James H.	6-6336	7397	POLLJH	6-2283	5311
MGR, WROC Oper. ESH&QA	**CARLSON, Timothy L.**	**6-8062**	**5724**	**TCL**	**6-6933**	**8101**
MGR, EM Compliance Dept.	**JONES, Roger K.**	**6-8590**	**6519**	**RRK**	**6-8632**	**3922**
MGR, Lab. Oper. & AEDL	**JANSEN, J. R (Dick)**	**6-8229**	**6419**	**SEN**	**6-0665**	**3427**
SUPV, EM Waste Gen. Services	GURNEY, Lance W.	6-8581	6768	LANCE	6-2714	4142
MGR, RWMC ESH&QA	**MCBATH, William H.**	**6-5706**	**7460**	**WM5**	**6-7383**	**4201**
MGR, TAN ESH&QA	**JONES, Corrinne R.**	**6-8079**	**5728**	**CRJ**	**6-2368**	**9208**
MGR, TAN SMC ESH&QA	**SANDVIG, Michael D.**	**6-6140**	**7314**	**SANDVIMD**	**6-6361**	**0313**
SUPV, TAN OS/FP	DURRANT, James A.	6-6562	5747	DURRANJA	6-6361	0313
MGR, INTEC ESH&QA	**VORACHEK, Mike**	**6-6925**	**4412**	**VORAM**	**8813**	**5208**
SUPV, INTEC Safety and FP	OSBORN, Robert M.	6-6298	6354	RDSBORN	6-4919	5204

GO – General Office
OS – Occupational Safety
OSPM – Occupational Safety Programs Management
IS – Industrial Safety
FP – Fire Protection
ES – Explosive Safety
ChS – Chemical Safety
I/CS – Industrial/Construction Safety
H&R – Hoisting & Rigging
CS – Const. Safety
FAS – Fire Arms Safety
NO – Nuclear OPS
AEDL – Applied Engr. Lab
EM – Envir. Mgmt.
SS – Site Services

VPP Roles and Responsibilities

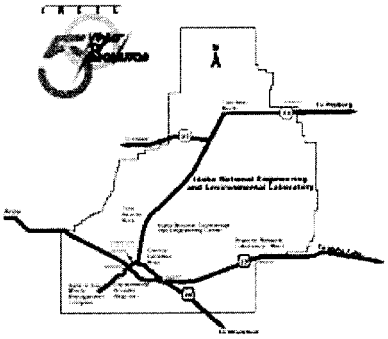
Employee's Role in VPP

Managers/Supervisors Role in VPP

VPP Program Office Roles

Safety Professionals Role in VPP

Senior VPP Management Champions Role in VPP



Points of Contact Roles in VPP

(C)EST ChairPerson Roles in VPP

Site Area Director's Role in VPP (Unit Management Champions)

Site Operation Director's Role in VPP

EMPLOYEE'S ROLE IN VPP

Perform your work safely. Think and follow established procedures and work control documents.

Be aware of all hazards in workplace and/or job tasks. Clearly understand that if, at any time, you deem an activity to be unsafe due to conditions or behavior, you have the obligation to **stop work** until the situation is resolved.

Understand how hazards in your workplace are controlled.

Be sure that you are fully trained and/or qualified to perform a task. If training or qualifications have expired, the work will not be performed by you.

Report safety concerns/injuries/near hits. When the safety concerns are minor and can be resolved quickly then do so and continue with your work. (Personally correct situations whenever possible).

Participate in the following, either as a volunteer or by assignment: employee safety teams, incident investigations, inspections, safety reviews, hazard analysis, DO IT's, WASP observations, preparing and reviewing procedures/work packages/JSAs.

Be able to explain in general terms: Safety Policy, Safety Value statement, and Unit Safety goals and objectives.

Participate in awareness events such as celebration of safety week, Safety Expo and Safety Bowl.

Report to the next level of management any situations of retaliation by immediate supervision for exercising your safety rights.

Participate in safety meetings as an attendee or presenter.

Participate in the Unit/Company Safety Awareness activities.

Establish annual ES&H Personal Action plans.

Model safe work behavior. Mentor new co- workers in hazard recognition, analysis and control.

MANAGERS/ SUPERVISORS ROLE IN VPP

Ensure that safety and health issues brought to their attention are resolved in a timely manner.

Routinely walk through your areas of responsibility, soliciting input from employees on safety and health issues (visibility on the floor).

Communicate (discuss in staff meetings, bulletin board postings, etc.) with employees regarding the status of safety items, i.e., results of inspections, results of incident investigations, trending data, resolution to safety concerns, upcoming events, safety (goals and action plans, minutes from employee safety team meetings, etc.

Allocate the necessary resources to ensure the appropriate integration of safety into work tasks.

Participate in the development and communication of Unit safety and health goals and action plans.

Ensure that your employees are represented on the Unit level employee safety team. Periodically attend the team meeting yourself.

Ensure that employees are aware of all the physical and chemical hazards in their workplace and how they are controlled to prevent injury.

Provide the necessary safety and health training and ensure it is documented in TRAIN.

Ensure incident investigations are conducted timely and the necessary reporting performed per MCP-49.

Allow employees to participate in inspections, investigations, hazard assessments, safety reviews, DO ITs WASP observations, and procedure writing and reviewing.

Provide and personally attend monthly safety meetings.

Begin safety meetings with Safety Share.

Ensure employees understand and can explain the following: Stop Work Authority, Discipline Policy, Safety Policy, VPP Goal, and Value Statement.

Hold employees accountable (accountability is a process not event) for their safety contributions. Provide rewarding and constructive feedback as needed throughout the year.

VPP PROGRAM OFFICE ROLES

Lead the implementation of VPP Site-wide.

Develop, publish and distribute the Star map and ghantt activity charts.

Create, publish and distribute the VPP infrastructure (Unit interfaces) to aid in consistent implementation and communication.

Coordinate and lead VPP application development and submittal.

Coordinate internal, external and the DOE HQ VPP assessments.

Design, implement, and coordinate with the Unit employee safety teams -- VPP implementing events such as conferences, Celebration of Safety week, Safety Bowl and Safety Expo.

Design and coordinate employee VPP awareness training/education.

Design and deliver VPP-related training such as Supervisor and Manager (SAM) training.

Lead and facilitate the application of behavioral based safety.

Interface with Procurement to ensure the flow down of VPP criteria to the subcontractors. Periodically access subcontractors. Provide VPP training to subcontractors.

Manage the utilization of the annual safety recognition funds.

Interface with DOE-ID VPP counterparts and DOE HQ. .

Interface and partner with the 5 local Unions for union involvement in VPP.

Coordinate mentoring visits.

Interface with the Site Operations Director, Site Area Directors, and Senior Management as it relates to the status of VPP implementation.

SAFETY PROFESSIONALS ROLES IN VPP

Serve as advisors on Employee Safety teams.

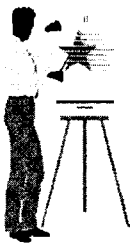
Seek the input of employees when analyzing hazards in the workplace.

Be a technical resource (requirements and regulations) to employees and line management. Interface as a "coach" or "lifeguard" vs policeman. Compliment hazard identification with workable solutions.

Interact with the Unit VPP Point of Contact and EST Chairperson on a regular basis.

Invite employees to participate in inspections/walkthroughs.

Be a promoter of VPP principles and criteria.



SENIOR VPP MANAGEMENT CHAMPIONS ROLES IN VPP

Be a positive promoter of the Voluntary Protection Program.

Champion the INEEL to VPP "Star" status.

Attend the Company Employee Safety Team Meeting periodically.

Lead, support, and mentor the VPP Unit Management Champions and the VPP Program Manager.

Attend SAM training.

POINT OF CONTACT ROLES IN VPP

Represent the Unit at Point of Contact meetings sponsored by the VPP Program Office.

Serve as the point of interface between the Unit and the VPP Program Office.

Attend the Unit Employee Safety Team meeting.

Keep your Site Area Director and Management champion (if not the same person) informed of VPP activities and projects.

Working closely with the Unit EST chairperson, coordinate VPP events/activities/efforts at the Unit level.

Facilitate VPP-type assessments in the Unit. Establish a document file as needed and a matrix contact list to assist in documentation verification.

Contribute to and review VPP Application.

(C)EST CHAIRPERSON ROLES IN VPP

Be a positive promoter of employee involvement in the safety process.

Coordinate VPP events/activities/efforts at the Unit/ Company level.

Review the VPP Unit charter annually.

Trend safety and health data at the Unit level.

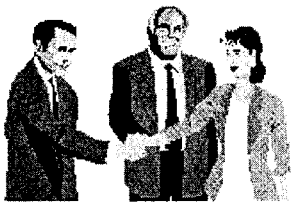
With the POC facilitate VPP assessments within your Unit.

Include/Communicate VPP information via the EST meeting agenda.

Facilitate the development of annual Unit safety goals and action plans.

Ensure that the Site Area Director is aware of the team meeting schedule, receives team minutes, and is apprised of team actions.

Attend SAM training.



Participate in Walkthroughs

SITE AREA DIRECTOR'S ROLE IN VPP (Unit Management Champions)

Be a positive promoter of the Voluntary Protection Program.

Champion the INEEL to "Star" status.

Meet with the Unit employee safety team chairperson regularly. Keep current on activities and resolve issues.

Attend the Unit employee safety team meetings frequently and provide appropriate resources.

In conjunction with the EST, develop safety goals and objectives

Remove barriers identified by the EST.

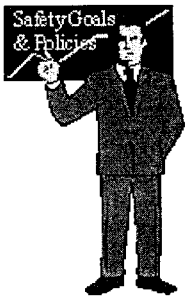
Attend VPP Unit Management Champion meetings.

Ensure the employee safety team has appropriate resources (labor and non-labor dollars).

Coordinate/support VPP assessments in your Area.

Conduct routine walk-throughs of Area.

Attend SAM training.



SITE OPERATION DIRECTOR'S ROLE IN VPP

Be a promoter of the Voluntary Protection Program.

Promote the "safety goal" at employee meetings and in individual one-on-one visits with employees.

Regularly walk through the various Units/Areas, interfacing with employees and line management.

Ensure there are measurable safety performance indices (safety actions beyond statistics) in each Site Area Managers performance appraisal. Safety actions or lack thereof are reflected in performance appraisals.

Attend SAM training.

EMPLOYEE POSITION DESCRIPTION

Date Submitted: _____

Requisition No.: _____

FOR REQUESTING MANAGER USE ONLY

Responsible Manager: H. R. Boss Phone: 6-xxxx Fax: 6-xxxx MS: 3201

Employee Name: Jane Doe (Leave Blank If A New Position) Exempt ☐ Nonexempt ☒ Barg Unit ☐

Job Title: Senior Office Specialist Funding Source: Direct ☒ Indirect ☐

Work Location: WCB Org. Name: Human Resources Org. No.: 2530

Status: Regular-Full Time ☒ Regular-Part Time ☐ Temporary Full Time* ☐ ( ) Student Hire Program: Y ☐ / N ☐
*Length of Time (4 mo. maximum)

Action Type:				Preferred Candidate: Y ☐ N ☒	Bargaining Unit Bid Process:
	New Position	☐	Replacement ☒		Y ☐
	In-Line Promotion	☐	Reason:	If Yes-Name & Attach Resume	N ☒
	Update to File	☒	Previous Incumbent: John Doe		

Post? Y ☒ / N ☐ (If No, provide reason)

Work Schedule	Shift Work	Access Authorization	Affirmative Action Program Goals	Sensitive Position
9-80s ☒ 5-8s ☐	Day ☒	BAO ☒ L* ☐ Q* ☐	Minority ☐	PSAP ☐
4-10s ☐ 4-12s ☐	Evening ☐	*Complete Request For Clearance Form 472.12 and forward to Security, MS 3111	Hispanic ☐	TDSP ☐
Other:	Night ☐		Female ☐	Not Applicable ☒
	Rotating ☐			

Position Role:
High visibility position working with senior staff and corporate personnel. With limited direction, assume full responsibility for efficient operation and organization of the branch.

Minimum Qualification Requirements (Education/Experience):
Vocational certificate plus five (5) years relevant experience or equivalent in providing a wide breadth of secretarial functions, including but not limited to, correspondence composition, typing and document control, budget tracking,meeting coordination, office management.

Special Requirements/Training (Optional):
This position requires extensive communication, interpersonal, and analytical skills to answer questions from, solve problems for, and explain procedures to a wide variety of people. Must be able to work under pressure to meet administrative and branch commitments while maintaining quality of work and effective interface. Proficient in using company standard software.

License(s) or Certification(s) Required? Y ☐ / N ☒ - If Yes, Identify:

Environmental, Safety, and Health Statement:
Must be familiar with, and comply with, all relevant health and safety requirements. Must be knowledgeable of emergency action policies and procedures, methods for reporting/resolving unsafe work practices or conditions to available cognizant professionals.

Additional ES&H Requirements:

EMPLOYEE POSITION DESCRIPTION

	Position Responsibilities	% Total Time	Ess. Func.
A.	Selects appropriate formats for various reports or correspondence; types from rough drafts, handwritten and/or dictated material; edits and/or proofs for typographical accuracy, grammar and content for a variety of items, (e.g., letters, reports, graphs, charts, manuscripts, etc.). Prepares and/or directs the preparation of viewgraphs, slides and other visual aids for oral presentations. Initiates and responds directly to correspondence of both routine and non-routine nature.	30	X
B.	Maintains confidentiality and security of administrative and technical information, including classified and/or sensitive data in accordance with company policies and procedures.	17	X
C.	Operates a variety of office machines, including typewriter, computer and peripheral equipment, copier, calculator, adding machines, etc.	15	X
D.	Develops and implements new/modified procedures and methods of accomplishing tasks to improve office efficiency and effectiveness.	10	X
E.	Establishes and maintains central office, general, technical, confidential, program or project files and related indexes. Updates and maintains technical, professional, and procedural reference documents. Takes authorized initiative to identify, delegate responsibility for, record and track action items, determines priorities to ensure matters are completed in a timely and proper manner.	10	X
F.	Receives visitors, screens calls and correspondence, provides information and makes referrals. Keeps calendars, coordinates schedules and appointments, and distributes mail.	5	
G.	Coordinates a variety of administrative items and actions, (e.g., acquisition of materials and services, completing travel and meeting arrangements, processing personnel actions, verifying billing/expense reports, conducting property inventories).	5	
H.	Responds to problems/inquiries and completes periodic and special reports by researching, compiling, interpreting, analyzing and summarizing complex subject matters, utilizing extensive knowledge of organizational policies/structures, administrative assignments, etc.	5	
I.	Provides guidance and counseling on office practices and procedures to other administrative support personnel. May direct other administrative support personnel.	3	
J.			

Accountabilities: - *(NOT IN USE AT THIS TIME)*

Authorities: - *(NOT IN USE AT THIS TIME)*

Additional Comments:

EMPLOYEE SIGNATURE

Employee: _____ _____ _____
Print/Type Signature Date

ORGANIZATIONAL APPROVALS

Manager: _____ _____ _____
Print/Type Signature Date

Other: _____ _____ _____
Print/Type Signature Date

Other _____ _____ _____
Print/Type Signature Date

EMPLOYEE POSITION DESCRIPTION

OFFICIAL USE ONLY

Contains information which may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption 6. Approval by the Department of Energy prior to public release is required. Reviewed by K. C. Gerard.

Supv Level: _____ Mgt Cap: _____ Admin Code: _____ Survey: _____ Work Dspln: _____

Job Class No: _____ Salary Grade: _____ $ _____ - $ _____ - $ _____
Minimum Midpoint Maximum

Hourly Pay Rate (B. U. Personnel Only): _____ _____ _____
Union Relations Representative Date

_____ _____ _____ _____
Compensation Analyst Date Staffing Representative Date

_____ _____ _____ _____
Other Date Other Date

Additional Comments/Necessary Approvals (e.g. AEDL or ESH&QA):

Job Offer: Internal ☐ External ☐ Selected Candidate: _____

Current Org: _____ New Org: _____

Current SG: _____ New SG: _____

Current Title: _____ New Title: _____

Current Rate: $ _____ Increase: $ _____ % _____ New Rate: $ _____

Misc. Comments:

_____ _____ _____ _____
Compensation Analyst Approved Date Other Date

EMPLOYEE JOB FUNCTION EVALUATION

Date Prepared: 3/9/2000 Prepared By: H. R. Boss

Employee Name: Jane Doe Employee S No.: 012345

This notification is required for management for each pre-placement, physical examination, change in position, and change in job functions. It is used to determine the specific medical requirements for a position; and, under the Americans With Disabilities Act, must be submitted prior to the pre-placement physical exam. It is also used to advise OMP of the need for specific medical qualification and/or medical surveillance examinations. This form is not required for employees (other than pre-placement) who do not have a medical certification/surveillance requirement.

Job Requirements/Function(s): Please Note: **Essential Functions** are mandatory performance items for the job. **Secondary functions** are job expectations, but not essential elements and some physical limitations are acceptable.

Motor Abilities:	Function	
Lower Body:		
Walking, prolonged	Essential ☐	Secondary ☐
Standing, prolonged	Essential ☐	Secondary ☐
Bending/stooping	Essential ☐	Secondary ☐
Squatting	Essential ☐	Secondary ☐
Upper Body:		
Twisting	Essential ☐	Secondary ☐
Applying torque (arms)	Essential ☐	Secondary ☐
Pushing/pulling	Essential ☐	Secondary ☐
Overhead work	Essential ☐	Secondary ☐
Grasping/gripping	Essential ☐	Secondary ☐
Fine motor control (hands)	Essential ☐	Secondary ☐
Combined Upper/Lower Body:		
Ladders ≥ 6 feet	Essential ☐	Secondary ☐
Minimum Lifting Ability		
25 pounds maximum	Essential ☐	Secondary ☐
35 pounds maximum	Essential ☐	Secondary ☐
50 pounds maximum	Essential ☐	Secondary ☐
Exertion, minimal/moderate	Essential ☐	Secondary ☐
Exertion, strenuous	Essential ☐	Secondary ☐
Repetitive work, prolonged	Essential ☐	Secondary ☐
Repetitive work, intermittent	Essential ☐	Secondary ☐
Other: _____	Essential ☐	Secondary ☐
Special Senses:		
Eyes:		
Visually demanding work	Essential ☐	Secondary ☒
Near vision	Essential ☐	Secondary ☐
Far vision	Essential ☐	Secondary ☐
Depth perception	Essential ☐	Secondary ☐
Basic color discrimination	Essential ☐	Secondary ☐
Ears:		
Speech discrimination	Essential ☐	Secondary ☐
Audio alarms	Essential ☐	Secondary ☐
Nose:		
Ability to smell	Essential ☐	Secondary ☐
Other: _____	Essential ☐	Secondary ☐

Work Conditions:	Function	
Facility:		
High noises (>85 dB)	Essential ☐	Secondary ☐
Heights	Essential ☐	Secondary ☐
Confined spaces	Essential ☐	Secondary ☐
Stairs	Essential ☐	Secondary ☐
Ladders	Essential ☐	Secondary ☐
Environmental Conditions:		
Heat stress	Essential ☐	Secondary ☐
Cold stress	Essential ☐	Secondary ☐
UV (sun) exposure	Essential ☐	Secondary ☐
Hazardous chemical/waste	Essential ☐	Secondary ☐
Radiation work	Essential ☐	Secondary ☐
Equipment:		
Machine/electrical hazards	Essential ☐	Secondary ☐
Power tools	Essential ☐	Secondary ☐
Vibrating equipment	Essential ☐	Secondary ☐
Lasers	Essential ☐	Secondary ☐
Protective clothing	Essential ☐	Secondary ☐
Respirator use	Essential ☐	Secondary ☐
Heavy equipment	Essential ☐	Secondary ☐
Motor vehicle use	Essential ☐	Secondary ☐
Typing/keyboard	Essential ☒	Secondary ☐
Personnel requirements:		
Rotating shift work	Essential ☐	Secondary ☐
>8 Hrs/day	Essential ☒	Secondary ☐
Overtime, irregular hours	Essential ☒	Secondary ☐
Working alone	Essential ☐	Secondary ☒
Other: _____	Essential ☐	Secondary ☐
_____	Essential ☐	Secondary ☐
_____	Essential ☐	Secondary ☐
_____	Essential ☐	Secondary ☐
_____	Essential ☐	Secondary ☐
_____	Essential ☐	Secondary ☐

EMPLOYEE JOB FUNCTION EVALUATION

Certification Exams: **(Check each one that is required)**

- ☐ Dot driver
- ☐ Firefighter (Professional)
- ☐ Fire/Emergency brigade
- ☐ Fissile material handler
- ☐ Hoisting & Rigging
- ☐ NDE test inspector-Q/A inspector
- ☐ Nonreactor nuclear facility operator
- ☐ Personnel Security Assurance Program (PSAP)
- ☐ Reactor operator
- ☐ Respirator user
- ☐ Security guard
- ☐ SPO Defensive – ½ Mile Run Required
- ☐ SPO Defensive – 1 Mile Run Required
- ☐ SPO Offensive
- ☐ Testing Designated Position (TDP)
- ☐ Other: _____

Other:

Surveillance exams:

NOTE: Surveillance exam(s) must be validated by you area Industrial Hygienist (IH).

- ☐ Asbestos
- ☐ Benzene
- ☐ Beryllium
- ☐ Cadmium
- ☐ Carcinogens
- ☐ Hazardous Waste Operator/HazWoper
- ☐ Formaldehyde
- ☐ Laser Operator
- ☐ Lead
- ☐ Noise (Hearing Conversation Program)
- ☐ Other: _____

Other: _____

NOTE: This section to be completed by Line Manager and validated by IH.

Cumulative number of days of Asbestos exposure within the last 12 months: _____

Cumulative number of days of Benzene exposure within the la st 12 months: _____

Cumulative number of days of Cadmium exposure within the last 12 months: _____

Cumulative number of days of Lead exposure within the last 12 months: _____

The surveillance(s) were validated by: _____

1. INTRODUCTION

Operational Excellence can only be achieved by the **TRUE** integration of the ISMS concepts into the Conduct of Operations and Conduct of Maintenance philosophies, in unison with the continuous process of achieving and maintaining VPP STAR status. This integration can only occur inside a management structure that defines roles, responsibilities, and expectations at all levels from Senior Management to the worker.

The journey to Operational Excellence at the INEEL began with the formation of the Site Operations Directorate in the fall of 1998. This management structure was formulated to integrate site initiatives, standardize operations and maintenance practices, and resolve common operational, maintenance, and support function issues, while compensating for the geographical separation of the facilities. This structure, combined with the assignment of Company and Facility Functional Area Subject Matter Experts to obtain consistent implementation of programmatic requirements, enabled successful implementation of Company-wide programs and policies at the site facilities and will ensure safe, efficient, and environmentally responsible operation of facilities and processes at the INEEL.

Safety is discussed throughout this document because the safety of employees and the protection of the public and the environment are the highest priorities in the successful operation of the site. As such, a Safety Culture, or an atmosphere that firmly establishes plant safety as an overriding priority in all aspects of plant operations, is integrated into the Site Operations Directorate management philosophy, programs, processes, plans, and day-to-day operations. An effective and mature Safety Culture is achieved through active involvement in ongoing processes and through successful application of the following attributes:

- People recognize safety as a "value" and freely and actively participate in safety activities, such as employee safety teams, procedure development, and safety inspections.
- People clearly understand their authority, responsibility, accountability, and interfaces as well as those of others.
- People understand that safety, health, and environmental requirements take precedence over production and schedule requirements.
- People help prepare and follow procedures. If a procedure is in error, they stop and resolve the deficiency before resuming the activity.
- People are aware of hazards and use this knowledge to work safely. If the expected does not happen, they stop the activity until the issues are resolved.
- People question work practices before accepting them as the normal and established standard. They take the initiative to make things better.
- People continually improve standards, procedures, and processes through free and open communication and teamwork.
- People do not knowingly work outside of established limits.

- People are free to request needed resources and receive the resources required to accomplish safe production.
- People working safely and reliably contribute to a high level of performance.
- People freely give and receive safety-related feedback, and act on it.
- People voluntarily report incidents, near misses, barriers, safety concerns, and other safety-related information, and they receive timely responses.
- Peer influence reinforces, rather than undermines safety.
- Incident analysis is viewed as an opportunity to identify system failures, and, therefore, improve the system(s).

The principles of Conduct of Operations, Conduct of Maintenance, ISMS, and VPP form the INEEL philosophy and provide the foundation for the INEEL Safety Culture.

This Manual will be revised in the May 2000 timeframe to provide enhancements which encompass the Near Miss Program, PAAA Program, Tenant Use Agreements, and Roles and Responsibilities--Accountability and Authority under the R2A2 Program.

2. COMPANY ORGANIZATIONAL STRUCTURE

2.1 Vice President of Operations/Deputy, Nuclear Operations and Programs

The Vice President of Operations provides leadership, vision, direction and integration for the Environmental Management (EM) Programs, Nuclear Operations and Programs, and Site Operations at the Idaho National Engineering and Environmental Laboratory (INEEL).

The Deputy, Nuclear Operations and Programs assists the Vice President of Operations in providing leadership, direction and integration for the program management, operations and site infrastructure personnel at the Idaho National Engineering and Environmental Laboratory (INEEL).

The office of the Vice President of Operations sets the priority, provides the integration, and is ultimately responsible for execution of the programs in support of the INEEL goals.

2.2 EM Programs General Manager

The EM Program General Manager manages and provides oversight of all EM funded operations activities at the Idaho National Engineering and Environmental Laboratory (INEEL).

The office of EM programs provides the cost, scope and schedule for accomplishing these operations.

INEEL

Program Requirement Document Companywide	OCCUPATIONAL SAFETY FUNCTIONS, ROLES, RESPONSIBILITIES, AND INTERFACES	Identifier: PRD-5060 Revision: 0 Page: 1 of 32
Document Control Center: (208) 526-1202	Document Owner/Approver: Director of Occupational Safety	Effective Date: 01/28/00

Manual: 14A Safety and Health – Occupational Safety and Fire Protection

DAR Number: 42685

NOTICE: The intranet version of this document is the current revision.

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INEEL
Idaho National Engineering & Environmental Laboratory

INTEROFFICE MEMORANDUM

Date: January 31, 2000

To: All Foreman and Above

From: R. S. Watkins MS 3428 6-7191

Subject: SAFETY & HEALTH PERSONAL GOALS AND ACTION PLAN

With the BBWI Annual Review process, employees receive performance feedback on how well he/she has done against specific performance expectations discussed during the course of the performance period. One of the performance standards is ***Environment, Safety and Health***. As accomplished in previous years, it is fully expected that the S&H Personal Goals and Action Plan, Form 331.07(Attachment 1), be utilized to provide input to the S&H portion of the Annual Review. Line management must maintain a file of the S&H Personal Goals and Action Plans for each employee under their direct supervision, and it would make sense to keep these forms side-by-side with the Annual Review Form, Form 331.01.

There is an obvious flow-down from the FY-2000 Company Employee Safety Team (CEST) goals to the Unit specific goals, then to the employee's personal ES&H goals. The CEST goals for this fiscal year are: 1) reduce the occupational injuries and illnesses to zero, and 2) achieve 100% active employee involvement in Safety. Each company goal has objectives associated with it. The objectives for Goal #1 above are to achieve a Severity Index of 7.0 or lower, and decrease the number of recordables, lost days, lost work day cases, and first aid cases by 33% this fiscal year. The objectives for Goal #2 are to sponsor a company-wide stretching program (*i*-Stretch), provide the opportunity for employees to attend a Worker Applied Safety Process (WASP) Overview and substantially increase the number of WASP observations being performed. Each VPP Unit, using the CEST goals and objectives, along with their own safety and health data, has already established Unit goals and objectives. These are communicated to employees through VPP homepages, posters, and cards. As employees prepare their own goals and actions, they should refer to their Unit goals and objectives and determine how their own actions can contribute to the successful achievement of the Unit and Company level goals.

To assist you in preparing the ES&H Personal Goals and Action Plans, we have included two additional attachments which list possible "Actions to Achieve Goals." Attachment 2 is a list of possible actions for individual contributors and Attachment 3 is a list for management (foreman and above).

Attachments

ES&H Performance Measures—Individual Contributor

1. Safety procedures and work control documents are followed without violation.
2. Maintain a thorough awareness of the hazards in the workplace and how they are controlled.
3. Make an energy conservation pledge to turn off lights and your personal computer when you leave work each day.
4. Recycle office paper and other recyclable materials.
5. Participate on an employee safety team or sub-team.
6. Participate in inspections and/or self-assessments.
7. Participate on injury/illness investigations.
8. Report safety concerns to immediate supervision.
9. Review LST-96 to identify environmental aspects and specific hazards applicable to your work.
10. Check the Materials Exchange Program (MEP) database before ordering chemicals.
11. Conduct behavioral observations using the WASP checklists.
12. Attend at least 12 safety meetings per year.
13. Present a safety topic at a safety meeting during the year.
14. Participate in a Facility Excellence walk down.
15. Participate in the *i*-Stretch program.
16. Assist in the preparation or review of a job safety analysis.
17. Participate in the review of a safety-related procedure.
18. Contribute to the establishment of safety goals and action plans.
19. Submit a safety article to any of the INEEL communications tools.
20. Contributes to a Safety Awareness event, i.e., Safety Bowl, Safety Week, Safety Expo, Family Day, etc.
21. Ensure that safety and health training is up-to-date.
22. Display an actively caring attitude for their safety as well as others.
23. Demonstrate use of the 5 Core Functions in your work tasks.

S&H Performance Measures—Management

1. Safety issues are entered into ICARE and resolved in a timely manner.
2. Conduct scheduled inspections/self assessments including the participation of employees.
3. Attend all SAM sessions.
4. Demonstrate that work performed under the auspices is performed in accordance with ISM.
5. Lead a discussion on an environmental topic in a staff or safety meeting.
6. Using MCP-3480, become knowledgeable of the environmental requirements that apply to your work activities.
7. Implement an activity/program within your work group to reduce sprains and strains and cumulative trauma disorders.
8. Nominate an employee for an Environmental Affairs Appreciation award.
9. Communicate safety and health information to employees, i.e., results of inspections, injury/illness investigations, resolution to employee concerns, safety goals, employee safety team minutes, etc.
10. Periodically attends the Unit level employee safety team meeting.
11. Injury/illness/first aid investigations are performed and reported with 5 working days and the root cause of the incident is so noted on the report.
12. Ensure that all the Safety and Health training of direct reports is up-to-date.
13. Provide an opportunity for employees to participate in inspections
14. Provide an opportunity for employees to participate in investigations
15. Provide an opportunity for employees to participate in hazard assessments.
16. Provide an opportunity for employees to participate in safety reviews
17. Provide an opportunity for employees to participate in the writing of safety related procedures.
18. Provide regularly scheduled safety meetings.
19. Provide an opportunity for employees to perform behavioral observations as prescribed by the WASP program (one observation per employee per month).
20. Provide an opportunity for employees to perform DO IT's.
21. Regularly communicates the safety policy, Unit Safety goals and objectives, and the safety value statement.
22. Utilize positive recognition (letters to file, certificates, monetary awards, etc.) for employees contributing to the safety and health program.
23. Utilize the discipline policy consistently and fairly, when its use is warranted.
24. Contribute' to a Safety Awareness Event, i.e., Safety Bowl, Celebration of Safety Week, Safety Week, Family Days, etc.
25. Participate in the i-Stretch program and allow all employees within my group to do the same.

Lockheed Martin Idaho Technologies Company

Policy Companywide	**ACCOUNTABILITY**	Identifier: POL-19 Revision: 0 Page: 1 of 2
Document Control Center: (208) 522-1202	Document Owner/Approver: Executive Vice President of Operations and Chief Operating Officer	Effective Date: 09/14/99

DAR Number: 19308

NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

This policy is to affirm Lockheed Martin Integrated Technologies Company's (LMITCO's) commitment to performing work safely at Idaho National Engineering and Environmental Laboratory (INEEL); to ensuring the safety of the worker, public, and the environment; and to ensuring the public views the INEEL as a valued, responsible neighbor. This policy is also written to provide the workforce a clear understanding of management's expectations during the execution of all activities conducted at the INEEL.

2. SCOPE

This policy applies to the management and performance of all activities conducted in or on INEEL facilities for which LMITCO is responsible. The executive vice president is responsible for the administration, interpretation, and maintenance of this policy.

3. POLICY

3.1 The safety of the worker and protection of the environment at the INEEL is dependent upon a safe, knowledgeable, well-trained work force. LMITCO provides the necessary resources to its work force to ensure these attributes are obtainable. LMITCO also expects that personal accountability and disciplined conduct of operations will be enforced in all aspects of work performed at INEEL. Disciplined conduct of operations is applicable to all work activities including but not limited to maintenance, operations, construction, and support services.

3.2 LMITCO expects all personnel to be accountable for their actions.

3.3 Line management is held responsible for all activities in their facility and for assuring adequate controls are provided for all work performed in their facility on day-to-day bases.

3.4 All employees, (managers, supervisors, foremen, workers, subcontractors) are personally accountable for following established procedures in the conduct of work or they will be subject to disciplinary actions. Managers and supervisors are personally accountable for ensuring that employees under their supervision are appropriately trained and qualified and follow established procedures and processes.

Policy Companywide	**ACCOUNTABILITY**	Identifier: POL-19 Revision: 0 Page: **2** of 2

3.5 During the execution of an activity, work package, procedure, lock-out/tag-out, etc., if it is determined that the document in use cannot be followed as written, or the individual executing the activity does not understand the process, or there are questions or concerns regarding the safety of the worker, the public, or environment, work is **STOPPED** and supervision is immediately notified. The activity is not resumed until the issues have been resolved.

Environment, Safety, and Health Management Plan

Fiscal Year 2000

Budget Formulation and Execution

Idaho National Engineering & Environmental Laboratory

Lockheed Martin Idaho Technologies Company

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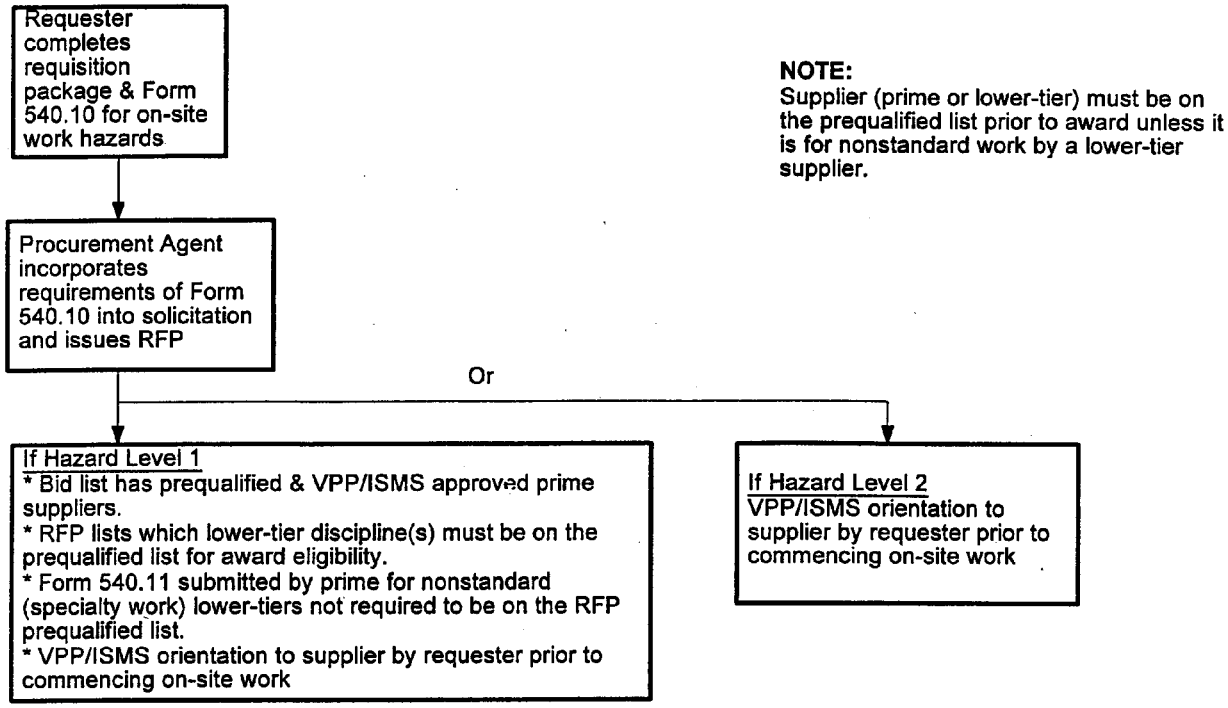
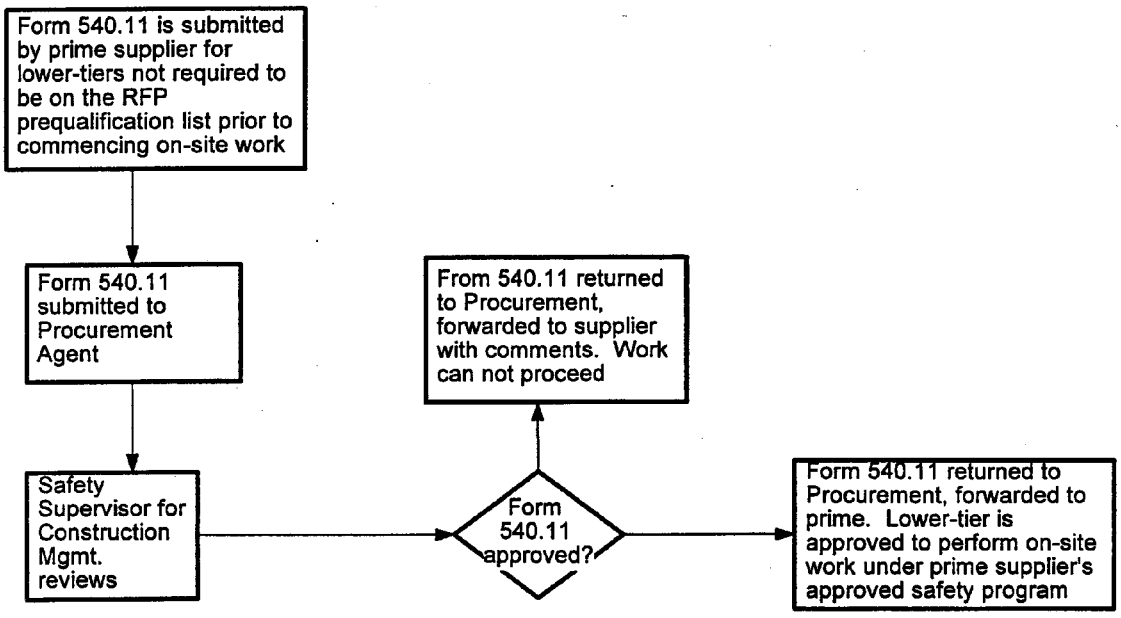
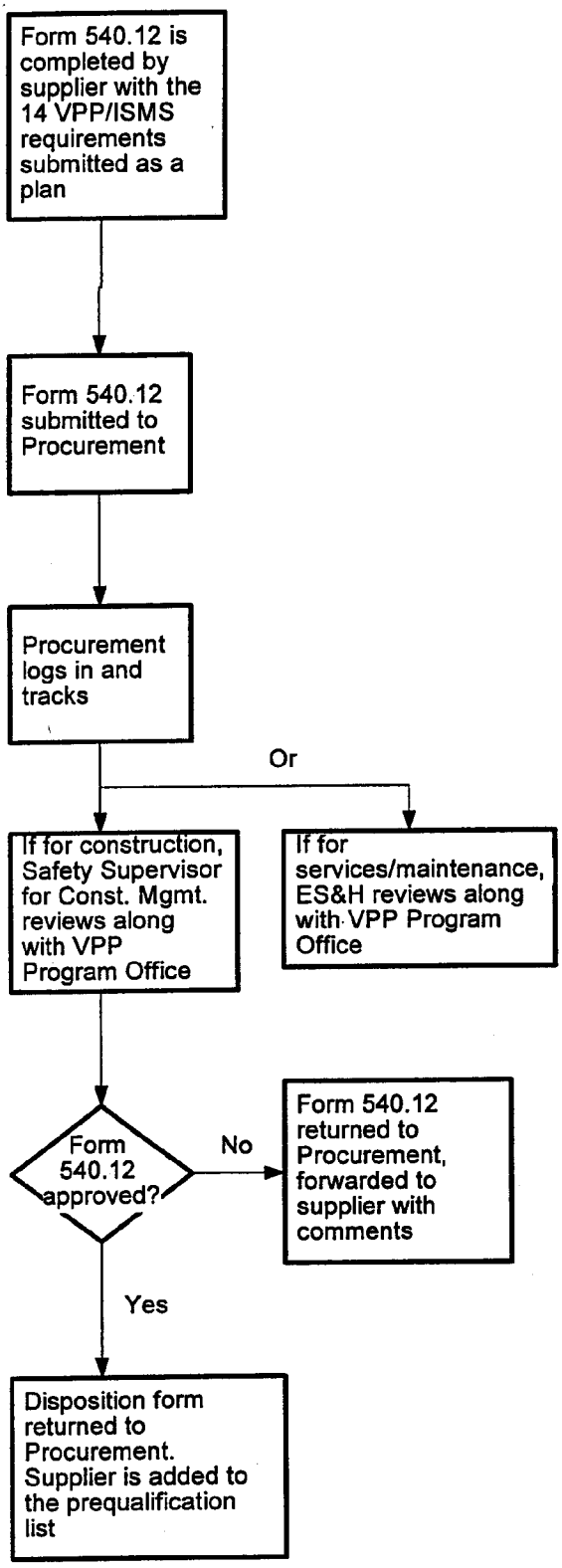
Requesting On-Site Services



Post Award
Hazard Level 1 - Construction Work Only
Nonstandard Work for Lower-tier (i.e., Short Form)



Prequalification for Hazard Level 1 Construction or Services/Maintenance (Allow 30 days for Processing)



NOTES:

1. Field assessments will be performed periodically by the VPP Program Office.

2. Prequalification has to be completed prior to award.

CHECKLIST OF SUBCONTRACTOR REQUIREMENTS FOR ON-SITE WORK

Requisition No. & Project Title: _____ Date: _____

Purchase Order/Subcontract No.: _____
(To be completed by Procurement)

Instructions:
The following document numbers correspond to those contained in LMITCO's "Subcontractor Requirements Manual" (SRM). Those document numbers checked are mandatory for work performed on-site. The SRM in effect as of the date of the Purchase Order/Subcontract applies. The SRM can be accessed via the internet at www.inel.gov/procurement/litco/forms.html.

☒ LST-0027 Glossary
☒ PDD-1001 Subcontractor's Requirements Program Description

1000 Administration
☐ All 1000 Series PRDs Apply
☒ PRD-1002 Safeguards & Security Requirements
☐ PRD-1003 General Requirements
☒ PRD-1004 Stop Work Action
☐ PRD-1006 Safety Surveillance
☐ PRD-1007 Work Coordination & Hazard Control

2000 Safety, Health , and Fire Protection
☐ All 2000 Series PRDs Apply
☐ PRD-2001 Personal Protective Equipment
☐ PRD-2002 Fall Protection
☐ PRD-2003 Ladders
☐ PRD-2004 Scaffolding
☐ PRD-2005 Walking and Working Surfaces
☐ PRD-2006 Aerial Lifts & Elevating Work Platforms
☐ PRD-2007 Hoisting & Rigging
☐ PRD-2008 Structural Steel Erection
☐ PRD-2009 Compressed Gases
☐ PRD-2010 Welding, Cutting, and Other Hot Work
☐ PRD-2011 Electrical Safety
☐ PRD-2012 Lockout & Tagout
☐ PRD-2013 Concrete & Masonry
☐ PRD-2014 Excavations & Surface Penetrations
☐ PRD-2015 Hand & Portable Power Tools
☐ PRD-2016 Material Handling Storage, and Disposal
☐ PRD-2019 Motor Vehicle Safety
☐ PRD-2020 Heavy Industrial Vehicles
☐ PRD-2021 Powered Industrial Trucks
☐ PRD-2022 Safety Signs, Color Codes, & Barriers
☐ PRD-2023 Temporary Facilities
☐ PRD-2024 Demolition
☐ PRD-2025 Explosives Safety
☐ PRD-2101 Hazard Communication

2000 Safety, Health , and Fire Protection (Cont.)
☐ PRD-2102 Disease Control
☐ PRD-2105 Lead
☐ PRD-2107 Heat & Cold Stress
☐ PRD-2108 Hearing Conservation
☐ PRD-2109 Respiratory Protection
☐ PRD-2110 Confined Spaces
☐ PRD-2201 Flammable & Combustible Liquid Storage
☐ PRD-2202 Fire Protection

3000 Radiological Control
☐ All 3000 Series PRDs Apply
☐ PRD-3001 Radiological Control

4000 Environmental
☐ All 4000 Series PRDs Apply
☐ PRD-4001 Waste Management
☐ PRD-4002 Chemical & Material Handling
☐ PRD-4003 Water (storm water pollution prevention plan)

5000 Quality Assurance
☐ All 5000 Series PRDs Apply
☐ PRD-5001 Training & Indoctrination
☐ PRD-5002 Construction Interface
☐ PRD-5003 Vendor Data Control
☐ PRD-5004 Procurement Document Control
☐ PRD-5005 Procedure Development
☐ PRD-5006 Subcontractor Quality Plan
☐ PRD-5007 Document Control
☐ PRD-5008 Control of Purchased Items
☐ PRD-5009 Material Traceability
☐ PRD-5010 Weld Record Packages
☐ PRD-5012 Survey Equipment Calibration & Control
☐ PRD-5014 Test Control
☐ PRD-5015 Control of Measuring & Testing Equipment
☐ PRD-5016 Material & Equip. Storage, Handling & Maint.
☐ PRD-5017 Inspection & Test Status
☐ PRD-5018 Control of Nonconforming Items

Integrated Safety Management System (ISMS) Hazard Grade (ref. MCP-592)
☐ ISMS Hazard Grade 1 - Subcontract Construction Work/Davis Bacon covered work
☐ ISMS Hazard Grade 2 - Maintenance/Service Subcontractors – moderate to high risk associated with the job
☐ ISMS Hazard Grade 3 - Badged/Unescorted Suppliers – marginal risk associated with the job
☐ ISMS Hazard Grade 4 - Escorted Suppliers

Requestor: _____ _____ _____
Name Signature Date

VPP GRADE LEVEL 1 and 2 QUALIFICATION APPLICATION FOR STANDARD WORK

Approval of this application form will enable your firm to be put on a prospective proposers list for subcontract work at the Idaho National Engineering and Environmental Laboratory (INEEL) under the current contractor contract with the Department of Energy. This information is to be updated upon request. If you have any questions please notify the VPP Coordinator. For work to be performed at an in-town facility call (208) 526-2005 or e-mail at mhs1@inel.gov. For work to be performed at any out-of-town facility call (208) 526-7829 or e-mail at bt1@inel.gov.

Please type or print information:

1. Full legal name of company: _____

   Address: _____

   Telephone No.: _____

   Fax No.: _____

   Grade Level: Level 1 ☐ Level 2 ☐

2. Person to contact and title: _____

3. Type of Contractor: Service ☐ Construction ☐

4. Corporation ☐ Partnership ☐ Individual ☐ Joint Venture ☐ Other ☐ _____

   Name of Officers, Owners, Partners:

   President: _____ Vice President: _____

   Treasurer: _____ Secretary: _____

   Owners or Partners: _____

   Current number of full-time employees: _____

5. Are you a subsidiary of another company: Yes ☐ No ☐

   IF Yes, parent company name: _____

6. Length of time in business: _____

7. Percentage and type of work performed with own forces: _____

   _____

8. Business Classification: Small Business ☐ Large Business ☐

   Small Disadvantaged Business ☐ Woman-Owned ☐ Minority ☐

   If minority owned, indicate minority group owning or controlling company:

   _____

9. **SAFETY RECORD AND INFORMATION:**

   Procedure:

   A. Each Subcontractor competing for work shall complete the information included in this Qualification application package. The information must be completed in its entirety. Incomplete information on this form shall result in non-qualification of a potential proposer.

VPP GRADE LEVEL 1 and 2 QUALIFICATION APPLICATION FOR STANDARD WORK

B. To qualify for work at the INEEL the company must meet the following:

Safety Criterion 1:	Current Year	- EMR ≤ 1
	Last Full Calendar Year	- RIR ≤ 13
	Last Full Calendar Year	- LTFR ≤ 6.1
	Last Full Calendar Year	- LWSR ≤ 148.1

Note: If the Subcontractor cannot meet Safety Criterion #1, the company may then consider the Subcontractor for work at the INEEL if it meets Safety Criterion #2 listed below and it submits an acceptable explanation as to why Safety Criterion #1 could not be met.

Safety Criterion 2:	Three Year Average	- EMR ≤ 1
	Five Year Average	- RIR ≤ 13
	Five Year Average	- LTFR ≤ 6.1
	Five Year Average	- LWSR ≤ 148.1

C. Subcontractors who do not meet the evaluation criteria specified above, shall be notified in writing of their non-qualification. This notification shall identify the reason(s) for non-qualification.

Subcontractors may then elect to (1) accept the disqualification or (2) have the senior executive officer(s) of the company provide an explanation of any unusual circumstances which precluded their company from meeting the minimum safety criteria set forth above and shall provide written confirmation of their personal commitment and dedication to ensuring that the specific project will be performed in a safe and efficient manner at all times. The written commitment must be supported by submission of a satisfactory safety plan for improvement of their safety program. This plan must address management, supervisor, and employee responsibilities; project goals, safety awareness, training, subtier enforcement, if applicable, and other positive steps which will be taken to assure a safe operation at the INEEL. The company shall review the submittal and at its sole discretion determine acceptability. (If the application is accepted there may be certain additional conditions or contractual stipulations imposed, e.g., having senior executive officer(s) and project superintendent(s) attend and satisfactorily complete a 30 hour OSHA 500 Construction Outreach course conducted by an OSHA recognized instructor.)

10.	# of Hours Worked	# of OSHA Recordable Cases	# of Lost Workdays Cases	# of Lost Workdays	Experience Mod. Rating
Year #1 19_____ (Last Full Calendar Year)					
Year #2 19_____					
Year #3 19_____					
Year #4 19_____					
Year #5 19_____					

Note: (1) Experience Modification Rate (EMR) is a number assigned to a subcontractor by its worker's compensation insurance carrier based on that subcontractor's injury loss record.

(2) A signed and dated letter from the subcontractors worker's compensation carrier verifying the EMR listed must be included with this application.

(3) A copy of the subcontractor's OSHA 200 log for each of the years noted must be included with this application. The log must include totals as well as occupation and injury types, but does not need to include name of the employee.

VPP GRADE LEVEL 1 and 2 QUALIFICATION APPLICATION FOR STANDARD WORK

11. Identify your Worker's Compensation carrier and its address:

Name: _____

ATTN: _____

Address: _____

12. Firms will be evaluated on the following four (4) safety criteria critically as well as a total overall evaluation.

A. Experience Modification Rate (EMR): _____
(Use the most current EMR identified in Item 10 above).

B. Recordable Incident Rate (RIR): _____
(The RIR is determined by using data from the most current full calendar year and the following formula:)

$$\frac{\text{Number of recordable injuries} \times 200{,}000}{\text{Number of hours worked}} = \text{RIR}$$

C. Lost Time Frequency Rate (LTFR): _____
(The LTFR is determined by using data from the most current full calendar year and the following formula:)

$$\frac{\text{Number of lost time accidents} \times 200{,}000}{\text{Number of hours worked}} = \text{LTFR}$$

D. Lost Workday Severity Rate (LWSR): _____
(The LWSR is determined by using data from the most current full calendar year and the following formula:)

$$\frac{\text{Total lost workdays} \times 200{,}000}{\text{Number of hours worked}} = \text{LWSR}$$

13. A firm that has less than ten (10) employees or is self insured and does not have an EMR will be evaluated for responsibility based on data provided under item 12 (B. C.& D.) above.

14. Does your firm have an established written safety program: Yes ☐ No ☐ (IF requested by the company, Safety Plan shall be submitted for evaluation.)

15. Identify by name and title the person within your firm directly responsible for the firm's safety program management:

_____

16. Total bonding capacity: _____
(Required from Prime Subcontractor for projects valued in excess of $25,000)

Bonding Company/Agent: _____

Name: _____

ATTN: _____

Address: _____

VPP GRADE LEVEL 1 and 2 QUALIFICATION APPLICATION FOR STANDARD WORK

17. Are there any judgments, claims or suits pending against the firm? Yes ☐ No ☐
(IF Yes, explain on a separate sheet.)

18. Federal Employer Number: _____

19. Does your firm want to be considered for: Prime Subcontracting ☐ or Lower-tier Subcontracting ☐.

Item 20 applies to Davis-Bacon out-of town facility work only.

20. If you are not currently signatory, please execute the enclosed signatory sheet for the INEEL Site Construction Jurisdictional Procedural Agreement and the INEEL Site Stabilization Agreement. (For a copy of the complete Site Stabilization Agreement, contact Mr. Jim Reed at 1424 E. 17th; Idaho Falls, ID 83401 or 208-524-4404.)

21. Has your firm performed work under U. S. Government prime contracts? Yes ☐ No ☐

22. Has your firm been debarred under a U. S. Government contract? Yes ☐ No ☐

23. Has your firm performed work at the INEEL in the past three (3) years? Yes ☐ No ☐

24. Does your firm have a Quality Control Program in place? Yes ☐ No ☐ (IF requested by the company, Quality Plan shall be submitted for evaluation.)

25. Does your firm have an NQA-1 Quality Control Program in place? Yes ☐ No ☐

26. I understand that, as a condition of performing work at the INEEL, my company must support the implementation of the Voluntary Protection Program (VPP). I also understand that VPP implementation shall be completed within three months or sooner from the date of acceptance of this Qualification application.

The undersigned senior executive officer verifies that the information provided is current, complete and accurate as of the date of their signature.

PLEASE SIGN AND DATE:

Name (Print): _____

Signature: _____

Title: _____

Date: _____

VPP GRADE LEVEL 1 and 2 QUALIFICATION APPLICATION FOR STANDARD WORK

PROVIDE THE FOLLOWING INFORMATION FOR AT LEAST THREE (3) CONSTRUCTION PROJECTS YOUR FIRM HAS COMPLETED IN THE LAST THREE (3) YEARS, AND ALL CURRENT ACTIVE CONSTRUCTION PROJECTS.

1. Contract Information: _____

   Client Name: _____

   Address: _____

   Telephone No.: _____

   ATTN: _____

   Contract No.: _____

2. Description and Location of Work: _____

   _____

3. Period of Performance:

   A. Original Performance Period: From ____/____/____ To ____/____/____

   B. Actual Performance Period: From ____/____/____ To ____/____/____

4. Contract Value:

   A. Original Amount of Contract: $ _____

   B. Final Cost of Contract: $ _____

5. Percent of Work Performed as Prime Contractor: _____ %

6. Percent of All Work Subcontracted: _____ %

Hazard Level 1 – CONSTRUCTION OR MAINTENANCE/SERVICES QUALIFICATION APPLICATION FOR STANDARD WORK

Attachment 1

INEEL VPP/ISM Criteria
For
Hazard 1-Construction or Maintenance/Service

There are fourteen (14) criteria items that must be met by the subcontractor. These items are equally weighted as to their importance. The subcontractor must provide a written response (brief and concise) to each of the items describing how the subcontractor shall comply with the criteria. Simply list each criteria item thatn a sub-paragraph with your descriptive support of that criteria. Supporting documentation can be attached.

1. A written Safety and Health plan is accessible to the workers. This plan specifies the responsibilities of management, job supervisors, and hourly workers. This would also include access to the necessary sections of the BBWI Subcontractors Requirement Manual.

   The Scope of Work to be performed for BBWI is defined in each Subcontract, Specification, Drawings, Special Conditions, General Provisions and other applicable provisions of the Subcontract.

2. There are established safety goals, and objectives for meeting those goals, so that the desired results and planned measurements to achieve them are clearly understood. These goals are based on appropriate safety and health data. The goals and objectives are communicated to the workforce.

3. Management involvement in safety and health must be apparent to the workers. This involvement must include clear lines of communication, providing the appropriate equipment, including PPE, being visible at the job sites, and providing a process for workers to report safety concerns.

4. Workers are involved in the structure and operation of your safety and health program. There are multiple avenues for workers to participate in the safety process.

5. There is an active safety committee, involving the workers. The committee has a charter and maintains minutes. Workers are aware of the activities and actions of the committee.

6. There is a process for holding managers, job supervisors, and hourly workers accountable for meeting their safety and health responsibilities. This process includes mechanisms for rewarding workers for positive contributions to the safety and health program.

7. There are numerous avenues for Hazard Identification and Analysis. These avenues include at least the following:
   - Procedures documented in Safety and Health Plans
   - Construction Work Authorizations
   - Program Requirement Documents applicable to project
   - Job Safety Analyses
   - Routine, general inspections performed weekly
   - Comprehensive Surveys performed by safety Professionals
   - Process for workers to report safety concerns (oral& written)
   - Hazard Identification and Mitigation checklists

   These methods are managed and documented appropriately. Appropriate documentation is maintained at the work site. All of the avenues above utilize worker involvement.

8. Controls are implemented to mitigate hazards. Controls are considered in this order: Process and/or material substitution, engineering, administrative, and personal protective equipment.

9. Work is performed within the controls described in item 8 above. All work is performed safely and it is performed with protection and preservation of the environment.

10. All injuries and illness are investigated. The investigations are documented. Workers are involved with these investigations.

Hazard Level 1 – CONSTRUCTION OR MAINTENANCE/SERVICES QUALIFICATION APPLICATION FOR STANDARD WORK

11. There is a preventative maintenance schedule for equipment to prevent workplace equipment from becoming hazardous.

12. Emergency response actions are understood and communicated to workers. There are personnel trained in CPR and first aid at each work site. The subcontractor can demonstrate access to occupational physicians as deemed necessary by applicable federal and state regulations.

13. There are regular safety meetings. Workers receive training commensurate with their responsibilities. There is a process for documenting all training. Plan of the days (POD's) are documented, including input from workers.

14. The are mechanisms for workers to provide feedback for continuous improvement. This input is incorporated into future work tasks.

LOCKHEED MARTIN IDAHO TECHNOLOGIES COMPANY

GENERAL PROVISIONS FOR

FIXED-PRICE CONSTRUCTION SUBCONTRACTS

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5-19 Supplier Performance Evaluation System (SPES)

Click here to go to top of flowchart 5-19

Introduction

1. The SPES provides a systematic review and evaluation of a supplier's performance; performance is evaluated on the applicable factors among safety, technical performance, quality, delivery/completion, supplier data, and administrative cooperation. The results of the evaluation are converted to a numerical rating with a maximum score of 1,000 points. SPES will collect and monitor the performance data to aid LMITCO in obtaining the best value, including excellent performance in its subcontracting. For poor performers, Procurement will require corrective action, which it will accept or reject. Poor performance without acceptable corrective action will disqualify a supplier from receiving orders. This system will enable a Procurement Agent (PA) to solicit only high performance suppliers.

2. A Supplier will be suspended from receiving new awards when its average score in its monthly or quarterly report falls below 801 points. LMITCO will notify each supplier in writing of its suspension and explain the requirements to become reinstated. For a supplier who fails to respond, LMITCO will issue a second notice. If the suspended supplier does not reply to the second notice or agree to the terms of reinstatement, it will remain suspended.

Requirements

1. All procurement transactions, except those under systems subcontracts and purchase cards, shall be subject to supplier performance evaluations. PAs may use their discretion as to whether there is any value added by evaluating a supplier under a non-construction acquisition identified in following subparagraph number 4, such as a university or Government agency or a source that is most likely one-time or very infrequent. If value added is not clearly absent, an evaluation should be performed.

2. All non-quality-significant procurements, completed via 3-way match (i.e., the order, receiver and invoice match as to quantity and price), shall be automatically evaluated as to supplier performance. The automatic process considers only delivery and conformance to requirements . [5-19.7]

3. All quality-significant procurements shall be manually evaluated as to supplier performance. The score shall be compiled from evaluations provided by the PA, requestor an Procurement Quality Engineer and, if applicable, the project manager and construction coordinator.

4. All non-quality-significant procurements not completed via 3-way match shall be manually evaluated as to supplier performance. The score shall be compiled from evaluations provided by the PA and requestor.

5. Manual evaluations of supplier performance under all quality-significant procurements and under those non-quality-significant procurements valued >$100,000 shall be performed on the SPES Evaluation Form, PROC 1872. The score shall be entered into IMMS and the completed form shall be maintained in the order file. [5-19.11]

SUPPLIER PERFORMANCE EVALUATION SYSTEM
SUPPLIER RATING FORM
ENGINEERED HARDWARE, CONSTRUCTION, & SERVICES

Order No. _____ Response Due Date _____
Supplier _____
Name City State
PA _____ Requisitioner _____ Quality Engineer _____
Construction Coordinator _____
Item/Service Procured _____
_____

Rating Category	Points Possible	Rating
*1. Safety	0-225	____
2. Technical Performance	0-225	____
*3. Quality Assurance/Inspection	0-200	____
4. Delivery/Schedule	0-200	____
*5. Vendor Data	0-100	____
6. Administration	0-50	____
Total Possible	1,000	Total _____

*If one or more of these categories do not apply, the points possible for that category or those categories shall be added to the points possible for Technical Performance.
** If the supplier is rated 80% or less than the points possible, the basis must be provided in the comments section.

_____ _____
Rater's Signature Date

Total Points	Rating Classification
801-1000	1 Acceptable
0-800	2 Unacceptable

1 Supplier's with an average score of 900 points or higher will be sent a letter recognizing their excellent performance.
2 Corrective action program required.

Lockheed Martin Idaho Technologies Company

Subcontractor Requirements Manual Subcontractor	TABLE OF CONTENTS	Identifier: TOC-59 Revision: 11 Page: 1 of 3
Document Control Center: (208) 526-1202	Document Owner/Approver: Safety and Health Director	Effective Date: 12/20/99

Manual: Subcontractor Requirements

DAR Number: N/A

TAB	DOC. ID	SECTION OR DOCUMENT TITLE	REV
	LST-27	Glossary	1
	PDD-1001	Subcontractor Requirements Program Description	0
1.		**Administration**	
	PRD-1002	Safeguards and Security Requirements	1
	PRD-1003	General Requirements	1
	PRD-1004	Stop Work Action	0
	PRD-1006	Safety Surveillance	0
	PRD-1007	Work Coordination and Hazard Control	3
2.		**Safety, Health, and Fire Protection**	
	PRD-2001	Personal Protective Equipment	1
	PRD-2002	Fall Protection	1
	PRD-2003	Ladders	0
	PRD-2004	Scaffolding	0
	PRD-2005	Walking and Working Surfaces	0
	PRD-2006	Aerial Lifts and Elevating Work Platforms	0
	PRD-2007	Hoisting and Rigging	0
	PRD-2008	Structural Steel Erection	0
	PRD-2009	Compressed Gases	0
	PRD-2010	Welding, Cutting, and Other Hot Work	0
	PRD-2011	Electrical Safety	0
	PRD-2012	Lockout and Tagout	1
	PRD-2013	Concrete and Masonry	0

VPP vital to subcontractors

Celebration recognizes 75,000 accident-free work hours

For reaching a goal of 75,000 hours worked without a reportable accident, Idaho Falls service subcontractors have been recognized for achieving the safety milestone.

They reached the goal in May 1998, and on Aug. 15, LMITCO's Idaho Falls Facilities Maintenance unit, the service subcontractors and their families celebrated the achievement with a taco fest party, games and prizes at Iona Community Park.

"The subcontractors perform a variety of tasks, which keep our in-town facilities operating," says Steve Winn, Idaho Falls Facilities manager. "Most of their employees work part-time, making the goal of working 75,000 hours without an accident noteworthy."

The subcontractors perform facility modifications, general, plumbing, heating, ventilation, air conditioning and electrical maintenance, janitorial services, lawn care, snow removal and other functions at the INEEL's Idaho Falls leased facilities.

The firms include Varsity Garcia, Wheeler Electric, Rossiter Electric, Thurgood Mechanical, Jetseal, Inc., 1st Street Plumbing, Affordable Pest Control, Development Workshop, Jack's Handyman and Falls City Snow Removal.

In March 1997, the Idaho Falls Facilities Maintenance unit formed a Voluntary Protection Program committee with its service subcontractors. The committee meets monthly to discuss safety concerns, formulate resolutions, share safety tips and disseminate pertinent LMITCO information.

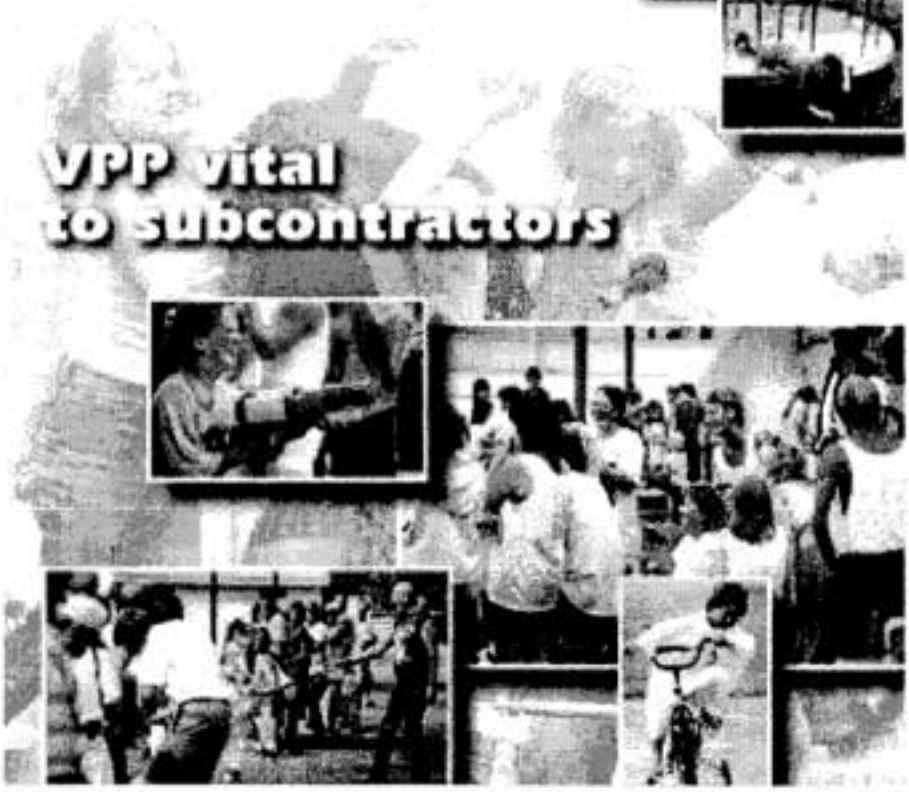
At one of the first meetings, the committee decided to track accident-free hours worked by the service subcontractors, setting a goal of 75,000 hours as the first milestone.

At the picnic celebration, Gary Braun, department manager of Facility Operations, and Winn kicked off the festivities by congratulating the workers on their accomplishment. Varsity Garcia, Development Workshop, Wheeler Electric and LMITCO provided door prizes.

Following lunch, LMITCO facilities employees and the subcontractors played softball, water balloon volleyball, tug-of-war and they had three-legged races. With "Super Soaker" water guns awarded as door prizes, an on-going water fight took place throughout the entire afternoon.

The Idaho Falls Facilities Subcontractor VPP Committee has established a new goal for no reportable accidents.

"Continuing to work safely is a goal of Idaho Falls facilities and its service subcontractors," says Winn. "With their emphasis on safe work habits, we're sure they will reach this goal and we'll support them in their efforts."



LMITCO-subcontractor cooperation

INEEL construction safety reaches milestone

Construction safety is at an all-time high at the INEEL. Since October 1996, construction subcontractors and the Project/Construction Management Directorate, which includes LMITCO Construction Forces, have worked more than 1.2 million hours and completed more than 60 projects without a lost-time accident.

This impressive number didn't happen by accident, according to Bill Baxter, director of Project/Construction Management. It started when Tara O'Toole, the Assistant Secretary of Energy for ES&H, sat down with DOE-ID and LMITCO management in April 1995 to discuss how to bring site employees, construction subcontractors and management together to build safety into work processes.

"The key was to change the culture by making safety equal in importance to cost and schedule," says Baxter. "Some worried that the extra emphasis on safety would drive project costs up and delay schedules. However, more than ninety percent of construction projects have been completed on schedule and within budget since adopting this change."

As an example, local construction contractor L&L Mechanical developed its own training program and on-the-job monitoring for work in confined spaces. As a result, the firm's construction tasks were completed sooner, cheaper and safer. In more than five years at the INEEL, L&L Mechanical has experienced no injuries, accidents or reportable incidents while completing work on or ahead of schedule and within budget.

"There are many other examples this past year of excellent construction safety teamwork between subcontractors and LMITCO," says Baxter. Here are a few:

- Warbonnet Electric completed 5,200 work hours with no safety incidents, accidents or first aid incidents on the Consolidated Utility Controls Project at the Idaho Chemical Processing Plant and Central Facilities Area.
- Ovard Construction completed 15,000 work hours with only one minor first aid injury over a 10-month period on the six-story CFA Fire Training Tower.
- LMITCO Construction Forces fully accommodated the operations schedule at ICPP in repairing the Atmospheric Protection System ventilation duct. To minimize impact to the New Waste Calcining Facility, the Project/Construction Management team mobilized in less than two days and safely completed the work over a weekend, including timely, cost-effective resolutions to numerous obstacles.
- Underwater Construction Corporation completed underwater demolition work at CPP-666 one day ahead of schedule and about $10,000 under budget. In five dives totaling six and a half hours in a fuel unloading pool at depths of up to 36 feet, divers cut and removed 1,700 pounds of stainless steel using an underwater plasma torch and pneumatic band saw. There were no skin contaminations, and the total accumulated dose was only 5 mrem. (A pre-job survey estimated the total accumulated dose at 235 mrem.)

Mike Crane photo MC980335

LMITCO and construction subcontractor cooperation has paid off in the Electricial and Utility Systems Upgrade project. Here, Gary Triplett Jr. of G&R Electric tests a fiber optic cable at ICPP.

Teamwork between LMITCO and construction subcontractors is becoming more widespread. LMITCO and subcontractor management hold a joint safety meeting at CFA each month where they work together to emphasize commitment, mutual trust and open communication. LMITCO and area subcontractors have also formed an in-town VPP safety committee to promote implementation of VPP programs for all construction work on the INEEL.

Recently LMITCO, DOE-ID and subcontractors, under the leadership of Project/Construction Management, worked together to complete the Subcontractor Requirements Manual, which provides consistent company requirements for subcontractor work at the INEEL.

"Together, the INEEL and its construction subcontractors are reaching the goal of daily excellence in worker protection," says Baxter.

(This article was submitted by Eric Swisher, Project Management. Lamar Hayward, owner of 3-D Fire Protection, contributed to the article.)

Weapons Detection System finds gun at Bannock courthouse

by Teri Ehresman
for the Star

The high-tech Concealed Weapons Detection System recently installed at the Bannock County Courthouse in Pocatello has already done its job and perhaps may have saved lives.

"This is the first concrete proof the concealed weapons detection system works as it was designed," said Bannock County Commission Chairman Tom Katsilometes. "We couldn't be happier with the system. We had an incident several years ago where there was a shooting in our courthouse and our new system possibly prevented another incident."

The Bannock County Courthouse earlier this year became the first in the nation to install the system through a joint effort by the National Institute of Justice, Lockheed Martin Idaho Technologies Company and Bannock County.

On March 30, during the preliminary hearing for a murder case, a person carrying a concealed .22 semi-automatic pistol made an attempt to enter the Bannock County Courthouse. The concealed weapons detection security system developed by LMITCO scientists at the INEEL indicated that the person had a suspect object on the right side of his body.

A Bannock County official operating the system asked the man to remove the object and place it in view. He said he only had keys and placed some keys on the pedestal. The concealed weapons detection system does not react to keys, and when the man re-entered the system, the security operator observed the same reading on the man's right side.

After the third request to remove the item, the man reluctantly laid the object on the pedestal with his hand on the grip of a pistol. He at first refused to remove his hand from the object and then admitted the item was a gun. The man then grabbed the gun and fled the courthouse.

Federal law prohibits weapons in courthouses, and unlawful possession and use of weapons in public areas have become a serious problem. The concealed weapons detection technology development is the result of a nationally identified need for improved courtroom security following the murder of an on-duty judge. This death brought about an initiative by the U. S. Department of Justice, through the National Institute of Justice, to promote and develop new technology that could better identify the presence of concealed weapons, especially handguns.

Currently, most courthouses use a different portal system to check for concealed weapons. But they are often inadequate because they trigger false alarms for non-lethal items like car keys and coins, and they give little information once the alarm goes off, even if the alarm is for a good reason. If more than one item sets off the alarm, the second item is often missed.

The concealed weapons detection system solves those problems by pinpointing the size and location of the likely weapons on a person's body.

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Incentive for safety

Subcontractors perform some of the Site's safest work

by Debra Kahl
Star Staff

Some of the work at the Idaho National Engineering and Environmental Laboratory done by subcontracted construction services involves significant safety risk.

For recently completing a lengthy project under hazardous conditions without injury or incident, four local firms were presented with an award.

G&R Electric, Inc., of Idaho Falls and three other subcontractor firms were rewarded March 3 for their safety consciousness on the job with a special incentive from Lockheed Martin Idaho Technologies Company. They safely and successfully completed a six-month job known as the ICPP-603 heater replacement project.

Employees of the firms were each presented with a Gerber Multi-Lite multifunctional tool, and G&R Electric, Inc. earned a $7,500 check to be shared with the three other firms and applied toward safety and Voluntary Protection Program efforts. The firms also were awarded decibel meters to use on the job to support hearing protection.

Building 603 at the Idaho Chemical Processing Plant is the INEEL's original spent nuclear fuel storage facility, which is gradually being phased out of operation. The project involved working around asbestos, in radiologically-controlled areas, with electrical hazards and at extreme heights to upgrade the electrical system and make improvements to the underground steam system. About 25 subcontract employees did the electrical, mechanical, painting and insulation work required on the job.

Michael Drake, LMITCO procurement agent for the project, says, "G&R wasn't aware of the VPP-safety incentive that was part of the contract. We monitored their work and decided to reward them for incorporating VPP principles into the job."

The award is part of the effort to help subcontractor groups become active participants in the INEEL's VPP process. For the past couple of years, LMITCO has sought to strengthen safety awareness and lines of communication with subcontractors who perform work at the INEEL.

To bid on work and projects at the INEEL, subcontractors are required to go through an approval process that includes meeting certain safety criteria and implementing VPP principles.

"This wasn't the first incentivized project; it's actually number ten," says Drake. The incentives have helped heighten construction subcontractor safety and VPP awareness, he says.

In accepting the award, Ray Mortensen, vice president of G&R Electric, Inc., said, "This incentive will go a long way in helping us maintain our VPP program and is very much appreciated. We will divide this incentive between G&R Electric and our subcontractors."

Related story:

Construction contractors contribute to safe work year

Gerber Multi-Lite multifunctional tools were presented to employees of four local contract firms, including Rich Byington of G&R Electric, for safely completing a lengthy project involving hazardous conditions at the INEEL.

94,000 work hours

Construction contractors contribute to safe work year

LMITCO's Construction Management group reports more than 94,000 injury-free work hours for a variety of construction projects completed in the past year at the Radioactive Waste Management Complex and Central Facilities Area.

Construction firms who were contracted for the work were credited for teaming together with Lockheed Martin Idaho Technologies Company to achieve the goal.

A total of 44 construction projects were involved. No injuries, including first aid cases, were reported on work at CFA between Jan. 31, 1997, and Jan. 31, 1998. The work at RWMC was done from Jan. 1 through Dec. 31, 1997.

"Construction Management contracted numerous construction subcontractors, most of them local, to construct or remodel numerous buildings at the two sites," says Grant Homer, LMITCO construction safety.

At CFA, more than 35 projects were completed, involving more than 73,215 work hours. "That's the equivalent of 36 safe work years for one person," says Homer. "Many of the CFA projects were complex with a potential for high risk."

Potential fall hazards were part of the work at the fire training tower, the dismantling of the communication tower and numerous roofing jobs. Trenching hazards were part of the consolidated utilities, fire main upgrade and composite bridge projects. High voltage electrical hazards were potentially dangerous aspects of the INEEL electrical distribution upgrade and consolidated utilities projects.

Flammable pressurized fuel was a potential hazard in the liquefied natural gas/compressed natural gas fuel system installation. And, radiation was a potential danger in the CFA dosimeter lab project.

At RWMC, construction subcontract firms completed more than 20,000 work hours without a single accident. "This was accomplished by teamwork with contractors, LMITCO Construction Management and facility employees," says Brian Bare, LMITCO construction safety.

He attributed the safe work successes to pre-job planning, job safety analyses, using safe work permits and holding plan of the day meetings with subcontract firms. "Subcontrators' commitment to safety helped to enhance safety and achieve zero accidents," he says.

Among the contractors involved in the work at RWMC were Wheeler Electric, Northwest Technologies, Arrington Construction, 3-D Fire Protection, Atlas Mechanical, Markal Construction, C&H Construction, Arizona Concrete, Warbonnet Electric, Snake River Electric, A-Core of Idaho, United Painting, Kofoed Painting, Electri/Con, G&R Electric, L&L Mechanical, Hughes Roofing, Burggraf Construction, Dynamics, Inc. and Phenix of Idaho.

LMITCO employees involved in the effort at RWMC were Virgil Morris, construction management; Homer and Bare, construction safety; James Pollard and Robert Hoffman, construction safety management; and Darin Johnson, Ron Neubacher and Butch Marlow, construction engineers/supervisors.

Related story:
Subcontractors perform some of the safest work

Construction contractors contributed to safe work across the INEEL last year. They were involved with one of the Site's more visible construction projects-the fire training tower.

Bechtel BWXT Idaho, LLC

ORIENTATION AGENDA

Willow Creek Building (WCB)

MONDAY 07:00 - 05:30			COURSE #
☐	07:00 - 07:30	Personnel Security	
☐	07:30 - 07:30	Employment - Formal Welcome	
☐	07:30 - 08:35	Security Education	Z415*
	08:35 - 09:15	Break	
☐	09:15 - 09:30	Computer Services	
☐	09:30 - 10:30	VPP and ES&H/QA Training (Blue Card)	51
☐	10:30 - 11:05	General Hazard Communications	10*
☐	11:05 - 12:00	Pollution Prevention	60*
	12:00 - 12:30	Lunch	
☐	12:30 - 1:05	Sexual Harassment, EEO, Diversity	161
☐	1:05 - 1:35	Conflict of Interest	94
☐	1:35 - 1:55	Records Management Awareness Video	90
	1:55 - 2:10	Break	

[Academic Exchange student/faculty need to report to designated conference room. Those student/faculty that will be working at INTEC, TRA, or TAN facilities must then report for GERT and INEEL Site Access Training in Conference Room 3 at 3:30 p.m.]

☐	2:10 - 2:45	Time and Attendance Reporting	160
☐	2:45 - 3:00	Employment (paperwork)	
☐	3:00 - 3:15	Medical , Employee Assistance Program	
☐	3:15 - 5:30	Benefits (full-time employees)	

[Temporary employees are eligible for certain Benefits. They need to attend the first part of Benefits and then will be finished at 4:00.]

NEW HIRE ORIENTATION/GENERAL EMPLOYEE TRAINING

***All new employees must complete the training identified in the "New Employee Training Checklist" and return the completed**
Checklist to the records center. (This checklist will become part of each Individual's Training Record.)

Section updated 3/14/00. Changes include:

00TRN396, Work Performance Expectations - Course deleted.
00TRN155, Time and Attendance Reporting Refresher - Course deleted 3/14/99

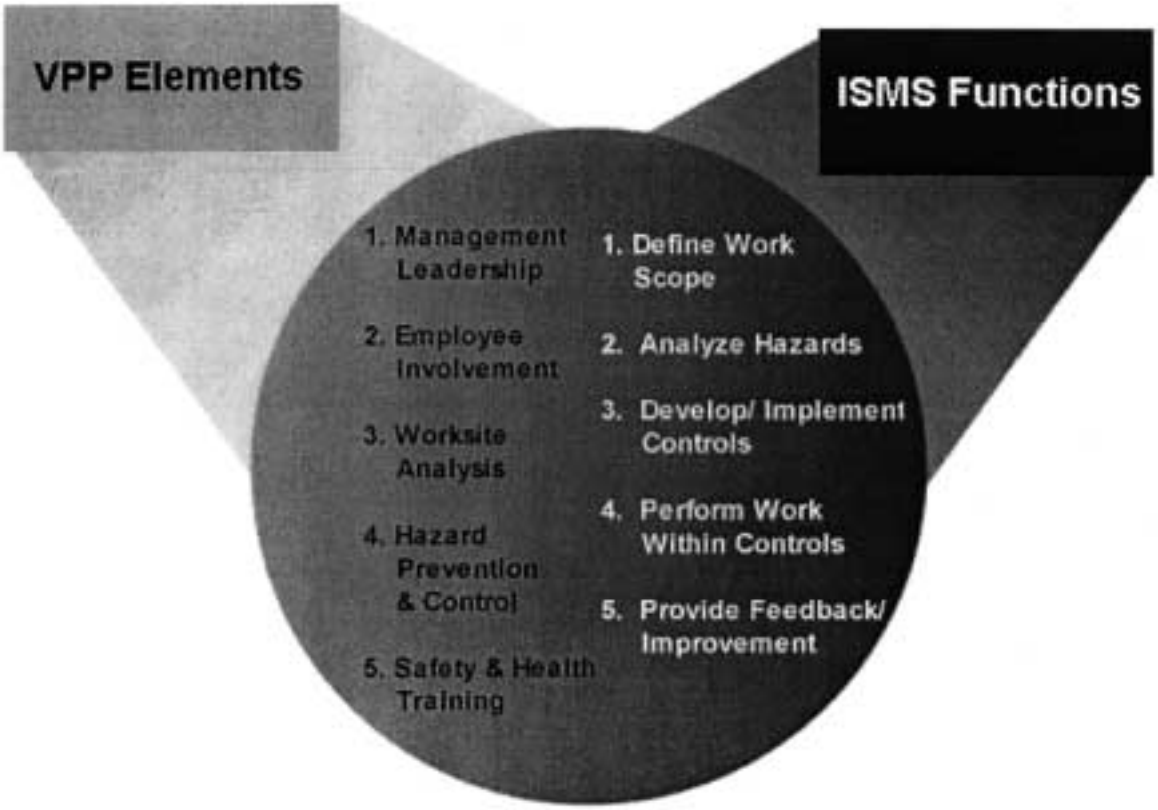
If you...	You must complete	Duration and Setting	Training Frequency	Pre-requisite	Referenc
are employed by the INEEL.	**0000Z415 Initial Security Briefing (includes 0000Z403 - Unclassified Computer Security Training)**	2 hour Classroom	Initial	None	MCP-289 MCP-292
	00000AN8 Unclassified Computer Security Refresher Briefing	Web-Based Training	Annual Refresher	Initial Security Briefing (0000Z415)	MCP-292
are employed by the INEEL	**00TRN160 Time Attendance and Reporting**	15 minute Video/Discussion	Initial	None	STD-5
are employed by the INEEL	**000TRN51 Consolidated Safety, Health and Environmental Initial Training**	1 hour Classroom	Initial	None	MCP-2692 MCP-2702 MCP-2711 MCP-2714 MCP-2715 MCP-2748 MCP-2749
	000TRN52 Consolidated Safety, Health and Environmental Refresher Training	Web-Based Training/Self-Study Booklet	Annual Refresher	Consolidated Safety, Health and Environmental Initial Training (000TRN51)	
are employed by the INEEL	**000TRN90 Records Awareness Video**	7 minute Video	Initial Annual Refresher (as required)	None	MCP-557
are employed by the INEEL	**RMCP2466 MCP-2466, "Control of INEEL/Government Property"**	Required Reading	Initial	None	MCP-2466
are employed by the INEEL	**00TRN161 Sexual Harassment**	5 minute Classroom	Initial	None	Executive Or 11246, 41 CFR 60-2 DOE Order 3220.2A
are employed by the INEEL	**000TRN94 Conflict of Interest**	25 minute Classroom	Initial Annual Refresher	None	MCP-140
are employed by the INEEL	**000TRN10 General Hazard Communication**	45 minute Classroom	Initial	None	MCP-2715

are employed by the INEEL	**00TRN248 Company-Wide Manuals Awareness Training**	Web-Based Training	Initial	None	Company-Wi Manuals
are employed by the INEEL	**00TRN604 Stop Work Authority**	15 min Web-Based Training	Initial	None	MCP-553

Return to Index

If you have any comments or suggestions, please contact *Sandy Gowen, (208) 526-3795, MS 2507* (or send e-mail to gowes@inel.gov).

VPP and ISMS



ISM and VPP complement each other; they don't compete with each other. If you look at the 5 core functions of ISMS and the 5 key elements of VPP they are interchangeable. ISMS focuses more on the system side of doing business and VPP focuses more on the people side of doing business, but both define work, identify and analyze hazards, and mitigate the hazards.

GERT

"General Employee Radiological Training" Login Screen

Welcome!

Before proceeding with the "General Employee Radiological Training" course, we need to know who you are so that we can give you credit once you complete training.

Please enter your S-Number and a valid Charge number below and click "Submit."

Employee S#

Charge Number

Submit

If problem persists, please call 526-9229 or 526-2378.

"1999 INEEL Site Access" Training Login Screen

Welcome!

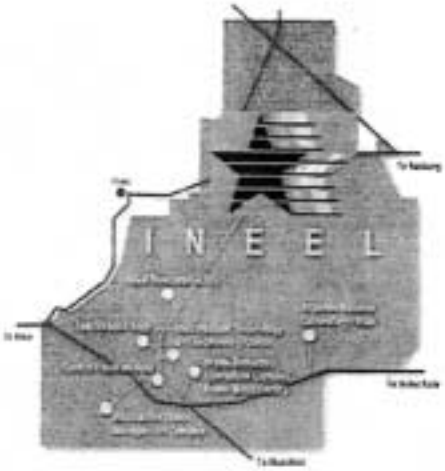
Before proceeding with the "1999 INEEL Site Access" training, we need to know who you are so that we can give you credit once you complete training.

Please enter your S-Number below and click "Submit."

Submit S-Number

If problem persists, please call 526-9229 or 526-3083.

Voluntary Protection Program Employee Pamphlet



What is the Voluntary Protection Program?

The Voluntary Protection Program (VPP) was established to promote and recognize highly effective safety and health programs. Through VPP, management, labor, and DOE establish a cooperative relationship in which:

- Management administers a comprehensive program that exceeds mere compliance
- Employees actively participate in the program and work with management to ensure a safe and healthful worksite
- DOE initially verifies that the program meets the VPP criteria
- DOE reassesses the site periodically to confirm that it continues to meet VPP criteria (STAR - every 3 years; MERIT - every year).

DOE-VPP recognizes sites which go beyond DOE and OSHA requirements for protecting workers. Qualified sites also receive public recognition for their safety and health programs.

1. Management commitment
2. Employee involvement
3. Work site analysis
4. Hazard prevention & control
5. Safety & health training

How Can I Be Involved in the Safety Program

- Be a member of an EST
- Participate in inspections
- Submit safety concerns
- Perform WASP observations
- Present safety meetings
- Present training classes
- Participate in walkdowns
- Contribute to job hazard analyses

- Review safety related procedures
- Establish safety goals and action plans
- Submit articles to safety publications

The VPP Infrastructure

VPP units have been established to more effectively implement the Voluntary Protection Program and ensure that all employees are being included.

There are eleven (1 1) VPP units. Each employee belongs to one of these units.

There is a VPP Point of Contact within each unit. That individuals name is listed on the respective unit's homepage.

Benefits of the VPP

- Employee injuries are reduced or eliminated
- Lifestyle change at work and home
- Partnership between labor, management, and DOE
- Morale is better and attitudes are improved.

Employee Safety Team (EST) Interface Structure

Every employee is represented on the Unit Level Employee Safety Teams. Contact your Unit Chairperson (VPP Homepage) to find out who your representative is.

ESH&QA Key Contacts

ESH&OA General Manager	6-7191
Safety Director	6-4745
Integrated Safety Management System Director	6-0917
Voluntary Protection Program Office	6-0259
Environmental Affairs Director	6-4704
Emergency Preparedness Director	6-6794
Radiological Control Director	6-4422
Occupational Health Director	6-0404

Safety "Rules"

Safety BULLETIN

- I will report any injuries/illnesses to my supervisor.
- I will report any safety issues/concerns in the ICARE System.
- I am aware of the hazards in my workplace.
- I am aware of how these hazards are controlled.
- I am obligated to stop work when an activity is unsafe due to conditions or behavior.
- I will make sure I am trained and qualified to perform my assigned work tasks.
- I will work safely by example and actions.

Safety Value Statement:

I will actively care for my safety and the safety of others!

INEEL
Idaho National Engineering & Environmental Laboratory
BECHTEL BWXT IDAHO, LLC

ISM Core Functions

1 Define the Scope of Work
Missions are translated into work; expectations are set; tasks are identified and prioritized; and resources are allocated.

2 Analyze the Hazards
Hazards associated with the work are identified, analyzed, and categorized.

3 Develop and Implement Hazard Controls
Based on the hazards, safety controls are implemented. Examples include engineered controls such as glove boxes, administrative controls such as procedures and work permits, and personal protective equipment.

4 Perform Work within Controls
Readiness is confirmed and work is performed in accordance with conduct of operations requirements.

5 Provide Feedback and Continuous Improvement
Feedback information on the adequacy of controls is gathered, opportunities are identified for improvement.

INEEL Voluntary Protection Program

Goal
To create and maintain a workplace free of injuries and illnesses using employee involvement and management leadership.

Policy
Integrate safety and health into all aspects of our Mission through a partnership between employees and management.

Value Statement
I will actively care for my safety and the safety of others.

5 Major Elements of VPP

1. Management commitment
2. Employee involvement
3. Work site analysis
4. Hazard prevention and control
5. Safety and health training

Reporting Employee Safety Concerns & Near Misses
(MCP-2723)

- Verbally notify immediate manager/supervisor.
- Document concern/near miss by completing a Safety Concerns Reporting form (Form 440.04).
- Enter concern/near miss into Safety Concerns Process in ICARE.
  - Personally enter into system.
  - Submit form to area ICARE coordinator.
  - Submit form to immediate manager/supervisor.

If anonymity is desired:

- Employee Concerns Hotline, 526-0333.
- DOE Employee Concerns Hotline, 526-1869.

STOP WORK

If at any time, you discover an unsafe condition, at-risk behavior, or an environmental or quality deficiency that constitutes a stop work condition, you have the obligation to **STOP WORK** until the situation is resolved.

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Idaho National Engineering & Environmental Laboratory

Charter Companywide	CHARTER FOR THE COMPANY EMPLOYEE SAFETY TEAM	Identifier: CTR-26 Revision: 1 Page: 1 of 4
Document Control Center: (208) 526-1202	Document Owner/Approver: Director of Integrated Safety Management	Effective Date: 02/08/00

DAR Number: 41522

NOTICE: The intranet version of this document is the current revision.

1. CHARTER

The CEST is a forum for employees to be involved directly in the Safety and Health Process. The CEST is empowered via this charter to 1) solicit and encourage employee involvement in, and provide direction to, Safety and Health programs and Awareness activities 2) develop and submit solutions for company level safety concerns/issues to Senior management 3) monitor company level safety and health trending data (injury/illness data, inspection data, safety concerns data, and investigation corrective actions/root causes) and take action as appropriate, 4) contribute to the annual company level Safety and Health goals and critical outcomes, 5) establish CEST specific Safety and Health goals and action plans annually, and 6) serve as the communication pathway between the Unit Employee Safety teams and Senior Management.

2. EXECUTIVE CHAMPION

The President and General Manager champions the CEST.

3. CEST COMPOSITION

The CEST is co-chaired by the company President and General Manager or his designee and an employee, selected and voted upon from the CEST members by the CEST members.

CEST membership is comprised of the 2 co-chairpersons, the 11 Unit Employee Safety team chairpersons or their designee, a representative from each of the 5 unions (designated by the respective unions), a representative from construction (designated by Construction Management), a Safety representative (designated by the ESH&QA General Manager), and the ESH&QA General Manager or designee. A complete quorum is 19 members.

Other non-voting representatives include a secretary appointed by the co-chairs, a representative from the VPP Program office and senior managers who rotate attendance at the meeting each month.

Tenure of members (excluding the President and General Manager and ESH&QA General Manager) is a maximum of 18 months.

Attendance to the CEST meetings is open to all employees.

BBWI BWXT IDAHO, LLC
COMPANY EMPLOYEE SAFETY TEAM
MEETING MINUTES
January 19, 2000
WCB#3

The meeting was opened by Nancy Makey with general introductions. Delwin Allred led the group in a couple of stretches during the safety share time. Dick Watkins shared that on a walkabout the other day, a ladder was found chained in front of a emergency electrical panel. We must pay better attention to details and not set us up for failure in situations like this.

The December meeting minutes were reviewed and approved.

Dick Watkins presented a draft of the company goals to demonstrate that the CEST goals were incorporated into the Company goals and the critical outcomes. Dick spoke to an operator at INTEC the other day and asked what ISM was. The operator gave a good description. Dick then asked what is VPP. The operator gave a good description of VPP and said they were both essential and integral parts of the safety program. Good job INTEC Operator!!! The message is getting out! Senior management strongly supports Safety Week. We need to continue to get our safety message out and it needs some excitement, enthusiasm and pizzazz in it!

Sharon Chivers provided a report from the VPP Program office. Posting the CEST meeting minutes on inotes has been good to make it more easily accessible to employees and has helped in the communication. There are more signs of VPP and ISM integrating. This is a good step. The watches are here and will be distributed to the employees who earned them during Safety

1. CHARTER

1.1 Purpose

The Specific Manufacturing Capability (SMC) Project Employee Safety Team (EST) is hereby charted. The EST's purpose is to:

- Heighten employee involvement, and provide direction to, in the Lockheed Martin Idaho Technologies company (LMITCO) Safety & Health Program, processes, and activities through an empowered employee committee.
- Involve employees in the identification and correction of hazardous activities and conditions.
- Provide assistance for the health and safety training of SMC employees.
- Assist with planning and conducting health and safety awareness programs and celebrations.
- Provide employees a significant communication pathway within the Safety and Health Program.
- Assist SMC management with developing and submitting solutions for SMC employee safety concerns.
- Assist SMC management with establishing SMC-specific safety and health goals, objectives, and action plans annually.

1.2 Goal

The EST will establish and/or support safety and health processes that will result in creating and maintaining a workplace free of injuries and illnesses using employee involvement and management leadership.

2. MANAGEMENT CHAMPION

The SMC Site Area Director is the management champion for the EST.

3. SMC EST COMPOSITION

The SMC EST is composed of employee representatives (non-management) from each of the major SMC departments, an Environmental, Safety & Health (ES&H) representative, the VPP Unit Champion, and the VPP Point-of-Contact (POC). The following departments should be represented on the committee (Appendix A lists current EST members):

- Nuclear Facility Operations
- Engineering & Product Development

TRA EMPLOYEE SAFETY TEAM MEETING
MINUTES
October 18, 1999

The TRA Employee Safety Team meeting was held on Monday, October 18, 1999 at 3:00 p.m. in the TRA-653 Maintenance building conference room. Chairman Eric McCauley conducted the meeting.

Members in Attendance

T. L. Baker, MS 7117
D. L. Barker, MS 7110
G. K. Bowden, MS 7119
E. R. Carlson for
K. Willoughby, MS 7129
C. J. Christiansen, MS 7109
K. Coleman for
B. J. Davis, MS 7121
M. J. Danielson, MS 7121
M. A. David, MS 7106
T. N. Freeman, MS 7105
J. H. Hall, MS 7119
R. C. Howard, MS 7101
C. A. Jones, MS 7135
R. L. Lane, MS 7125
E. M. Likes, MS 7100
D. M. Lucoff, MS 7117
E. E. McCauley, MS 7119
L. D. Orchard, MS 7137
P. A. Russell, MS 7106
J. S. Salinas, MS 7111
G. K. Taylor, MS 7111
A. C. Udy, MS 7129

Members not in Attendance

B. J. Davis, MS 7121
L. Frederick, MS 7132
K. Willoughby, MS 7129

Managers in Attendance

B. T. Atkinson for
A. M. Sorce, MS 7114
J. E. Dwight, MS 7101
G. E. Hinsley, MS 7100
K. L. Martin, MS 7113
D. W. Suthers, MS 7106

Guests

T. J. Tawzer, Construction, MS 5311

AGENDA AS DISCUSSED

1. Minutes of previous meeting

Minutes were amended to state that Larry Orchard would get the August safety statistics to the secretary and they would be added to the September minutes. Jay Danielson made the motion to approve the minutes as amended. Gene Taylor seconded the motion. The vote for approval was unanimous in the affirmative.

2. Safety Emphasis – Dave Lucoff

The employee safety team concept is very important in improving the safety culture at any site. Having a caring attitude where each member of the team is looking out for the other members of the team shows this. It is a sense of family.

1999
TRA EMPLOYEE SAFETY COMMITTEE REPRESENTATIVES

Date of most current revision: 10/13/99

POSITION	NAME	LOTUS ID	PHONE	MS
Management Champion	D. M. Lucoff	LUCOD	3-4419	7117
VPP Co-Point of Contact	T. L. Baker	FAN	3-4151	7117
VPP Co-Point of Contact	M. J. Danielson	MJD2	3-4329	7119
Chairman	E. E. McCauley	EEM4	3-4275	7119
Co-Chair	A. C. Udy	ACU	3-4121	7129
Secretary	E. M. Likes	EML	3-4364	7100

Department, Managers Name, Org #, Lotus ID, MS, Phone	Reps Name	Lotus ID	Phone	MS	Alternate
(1) Reactor Programs Staff, D. M. Lucoff, 5400, LUCOD, 7117, 3-4419	1 T. L. Baker	FAN	3-4151	7117	D. M. Lucoff
(2) ATR Operations, D. W. Suthers, 5410, DWS, 7106, 3-4333	2 M. A. David	MAD4	3-4512	7106	D. A. Johnson
	3 P. A. Russell	RUSSPA	3-4340	7106	E. J. Schuebert
(3) TRAMO, A. P. Hoskins, 5420, AXH, 7119, 3-4095	4 J. H. Hall	JH8	3-4203	7119	M. F. McMillan
	5 T. N. Freeman	TNF	3-4473	7105	C. J. Burtenshaw
	6 G. K. Bowden	GKB	3-4282	7119	C. H. Bradshaw
(4) Experiments / Nuclear Eng / Bettis, Plant Eng / Drafting / Construction Projects, J. E. Dwight, 5430, DW1, 7101, 3-4374	7 ~~R. C. Howard~~ CA SATTERWHITE	RQH	3-4365	7101	S. K. Penny
	8 K. Willoughby	WILLK	3-4056	7129	D. L. Vetter
(5) E S H & QA, J. W. Duling, 5440, DULIJW, 7137, 3-4201	9 L. D. Orchard	LDO	3-4360	7137	T. D. Hoskins
	10 D. L. Barker	DLB4	3-4131	7123	J. S. Caudle
(6) Training & Document Control, G. E. Hinsley, 5470, GEH, 7100, 3-4709	11 E. M. Likes	EML	3-4364	7100	D. A. Kraai
(7) Landlord, A. M. Sorce, 5490, AMS, 7114, 3-4640	12 L. Frederick	FREDLE	3-4132	7132	D. B. Lewis
(8) AEDL, K. L. Martin, 4D24, KLM, 7113, 3-4010	13 G. K. Taylor	GKT2	3-4041	7111	J. M. Hogan

Department, Managers Name, Org #, Lotus ID, MS, Phone	Reps Name	Lotus ID	Phone	MS	Alternate
(9) DOE-ID, R. V. Furstenau, DOE, FURSTERV, 7135, 3-4014	14 C. A. Jones	JONESCA	3-4279	7135	B. S. Anderson
(10) I[4] S. T. Laflin, — slaflin@srv.net, 7121, 524-5300	15 B. J. Davis K N Coleman	braddav@ srv.net	3-4245	7121	T. D. Jones
(11) Remote Systems Applications, M. J. Ross, 41F0, MJR1, 7125, 3-4327	16 R. L. Lane	RLANE	3-4187	7125	J. C. Dobbins
(12) Security, T. J. Middleton, 6118, TM4, 3226, 6-0718	17 C. J. Christiansen	CHR1	3-4370	7000	R. D. Monson
(13) Site Services, B. A. Briggs, 6520, BDB, 4112, 6-6016	18 J. S. Salinas	JSS4	3-4076	7119	S. W. Russell

BRANDON L. MOOH 78175 6740
LARSEN DIAN 34792 "
RYAN D WILLIAMS 79708 6740
Dwain E Sjostrom 29570 6740
Paul Beutler 69530 4201 (RWMC)
BART Clement 79941 7119
J P BUSHMAN 63934 6740
ERIC L. MICKELSEN 78450 2252
LINDA L SNARR 69992 5311

IRC/LL Goals and Objectives Subcommittee Charter

The IRC/LL Goals and Objectives Subcommittee is a part of the IRC/LL Employee Safety Team (EST). The purpose of this subcommittee is to develop goals and objectives for the unit and track the unit's progress toward these goals.

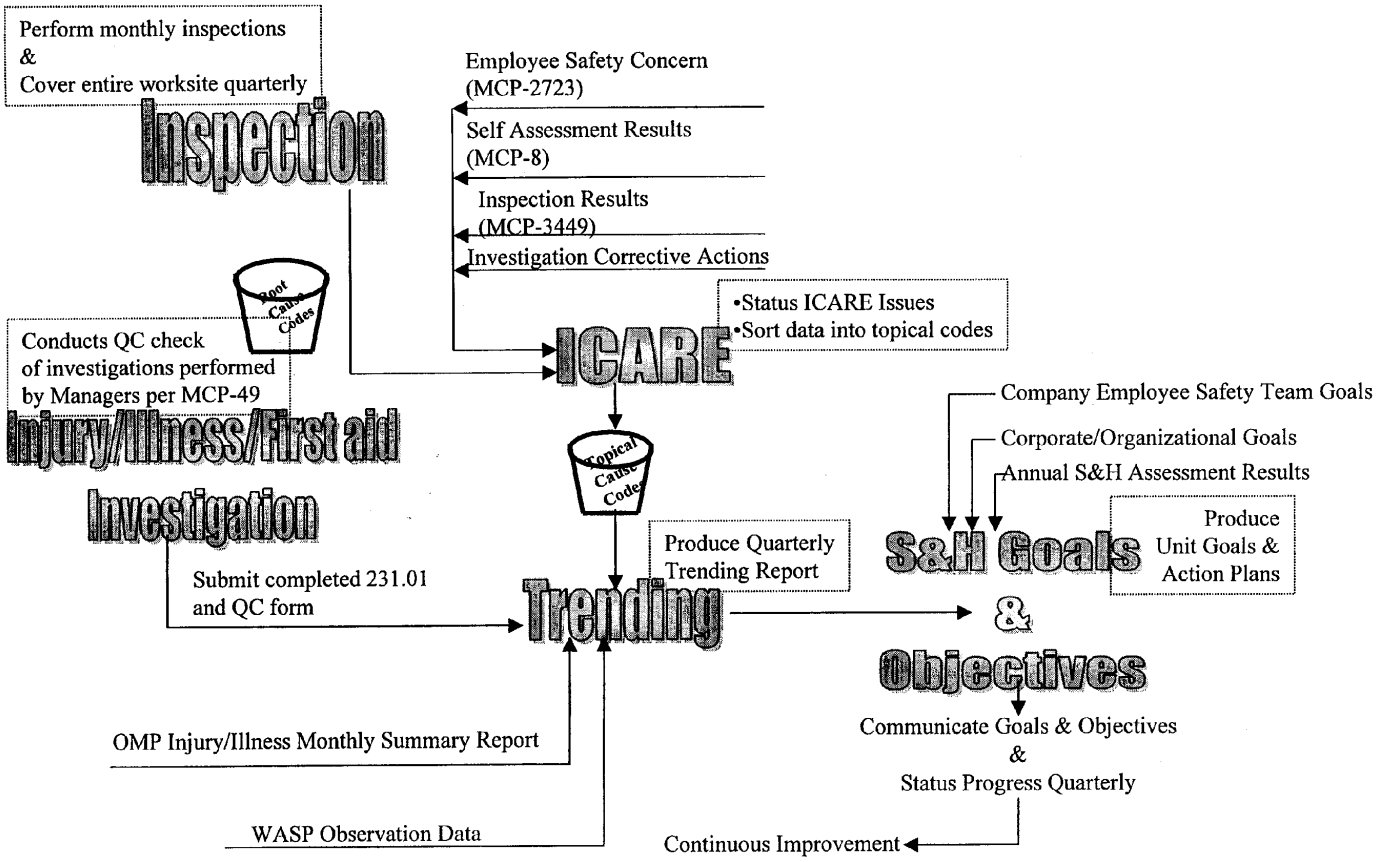
Unit goals and objectives will be formulated on an annual basis (usually based upon the Fiscal Year calendar) using information from a variety of sources. This information may include Safety and Health Statistics, Accident Investigation root causes, facility inspection results, Company Employee Safety Team guidance (CEST), VPP Project Office guidance, Employee Safety Concerns, management recommendations, anecdotal information, and other data as deemed appropriate by the subcommittee. The subcommittee should consult the unit Tracking and Trending and Investigations Subcommittees for input.

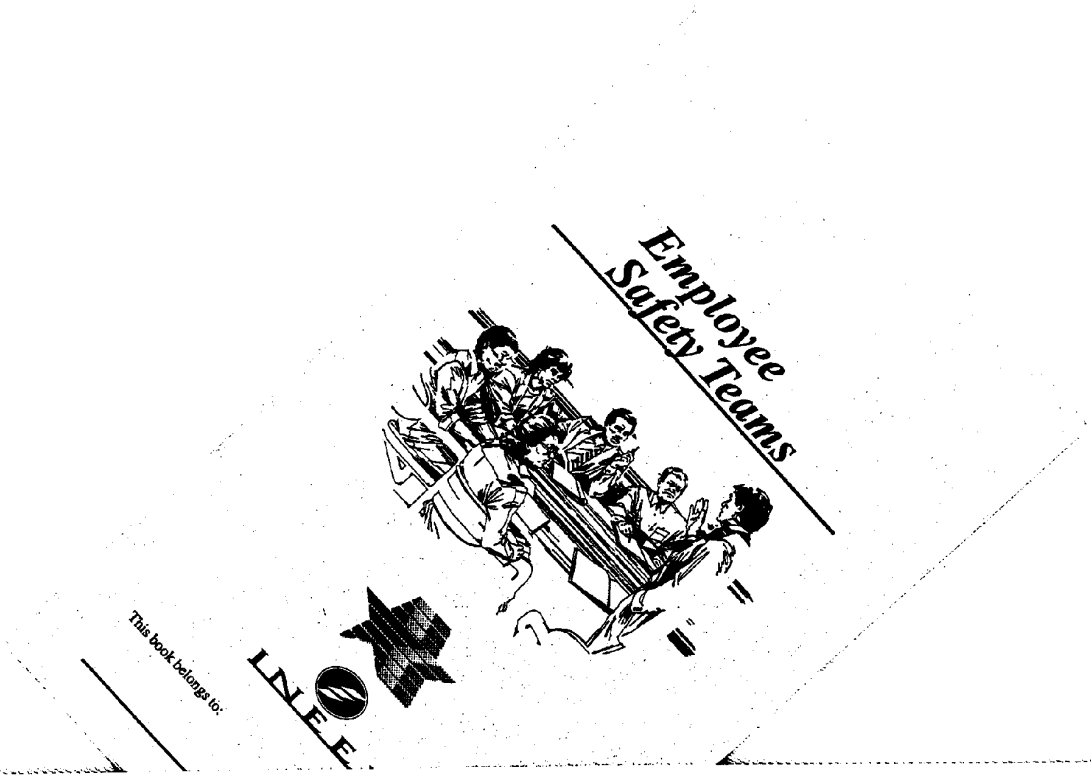
The subcommittee will also develop quantitative measures by which the unit's progress toward the goals can be measured. At least one quantitative measure will be developed for each goal. The subcommittee will present their recommendations to the EST for adoption and subsequent implementation.

The progress toward the adopted unit goals using the accepted quantitative measures will be tracked by the subcommittee and reported to the EST at least quarterly.

DRAFT

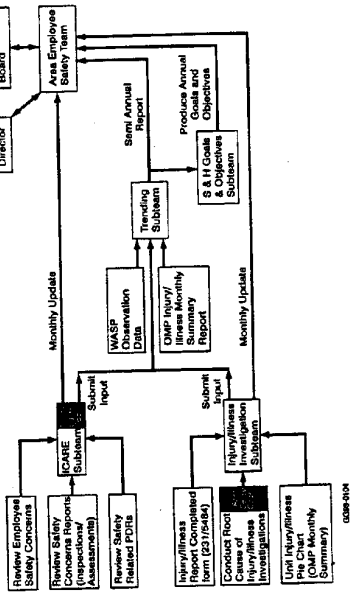
EST Subteam Interfaces





Accidents and incidents are almost inevitably preceded by "close calls" or "near misses" etc. In order to prevent accidents and incidents, you must prevent the close calls and near misses by trending this information and taking steps to correct behaviors or conditions.

Unit EST Trending Process



Root Cause Codes

Personnel Error
- Inadequate work environment
- Inattention to detail
- Violation of requirement or procedure
- Other Human Error

Equipment/Material Problem
- Defective or failed part/ material
- Equipment not available
- Equipment not maintained
- Error by manufacture
- Other equipment problem

Training Deficiency
- Training not provided
- Insufficient practice/ hands-on experience
- Content of training inadequate
- Insufficient refresher teaming
- Training not documented
- Other Teaming problems

Procedure Problem
- Inadequate procedure
- Lack of procedure
- Workers not included in development
- Other Procedure problems

Design Problem
- Inadequate man-machine interface
- Defective design
- Error in material selection
- Error in drawings, specifications;
- Other Design problems

Management Problem
- Inadequate administrative control
- Work planning deficiency
- Inadequate supervision
- Inadequate resource allocation
- Policy not clearly defined
- Other management problems

External Phenomenon
- Weather or ambient conditions
- Power failure due to weather
- Tamper, vandalism, etc.
- Other external conditions

Construction Management ES&H Surveillance Report

Area: _____ Submitted By: _____ Date of Surveillance: _____

Subcontractor: _____ Project Title: _____ Contract No.: _____

Surveillance Conducted By:

Name	Company	Title	Name	Company	Title
1.			8.		
2.			9.		
3.			10.		
4.			11.		
5.			12.		
6.			13.		
7.			14.		

Satisfactory Items Surveyed

Codes			How Many ?	Codes			How Many ?	Codes			How Many ?
C	6	Housekeeping		I	2	Hand Tools		W	58	Roll Over Protective	
C	9	Horseplay		I	40	Equipment/Tool Storage		X	4	Stairs/Ladders	
C	10	Speeding/Traffic Violations		I	75	Tools - General Requirements					
C	14	Access/Egress		J	17	Welding/Weld Equipment		IH-1	82	Air Contaminate	
C	34	Tripping Hazards		J	30	Compressed Cylinders		IH-2	79	Temperature Extremes	
C	38	Safety Program		K	12	Electrical		IH-3	48	Confined Space Entry	
C	39	General Safety & Health		K	15	Lock-Out/Tag-Out (Electrical)		IH-4	78	Respiratory Protection	
C	43	Man Working Alone		K	21	Ground/Bonding		IH-5	67	Hearing Protection	
C	45	Training/Records/Comp. Person		L	49	Scaffolds		IH-6	73	Asbestos	
C	64	Lock-Out/Tag-Out (Mechanical)		M	25	Floor Load Limits		IH-7	74	Lead	
C	71	ES&H General Safety		M	26	Manholes		IH-11	68	Ventilation	
D	5	Material Safety Data Sheets		M	27	Floor Openings		IH-12	72	Ergonomics	
D	18	Lighting (Illumination)		M	50	Handrails		IH-13	62	Painter Safety Requirements	
D	22	Hazcom Program		N	51	Cranes/Derricks/Hoists					
D	66	Sanitation		N	89	Aerial Lifts etc.					
D	80	Medical Services & First Aid		O	8	Heavy Equipment		RF-2	81	Radiation Protection	
E	19	Personal Protective Equipment		O	28	Truck/Mobile Equipment					
E	35	Fall Protection		O	41	Defective Equipment		CO	11	SWPs	
E	69	Head Protection		O	42	Startup/Backup Alarm, Emerg. Shut Off		CONT	23	Structural Stability Review	
E	70	Eye & Face Protection		O	44	Block Trailer/Vehicle Wheels		CONT	60	General Provisions	
F	3	Fire Extinguishers		O	65	Motor Vehicles					
F	20	Fire Prevention		P	16	Excavation		MSHA	59	MSHA Violation	
F	37	Propane/Heaters		Q	33	Rebar Covers/Caps					
F	63	Flammable/Comb. Liquids		Q	52	Concrete/Masonry		ENV-1	83	Spills (Oil/Chemical)	
G	13	Signs/Barricades		R	53	Steel Erection		ENV-2	84	Storm Water	
G	46	Flagging/Signaling		S	54	Underground		ENV-3	85	Laydown/Storage	
H	24	Rigging		T	55	Demolition		ENV-4	86	Proper Container Labeling	
H	29	Material Storage		U	56	Explosives/Blasting		ENV-5	87	Waste Identification/Handling Disposal	
I	1	Power Tools		V	57	Power Transmission		ENV-6	88	NEPA Conditions	

Violations Noted

This report is not intended to be an all inclusive safety report and does not relieve the Subcontractor from OSHA/INEL safety requirements.

Company Name: _____ Date of Observation: _____

Code (Letter & #): _____ How Many? _____ Finding: _____

Corrective Action Taken: _____

Condition: __ Act: __ Category: I II III Correction Date: _____ Person Responsible Initials: __

Company Name: _____ Date of Observation: _____

Code (Letter & #): _____ How Many? _____ Finding: _____

Corrective Action Taken: _____

Condition: __ Act: __ Category: I II III Correction Date: _____ Person Responsible Initials: __

Company Name: _____ Date of Observation: _____

Code (Letter & #): _____ How Many? _____ Finding: _____

Corrective Action Taken: _____

Condition: __ Act: __ Category: I II III Correction Date: _____ Person Responsible Initials: __

Company Name: _____ Date of Observation: _____

Code (Letter & #): _____ How Many? _____ Finding: _____

Corrective Action Taken: _____

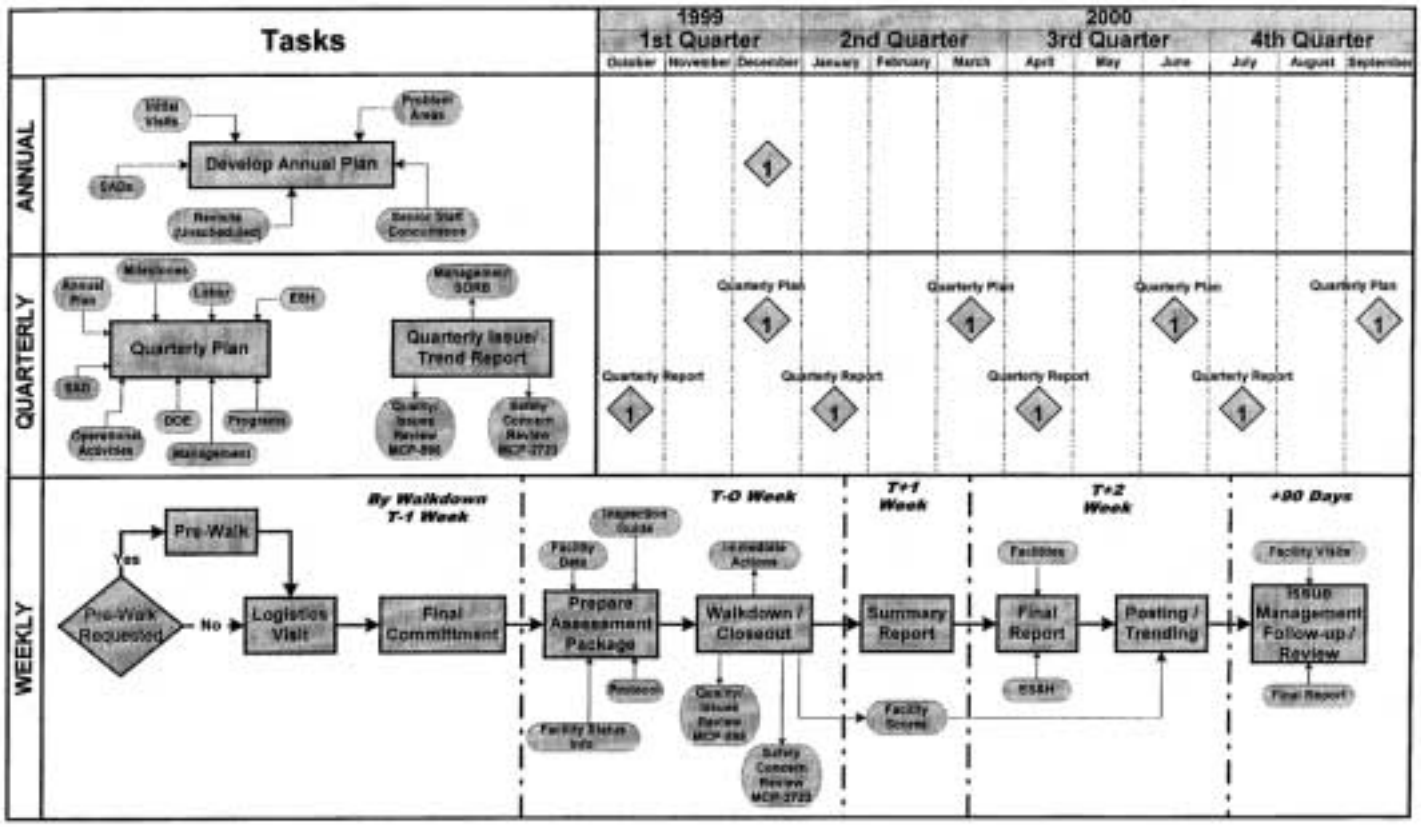
Condition: __ Act: __ Category: I II III Correction Date: _____ Person Responsible Initials: __

THE INEEL FACILITY EXCELLENCE WALKDOWN SCHEDULE

The INEEL Facility Excellence Program has scheduled the following Facilities for an INEEL Facility Excellence Walk-Down. Assessment of selected buildings, using a structured program to determine the "Audit Readiness" of particular buildings within the Facilities. Consisting of the labs and offices buildings both "in town" and on "site". The following buildings and labs were assessed and given scores, which range from 5 to an 8. (Based upon a scale of 01 to 10).

DATE	WALKDOWN #	FACILITY
DEC.15	1	TRA-608
DEC.15	2	TRA-661
JAN.05	3	CFA-621
JAN.05	4	CFA-622
JAN.12	5	CFA-662
JAN.12	6	CFA-698
JAN.12	7	INTEC-684
JAN.26	8	TAN-603
JAN.26	9	TAN-604
FEB.02	10 & 11	REDUCTION/WROC/PBF/WASTE STORAGE PER-622 & 623
FEB.09	12 & 13	RWMC/WMF-630 &WMF-655
FEB.16	14	EROB/MAILROOM, WAREHOUSE, DOCK . (A-% of floor space)
FEB.23	15 & 16	INTEC/CPP-1618 & CPP-1634
MAR.02	17 & 18	TAN-606 (PAINT SHOP) & TAN-628 (STORAGE)
MAR.09	19	CFA/CFA-696 – (2 teams)
MAR.16	20 & 21	TRA-653
MAR.23	22 & 23	WROC/PER-PER-613 WERF (mixed waste storage)&PER-619 (PBF office building)

FACILITY EXCELLENCE PROGRAM



R&D IF FACILITIES EXCELLENCE WALKTHROUGH SCHEDULE (Thursday – 9:30)				
DATE	AREA SCHEDULED	FACILITY REP	EST REP	ES&H
November 18, 1999	IF-639 – North Holmes Lab	Nick Day	Terri Nelson	Andy Butler
December 16, 1999	IF-614 May Street North IF-615 May Street South	Brad Beseris	George Cole	Dan McDonald
January 20, 2000	IF-613 North Boulevard Annex	Darrell Christensen	Andy Edwards	Doug Ardary
February 17, 2000	North Yellowstone Complex Laboratories	Gary Callen	Susan Bruyere	Saul Chessin
Tuesday March 14, 2000	IF-603 – A Wing	Ray Steele	Bob Fox	Keily Parker
April 20, 2000	IF-603 – Bio Wing/Mechanical Area Labs	Roger McMurtrey	Earl Johnson	Bob Parker
May 18, 2000	IF-603 – B Wing	Ron Sessions	Paul Evans	Andy Butler
June 15, 2000	IF-603 – C Wing	Nick Day	LaNay Robbins	Doug Ardary
July 20, 2000	IF 611 National Security Labs	Brad Beseris	Patty Bergeson	Dan McDonald
August 17, 2000	IF 602 Offices/ROB Offices	Darrell Christensen	Nancy Kraft	Bob Parker
September 21, 2000	IF-605 – Electric Vehicle Building/ Interim Engineering Demonstration Facility (IEDF)/ IF-638 Physics Building	Gary Callen	Paul Fielding	Doug Ardary

Reactor Programs 2000 In. _grated Assessment Schedule
Engineering and Project Management

TOPIC	FACILITY	FREQ	ASSESSMENT NUMBER	*	SCHEDULED	COMPLETED	SOURCE REQUIREMENT	COMMENTS
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q1	R	JAN-MAR		10 CFR 830.120 DOE 5480.19	
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q2	R	JAN-MAR		10 CFR 830.120 DOE 5480.19	
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q1	R	APR-JUN		10 CFR 830.120 DOE 5480.19	
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q2	R	APR-JUN		10 CFR 830.120 DOE 5480.19	
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q1	R	JUL-SEP		10 CFR 830.120 DOE 5480.19	
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q2	R	JUL-SEP		10 CFR 830.120 DOE 5480.19	
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q1	R	OCT-DEC		10 CFR 830.120 DOE 5480.19	
Management Oversight - Quality Improvement Assessment	TRA	Q	TRA-ENG-Q2	R	OCT-DEC		10 CFR 830.120 DOE 5480.19	
Facility Changes and Modifications	ATR	SA	ATR-ENG-S1	R	JAN-MAR		TSR 5.8.4.d	Atribute Card ATR ENG-S1
Facility Changes and Modifications	ATR	SA	ATR-ENG-S1	R	OCT-DEC		TSR 5.8.4.d	Atribute Card ATR ENG-S1
Evaluation of System Performance for Indication of Degredation	ATR	Q	ATR-ENG-Q1	R	JAN-MAR		TSR 5.8.4.g	Atribute Card ATR ENG-Q1
Evaluation of System Performance for Indication of Degredation	ATR	Q	ATR-ENG-Q1	R	APR-JUN		TSR 5.8.4.g	Atribute Card ATR ENG-Q1
Evaluation of System Performance for Indication of Degredation	ATR	Q	ATR-ENG-Q1	R	JUL-SEP		TSR 5.8.4.g	Atribute Card ATR ENG-Q1

* R = Indicates Required Assessment

*Letters after the number stand for: R, Required and T, Targeted.

2000 SELF ASSESSMENT SCHEDULE 2ND QUARTER													
ES&H&Q	JANUARY				FEBRUARY					MARCH			
ASSESSMENTS	1-4	1-11	1-18	1-25	2-1	2-8	2-15	2-22	2-29	3-7	3-14	3-21	3-28
WMF-601 RWMC-101R-M	P.BEUTLER B.HEMMIN				C.DAVIS D.DAVIS					P.BEUTLE			
WMF-602, 655 RWMC-102R-M		E.GOSSWILL B.AVERY					M.ROSEN J.ARAVE					D.CROSSL K.McCAR	
WMF-603, 639 RWMC-103R-M			D.MOORE R. KANAS			M.HEILES S.MALMS[1]					K.LOGUE J.ECHEVE		
WMF-609 RWMC-104R-M	D.MOORE D.POLSON	C.DAVIS			D.CROSSL G.JOHNSO					J.O'BRIEN J.BENNETT			
WMF-610, 618 RWMC-105R-M	V.BRISCOE S.KENSEL				K.EMANU E.GUERR[1]					C.REECE J.CHANDR			
WMF-617 RWMC-106R-M		K.EMANUEL				C.DAVIS B.MONCU					M.HEILES D.ANDER		
WMF-628, 629 RWMC-107R-M			C.REECE.				J.TAYLOR D.GRAY					K.EMANU D.SIMONS	
WMF-630, 631 RWMC-108R-M				K.LOGUE R.FERNA[1]				S.CROSSL B.PATTEE					M.HEILESO R.JOHNSO[1]
WMF-632, 633 RWMC-109R-M		M.HEILSON				D.MOORE C.NELSON					S.CROSSL D.HARPE		
WMF-635, 615 RWMC-111R-M			J.TAYLOR B.HUBAC				D.MOORE J.BARNES[1]					E.GOSSWI S.MOSS	
WMF-656 RWMC-112R-M				S.CROSSL T.BUTLER				V.BRISCO E.CAUDLE					M.NELSON J.BAGLEY
SDA/PIT RWMC-113R-M		T.WOOD				R.SAYER					R.SAYER		
WMF-604, 709, 727 RWMC-114R-Q	S.CROSSLE B.JENSEN												
WMF-620, 621 RWMC-115R-Q				V.BRISCO B.FERGUS									
WMF-636 RWMC-116R-Q			C.HAWLE J.O'BRIEN										
WMF-645, 646, 657 RWMC-117R-Q					E.GOSSWI C.SIMMO								
[1]Employee Safety Team Member													

4.2.3 RWMC Compliance Coordinator: Submit the annual integrated SA schedule to the SAD for review and approval.

(MCP-8, P 4.2)

4.2.3.1 Provide a semiannual report of the status and progress of the RWMC SA Program to the RWMC ESH&QA Manager.

4.2.4 Ensure a copy of the approved schedule, as well as any schedule changes, are sent to the Branch Vice President and the Director of Independent Oversight and Trending.

(MCP-8, P 4.2)

4.3 Conducting and Reporting SAs

4.3.1 All RWMC Employees: Perform assigned SAs using criteria from established checklists. Record results on checklists provided by the SAC.

4.3.1.1 Report both positive and negative conditions. **Stop work where a safety concern poses an imminent threat to personnel, equipment or the environment.** Verbally report any stop work actions to the RWMC Shift Supervisor and immediate supervisor. If the safety concern involves an unsafe act or behavior, immediately inform the person performing the unsafe act or exhibiting the unsafe behavior.

4.3.1.2 Sign and submit completed checklists to the RWMC SAC, along with any supporting information or observations for improvement or where recognition for achievement is warranted.

4.3.2 RWMC SAC: Maintain and track progress on SAs.

4.3.2.1 Ensure completed checklists are submitted for all scheduled SAs.

4.3.2.2 Report any uncompleted scheduled SAs to the Quality Engineering Supervisor. Maintain a log of all scheduled SAs for statusing:

A. Completion of SAs

Management Control Procedure Radioactive Waste Management Complex	RWMC INTEGRATED SELF-ASSESSMENT PROGRAM	Identifier: MCP-1775 Revision: 10 Page: B1 of B29

APPENDIX B

FY-2000 RWMC Integrated Self-Assessment Schedule

*Letters after the number stand for: R, Required and T, Targeted.

2000 SELF ASSESSMENT SCHEDULE 1ST QUARTER													
ES&H&Q	OCTOBER				NOVEMBER					DECEMBER			
ASSESSMENTS	10-5	10-12	10-19	10-26	11-2	11-9	11-16	11-23	11-30	12-7	12-14	12-21	12-28
WMF-601 RWMC-101R-M	X				X					X			
WMF-602, 655 RWMC-102R-M			X				X					X	
WMF-603, 639 RWMC-103R-M	X				X					X			
WMF-609 RWMC-104R-M		X				X					X		
WMF-610, 618 RWMC-105R-M	X				X					X			
WMF-617 RWMC-106R-M		X						X				X	
WMF-628, 629 RWMC-107R-M				X			X				X		
WMF-630, 631 RWMC-108R-M			X			X				X			
WMF-632, 633 RWMC-109R-M		X			X					X			

Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	**CONDUCT OF INDEPENDENT OVERSIGHT ASSESSMENTS**	Identifier: MCP-552 Revision: 9 Page: 1 of 12
Document Control Center: (208) 526-1202	Document Owner/Approver: IO&T Director	Effective Date: 09/10/99

Manual: 13B - Quality and Requirements Management **USE TYPE 3** DAR Number: 18756

NOTICE: The LMITCO intranet version of this document is the current revision.

Entire Document Revised

1. PURPOSE

The purpose of the Independent Oversight Program is to support the company goals of operational excellence and Integrated Safety Management. This is accomplished by providing value-added *assessment* (see def.) and examination services of the adequacy and effectiveness of company management control systems. Through a combination of Independent Assessments and line-owned management self-assessments, an integrated assessment approach is established that promotes a high level of awareness of those areas that require improvement and identifies those areas where excellence has been achieved.

The independent assessment process also supports other requirements and commitments specified in: *Integrated Safety Management (ISM)*; DOE 5700.6C, Quality Assurance; 10CFR830.120, Quality Assurance; PDD-1, Quality Assurance Program Description; PRD-101, Quality Assurance Program; ASME NQA-1, Quality Assurance Requirements for Nuclear Facility Applications; PLN-400, Program Management Plan for Environmental Compliance; and MCP-8, LMITCO Self-Assessment Process for Continuous Improvement. This procedure is used in conjunction with MCP-598, Process Deficiency Resolution.

2. SCOPE AND APPLICABILITY

This management control procedure (MCP) provides the basic required framework for Independent Oversight and Trending's (IOT) program for the conduct of *independent assessments* (see def.) in the areas of Environment, Safety, and Health, and Quality Assurance (ESH&QA); conduct of operations and maintenance; configuration management; and nuclear and nonnuclear safety authorization basis; as well as conduct of specialized assessments requested by senior management or facility/organizational management. For the purposes of this procedure, the terms: assessment, audit, appraisal, evaluation, and "audit work for others" are synonymous.

IOT activities, including assessment scheduling, planning, notification, conduct, reporting, follow-up, and assessment closeout (which includes *corrective action verification* [see def.]) are covered by this procedure. This procedure does not apply to vendor/supplier assessments, surveillance, self-assessments, management assessments or corporate assessments.

3. PREREQUISITES

3.1 All *lead assessors* (see def.) are qualified and certified in accordance with MCP-196, Training, Indoctrination, and Qualification of Auditors/Lead Auditors.

Total Safety Culture

Office Worker Observation Checklist

Date: 12/07/99 | Area: Printing / EROB

Name of observer: (optional) Juana Cruz

Categories

Body Position	Safe	At-Risk
A. Head slightly inclined forward	X	
B. Ears, shoulder, and hips lined up vertically	X	
C. Hips as far back in the chair as possible	X	
D. Ability to shift posture in the chair	X	
E. Wrists straight	X	
F. Adequate thigh and leg clearance	X	
G. Knees bent at 90° angle	X	
H. Feet supported	X	
I. Does not cradle phone between neck & ear	X	
Work Station		
A. Monitor in proper viewing distance	X	
B. Mouse at same level as keyboard	X	
C. Reduced glare on monitor	X	
D. Adequate lighting	X	
E. Most frequently used tools closest to worker	X	
F. Telephone within reach without straining	X	
G. Monitor directly in front of worker	X	

Work Techniques	Safe	At-Risk
A. Eyes on task	X	
B. Eyes on path	X	
C. Work speed	X	
D. Breaks		X
E. Walking/running travel	X	
Housekeeping		
A. No piles of papers on desk or floor	X	
C. No loose cords	X	
D. No piggy-backing of extension cords/surge protectors	X	
E. Desk/File drawers closed when not in use	X	
Other		
A.		
B.		
C.		
D.		
E.		

Comments: Not that the individuals working here have much time for sitting. I suggest getting them adequet Chairs. Chairs not ergo. correct and not the right size for there build.

I found the area to be very clean.

Thank You
Juana

JOB SAFETY ANALYSIS

Page 1 of 2

JSA #: 98-10

JOB		JSA BY	
Perform MCE and or Megger Test		Blaine Atkinson	
FACILITY/PROJECT & LOCATION TRA General Electrical JSA	DATE OF ANALYSIS 25 Feb 1998 ADDITIONAL REVIEW UPON Change in company electrical requirements	REVIEWED BY S&H REPRESENTATIVE Terrell Hoskins Terrell D. Hoskins 9 Mar 98	APPROVED BY [signature] 9 MAR 98 [signature] 3/9/98 [signature] DATE 3/9/98

BRIEFLY DESCRIBE THE JOB AND EXPECTED RESULT

Perform MCE and or Megger Test near Exposed Electrical Conductors/Components for 300-600 Volts

REQUIRED JOB TRAINING: REQUIRED PERSONAL PROTECTIVE EQUIPMENT

Electrical Worker Training

Knowledge of the equipment being tested

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	HAZARD CONTROL/PPE
1. Prepare Work Area	1.A Unqualified personnel coming in contact with bus bars or terminals on the inside of the access door or just inside the panel.	1.A.1 Only trained qualified workers may open electrical panels. Unqualified personnel may be in the Limited Approach Boundary if escorted by a qualified electrical worker and meet the NFPA 70E requirements. 1.A.2 Establish physical barriers or control access (use a second person when in high traffic areas) to the Limited Approach Boundary (3' 6" from exposed fixed conductor.) Do not leave exposed equipment unattended or without proper barriers and posting.

JOB SAFETY ANALYSIS

2. Open Electrical Panel	2.A Electrical shock and electrocution.	2.A.1	Review System Documentation or Utilize System Design Knowledge to determine voltage(s) present in the electrical configuration. Use this information to determine instrumentation rated for the circuit.
		2.A.2	Backup and 100% rule is required for electrical systems over 300 Volts. Backup must have the same safety training as the worker performing the work. Backup has no other duties, other than protecting the person performing the work from the hazards associated with electrical shock.
		2.A.3	Wear Safety Glasses with Side Shields and a minimum of Class 0 gloves
	2.B Flash burns	2.B.1	When an exposed electrical part exists, any portion of the body crossing the flash protection boundary must be protected with the flash/flame protective clothing.
		NOTE:	Full flash protection includes leather boots, flame retardant clothing, leather gloves, and a face shield
3. Rack out breaker if applicable	3.A. See JSA 97-5	3.A.1	See JSA 97-5 (Racking in/out Electrical Breakers)
4. Take Voltage Readings to determine restricted approach boundary and zero energy at the locations the test equipment will be connected	4.A. Electrical Shock and Electrocution	4.A.1	Refer to 2.A.1 -3 above
	4.B. Flash burns	4.B.1	Refer to 2.B.1 above
5. Perform MCE and or Megger Test	5.A. Electrical Shock	5.A.1	Must be a qualified electrician, have a knowledge of the equipment being tested and the test equipment
		5.A.2	If the restricted boundary is crossed Refer to 2.A.1.-2.A.3.
	5.B. Flash Burns	5.B.1	Refer to 2.B.1. Above

PASSPORT - TOTAL EXPOSURE SYSTEM

RADIATION WORK PERMIT

Report ID : TIPH900 RWP Number: 31000122 00

ALARA Task

29000601 01 01

RWP Title : 1C-W PUMP REMOVAL/GREEN ROOM INVEST/REBUILD/PTL SUPPORT
Type : GE Status: ACTIVE Date : 01/05/00 14:59
Area : TRA-RX-BUILDING -I Location: PSE: N

Approved Dose Estimate: .400 ALARA Pre-Job Brief Required: N

Work Begin Date: 01/05/00 14:43 Work End Date: 12/31/00 23:59
Extension Date : By:
Initiated Date : 01/05/00 14:59 By: KWH4 HAYES K W

ALARA Task

ALARA Task : 29000601 01 01 Status: READY Discipline: N
ALARA Desc : 1C-W PUMP REMOVAL/ GREEN ROOM INVEST/REBUILDAND
PTL SUPPORT

Entry Class : 1 Stay Time: 960 Resp Reqd : N

Radiological Conditions

Radiation	: 5-75	mrem/hr - General Area	1000	mrem/hr - Contact	
Contamination:	<200K	dpm/100cm2 - Beta/Gamma	2000	mrem/hr - Beta	
Contamination:	<200	dpm/100cm2 - Alpha	40	mrem	ED Dose Alarm
Airborne	: < 2.0 E -10	uCi/ml <.1 DACs	200	mrem/hr	ED Rate Alarm

Last Updated : 01/05/00 By: KWH4 HAYES K W

Radiation Protection Requirements

Dosimetry Type : S STANDARD (DRD/TLD) Multi-Pack Type:
"H" SEE DRESS CATEGORY "H" COVR PERIODIC RADCON COVERAG
TRNG RAD WORKER 2

Special Instructions and Hold Points

No. Special Instructions
1 CAT "H" FOR GENERAL WORK
2 CAT "L" FOR TIGHT QUARTERS OR CONSTANT CONTACT WITH
3 CONTAMINATED SURFACES
4 KEEP PUMP INTERNALS WET DURING WORK ON INTERNALS
5 AIR SAMPLING PER MCP-357
6 RCT RQUIRED TO OPEN SYSTEM
7 SPENT GASKET/INTERNALS TO BE BAGGED TO LIMIT

PASSPORT - TOTAL EXPOSURE SYSTEM

RADIATION WORK PERMIT

Report ID : TIPH900 RWP Number: 31000122 00

ALARA Task

29000601 01 01

Special Instructions and Hold Points

No. Special Instructions
7 CONTAMINATION SPREAD
8 WHOLE BODY SURVEY REQUIRED UPON EXIT FROM AREA THEN
8 PROCEED TO PCM-1B
9 IF HOLD POINTS ARE MET PLACE JOB IN SAFE CONDITION AND
9 CONTACT JOB SUPERVISOR AND RCT FOREMAN

No. Hold Point Description
1 CONDITIONS THAT VOID THIS RWP ARE AS FOLLOWS
2 GENERAL AREA CONTAMINATION >100K DPM/100CM2 B/Y
3 GENERAL AREA CONTAMINATION >200 DPM/100CM2 ALPHA
4 WHOLE BODY DOSE RATES >200 MR/HR B/Y

- End of Report -

SAFE WORK PERMIT

Site: _____ (CPP. TRA, RWMC, etc.) ☐ Construction ☐ Operations No.: _____

Section I - To Be Completed By Job Supervisor

Emergency Contact/Phone: INEEL Site: 777; Idaho Falls: 9-911; Other: _____

Job Supervisor/Company: _____ Phone: _____

Project Manager: _____ Phone: _____

Work Order/Contract No.: _____ Job Location (Bldg. & Rm.): _____

Job Title/Description (Be Specific): _____

Start Date/Time: _____ Expiration Date/Time: _____ Extended To: (Date/Time) _____

DESCRIPTION OF HAZARD

Y	N		Y	N		Y	N		Y	N	
☐	☐	1. Dust/Mists/Fumes List: _____	☐	☐	5. Flammable/Combustible Material	☐	☐	7. Height - Elevated Work	☐	☐	11. Heat/Cold
☐	☐	2. Chemical List: _____	☐	☐	6. Energy	☐	☐	8. Hoisting & Rigging	☐	☐	12. Noise
☐	☐	3. Hazardous Atmosphere			☐ Steam ☐ Electrical	☐	☐	9. Excavation *	☐	☐	13. Repetitive Motion
☐	☐	4. Welding, Cutting, Grinding, Burning			☐ Mechanical	☐	☐	10. Confined Space *	☐	☐	14. Radiation/Contamination*
					☐ High Pressure			☐ Permit Required	☐	☐	15. Laser
					☐ Temperature			☐ Non-Permit Required	☐	☐	16. Other: _____

***Other permits may be required**

PROTECTION REQUIREMENTS

☐ 1. Personal Protective Equipment (PPE)
- ☐ Head: _____
  - ☐ Head
  - ☐ Other: _____
- ☐ Eye/Face
  - ☐ Safety Glasses w/Sideshields
  - ☐ Chemical/Burning Goggles
  - ☐ Face Shield/Welding Shield
  - ☐ Other: _____
- ☐ Body: _____
  - ☐ Chemical ☐ Thermal
  - ☐ Coveralls ☐ Fire Resistant
  - ☐ Other: _____
- ☐ Hands: _____
  - ☐ Acid Resistant ☐ Solvent Resistant
  - ☐ Oil Resistant ☐ Leather
  - ☐ Abrasion, Cut & Tear Resistant
  - ☐ Temperature Resistant
  - ☐ Other: _____
- ☐ Foot:
  - ☐ Safety Shoes/Boots
  - ☐ Leather Above Ankle
  - ☐ Other: _____

☐ 2. Electrical/Mechanical Work
- ☐ Lockout/Tagout
- ☐ Justification for Live Work
- ☐ Personal Protective Equipment/Specify: _____
- ☐ Other: _____

☐ 3. Respiratory
- ☐ Supplied Air
  - ☐ Full Face ☐ Hood
  - ☐ Other: _____
- ☐ Escape Bottle
- ☐ Air Purifying
  - ☐ Full Face ☐ Half Face
  - Cartridge/Canister
  - Specify: _____

☐ 4. Fire Protection

General
- ☐ Deactivate Fire Alarms (Notification Req.)
- ☐ Equipment in Good Repair
- ☐ Extinguisher Type: _____
- ☐ Inspect Area

Precautions
- ☐ Remove/Protect Combustibles, Within 35′
- ☐ Purge/Clean Containers

Fire Watch
- ☐ Additional Person Required
- ☐ Trained on Equipment, Alarms, Fire Reporting
- ☐ Remain 30 Minutes After End of Hot Work
- ☐ Other: _____

☐ 5. Hoisting and Rigging
- ☐ Tag Lines ☐ Equipment Inspection
- ☐ Critical Lift/Person-in-Charge
- ☐ Other: _____

☐ 6. Excavation
- ☐ Sloping/Shoring ☐ PE License Required
- ☐ Barricading
- ☐ Other: _____

☐ 7. Elevated Work/Open Hole
- ☐ Guardrail ☐ Travel Restriction
- ☐ Fall Protection Plan ☐ Fall Arrest
- ☐ Other: _____

☐ 8. Support Help
- ☐ Backup Person ☐ Equipment
- ☐ Communication: _____
- ☐ Other: _____

☐ 9. Special Equipment
- ☐ Rescue ☐ Signs/Barricades
- ☐ Ventilation ☐ Lighting
- ☐ Other: _____

☐ 10. Special Requirements
- ☐ Drain and Flush ☐ Bleed/Blank/Blind
- ☐ Glove Bag ☐ Work/Rest Regime
- ☐ Heat/Cold Stress Stay Times
- ☐ Other: _____

OTHER REQUIREMENTS

No.: ATRC-09-99

Other Reviews*	Signature	Date
☐ Industrial Hygiene:		
☐ Fire Protection:		
☐ Other Safety:		
☐ Other Affected Contractor:		
☐		

* Other Signature/Permits May Be Required

Other Permit Documentation*

- ☐ Rad Work Permit:
- ☐ Outage Permit:
- ☐ Excavation Permit:
- ☐ Confined Space Entry Permit:
- ☐ Explosive Permit:
- ☐ Exposure Assessment:
- ☐ Health & Safety Plan:
- ☐ Job Safety Analysis:

Special Training: TRN-57-Fall Protection, At Risk Worker

WORKER INFORMATION

Names of Workers (print)	Training Current (supervisor initials)	S# (or visitor badge #)	Craft	Company Name	Prejob*	Initials**
E. Schuebert		058227	Operations	LMITCO		
S. Ullsperger		067900	Operations	LMITCO		

☐ See continuation sheet (Form 442.01B#) for additional names
☐ Form 434.15#, Pre-Job Briefing Attendance Record attached, provides worker information.
* Prejob briefing date
** Each worker shall initial in the space next to name after receiving briefing and reading the completed form.

Section II - JOB SAFETY REPRESENTATIVE
The SWP has been reviewed regarding hazards, protective requirements, and controls to verify adequacy for safe work to be performed. This is certification that a hazard assessment has been completed.

Comments: Work will normally be within guard rails after crane is accessed. Work outside guard rails will require fall arrest.

Name (printed): T. D. Hoskins Signature: T. D. Hoskins Date: 11 Aug 99

Section III - AREA SUPERVISOR(S) [or Designee]
All known safety factors have been considered and dealt with satisfactorily. I have satisfied myself that all affected personnel have been made aware that this work is in progress.
Comments: Access to ATRC Crane to be limited to those personnel listed under "Worker Information" above

Name (printed): R. T. Martin Signature: Date: 8-12-99

Section IV - JOB SUPERVISOR
Associated hazards and protection requirements have been identified. Will review job and associated hazards with workers listed in Section 1. Approved job to be performed according to listed requirements. Ensured that all necessary safety training for workers is current and consistent with requirements of Section 1.

Supervisors name (printed): S. D. Ullsperger Signature: Date: 8-12-99

Area inspected by (printed): Signature: Date: (Optional)

Return original, complete with signatures for filing following job completion.
A LEGIBLE COPY OF THE SWP MUST BE ACCESSIBLE AT THE JOB SITE.

CONSTRUCTION WORK AUTHORIZATION

DATE: 13 October, 99

TOP PORTION FILLED OUT BY CONSTRUCTION OR PROJECT MANAGEMENT PERSONNEL

☐ PRECONSTRUCTION
☒ CONSTURUCTION

Rev. 3

E.U.S.U. NEW 13.8 KV DISTRIBUTION SYSTEM, LOAD CENTER 1, 2 & 3 BUSDUCTS, & ELECTRICAL SERVICE TO CPP-1686.

PROJECT #: S98-295982 START DATE: 9 APRIL, 98 ESTIMATED COMPLETION DATE: 1 June, 00

SPECIFIC LOCATION OF PROJECT: INTEC

SUBCONTRACTOR(S) PERFORMING WORK: WHEELER ELECTRIC INC. AND LMITCO DIRECT HIRE SUPPORT AS REQUIRED

CONSTRUCTION OR PROJECT MANAGER: DANNY BEARD PHONE/PAGER: 6-3810 6466

CONSTRUCTION OR PROJECT COORD.: GENE GRIFFIN ENGINEER: J. Kenny Smith

WORK PHONE: 526-9992 WORK PHONE: 526-3205

HOME PHONE: 529-3271 HOME PHONE: 745-6703

PAGER/RADIO: 6469 / UNIT # 16 PAGER/RADIO: 5657 / UNIT # 11

DESCRIPTION OF WORK AND ASSOCIATED HAZARDS: Install new 13.8 kv distribution, associated equipment and lower Voltage wiring throughout the ductbank system, various load centers, substations and buildings as listed: CPP-613 Sub-10, CPP-1782 Sub-15, CPP-644 Sub-20, CPP-675 Sub-30,CPP-674 Sub-40, CPP-676 LC-1,CPP-677 LC-2, CPP-678 LC-3, CPP-1758 LC-4, CPP-1762 LC-5, CPP-1773 LC-13, CPP-1764 LC-14, B21-620 SUB-2, CPP-666, CPP-687, CPP-1770 AND CPP-1771.

ASSOCIATED HAZARDS:
NOISE: Hearing protection required in ICPP-666, RM.-208, and in ICPP-644 when the generator is in operation. RADIOLOGICAL: Prior to work Radcon Survey in building ICCP-666 and monitoring as determined by the survey. Soil disturbances (excavations) require all participants to be entered on a Radiological Work Permit prior to performing soil disturbance activities inside INTEC. CONFINED SPACES: Potentially hazardous atmosphere requires monitoring and accountability of personnel. Additional ventilation and lighting if required. OPERATING ELECTRICAL EQUIPMENT: Requires Outages, Zero Energy checks and verification prior to start of work. SUBSURFACE UTILITIES: Requires outage form submittal/approval with completed subsurface investigation and a Readiness Checklist for Subsurface Penetration/Excavation completed prior to start of work. ASBESTOS: The signs displayed at the entrances to each individual building identify Hazardous items.

FREQUENCY OF VERBAL NOTIFICATION:

☐ MONTHLY ☒ OTHER: Notify the Shift Suprv. At CPP-666 control room daily prior to start of work. Notify ICPP Power Operations Technical Support Engineer (6-6063) 24 hours prior to starting of work in Load Centers or Substations. For work on or near the bus a Power Management escort will be required. Notify Plant Shift Supervisor daily, prior to start of work, at 6-3100 of intended work scope.

RECOMMENDATIONS/OTHER DOCUMENTS: Radiation Work Permit if required, Confined space permits required for new and Existing manholes when applicable. Outages for utilities, road closures and subsurface investigations for penetrations per MCP-2733. Excavation Checklist to be completed by a Competent Person daily. JSA's for work on energized electrical systems per MCP-2731 in compliance with NFPA 70E. The requirements of the HASP for working in ECA-88. All work involving disturbances of Asbestos Containing Materials will be per MCP-2862/PRD-4002.

BOTTOM PORTION FILLED OUT BY FACILITY, AREA, OR SHIFT MANAGEMENT PERSONNEL

HAZARDS AND SAFETY INSTRUCTIONS AND RESTRICTIONS: No additional

CONSTRUCTION WORK AUTHORIZATION

FACILITY, AREA, OR SHIFT MANAGEMENT APPROVAL: Allen L Maughan DATE: 10/14/99

VERBAL NOTIFICATION REQUIRED TO (TITLE/NAME): Hale E Jones 10/14/99

(PHONE):

FREQUENCY OF VERBAL NOTIFICATION:

☐ MONTHLY ☒ OTHER: See above

OPERATIONS OR SHIFT MANAGEMENT APPROVAL: DC Turner DATE: 10-14-99

CONSTRUCTION OR PROJECT MANAGEMENT APPROVAL: J. Gary Keith DATE: 10/14/99

***Work on energized electrical systems requires a case by case review by the Manager of Construction or the assigned Construction Supervisor. ie: Gary Keith or his delegate.

Review of MCP-2731 AND MCP-2733 requirements completed. Gary Keith Per Telecon by J. Gary Keith 10/14/99
Gary Keith Date

Area Director's Representative 10/14/99
Date

PRE-JOB BRIEFING ATTENDENCE RECORD

Work Documentation Tracking/Procedure Number: 12069

Attach filled out form to applicable work control/permit documentation prior to starting work OR file as required by area/organizational procedures. Make copies as necessary.

Print Names of Workers	Training (1)	S/visitor badge No.	Craft or Job Title	Company Name (2)	Briefing Date	Worker's Initials (3)
K. L. Bagley	G.Z	65218	HEO	Limitco	6/2/99	[illegible]
S D Ullsperger	G.Z	67900	DPS		6/2/99	[illegible]
J.L Jensen	G.Z	72215	RICT		6/2/99	[illegible]
Ted Cox	G.Z	70898	Mech		6-2-99	TC
Joseph Kelvin Neeser	G.Z	65230	MECH	LMITCO	6-2-99	[illegible]
[illegible]	G.Z	64458	RCT	LMITCO	6/2/99	[illegible]
Robert Mahoney	G.Z	57662	QA		6-2-99	[illegible]
E Schuebert		58377	OPS		6/3/99	ES
Billie McDonald		54427	Mech	LMITCO	6/7/99	BKM

1. Supervisor initials block verifying employee's training required to complete the planned work is current, mark N/A for not applicable when special training (ES&H or other) not required.
2. Briefing attendee required to fill this block if other than LMITCO, may leave blank for LMITCO employees.
3. Worker's initials to indicate attendance at pre-job briefing and satisfactory understanding for all items discussed.

PRE-JOB BRIEFING CHECKLIST

Job Title: Replace servo cables on ATRC SRD #2-5.

Procedure Number or Work Documentation Tracking Number: 12069-01

Name/Title of Person Conducting Briefing: Gary Lewis Date/Time: 6-2-99 / 0915

√	Check only those items to be covered in the pre-job briefing; person giving briefing initial upon completing the review of the marked item. Ensure all personnel required at briefing are present prior to starting.	Initials
WORK SCOPE		
✓	Ensure current/approved copy of work order and related procedures are at the job work site	G.L
✓	Discuss the work scope and sequence of steps including prerequisites	G.L
✓	Discuss required system conditions before work can begin	G.L
✓	Discuss any hold points in the work package including regulatory permits	G.L
✓	Discuss whether work needs to be completed in rigid sequence or whether portions may be performed in parallel or independent of other steps	G.L
✓	Discuss housekeeping during the job, maintaining egress routes clear, final cleanup, and waste removal (required each shift)	G.L
PERSONNEL REQUIREMENTS		
✓	Provide the name of the Job Supervisor and Job Owner (such as primary owner)	G.L
✓	Review lines of communication (chain of command) and coordination between work groups	G.L
✓	Discuss personnel assignments for work performance and ensure that training requirements are current	G.L
✓	Discuss support personnel involvement	G.L
	Discuss special controls for loaner personnel	
	Walk down the work site with loaner personnel identifying known hazards	
	Review special tasks associated with this job that would require special training (mock-ups, containments, etc.) to ensure the appropriate personnel have completed the training	
	Review assignments for waste removal	
✓	Discuss RCT coverage requirements as it pertains to this job	G.L
SAFETY		
	Review requirements of Safe Work Permit	
	Review requirements of Confined Space Entry Permit	
	Review requirements of Job Safety Analysis(es)	
✓	Review potential safety issues and hazards involved in performing the work, including lighting, and controls necessary to protect employees	G.L
✓	Review technical safety requirements (TSR), limiting conditions of operation (LCO), and any other operational safety technical specifications related to the planned work	G.L
✓	Discuss personnel protection requirements such as personnel protection equipment, respiratory requirements, fire protection, elevated work, confined space, hoisting/rigging, support personnel, special equipment, etc.	G.L

POST-JOB REVIEW ATTENDANCE RECORD

Date: 6-15-99

Work Documentation Tracking/Procedure Number: 12069-03

Print Names of Workers	MS	S/Visitor Badge No.	Craft or Job Title	Phone	Company (if other than LMITCO)	Initials
R.T. MARTIN	7106 ~~7812~~	78122	ATRC RM	3-4296		RM
R.B. Mohrey	7119	57562	QA	3-4259		[illegible]
E. Klingler	7114	34283	Engineering	3-4274		EK
Schuebert, Edmond J.	7106	58227	Advanced Test Reactor Critical Facility Reactor Operator	3-4284		[illegible]
Jensen Jeffrey L.	7106	72215	RICT	3-4250		[illegible]
UIDBERGER, SCOTT D.	7106	67900	ATRC OPS	3-4396		[illegible]

POST-JOB REVIEW CHECKLIST

SUMMARY INFORMATION

Work Order Number: 12069-01 Date: 6-15-99 Foreman: R.T. MARTIN

Work Order Primary Owner (Planner): Klingler, Chaffin

Name of Craft(s): SEE ATTACHED ATTENDANCE SHEET.

Identify any suspect or counterfeit items encountered on this task: NONE

EVALUATION

The Post-Job Review Process is to improve worker involvement by providing the worker a means to identify and communicate feedback to ensure continuous improvement in work performance. Please place a 1-5 ranking (1 = Poor – 5 = Excellent) on the line preceding those items that are applicable to the task and provide comments on good job support and/or how the job support could have been improved. Thank you for your comments.

1. ESH&Q

5 Identification of potential hazards W/E of LO/TO. (1)
3 Safety Hazards/Precautions - HAZARD CONTROL SER
5 Personal Protective Equipment (PPE) CHANGED W/O A FIELD CHANGE ISSUED. (REQ PLANNER) (2)
5 Hazard Analysis Mitigation
5 Environmental Precautions
5 Waste Minimization
N/A Permits

Problems: (1) ONCE AMPHENOL DISCONNECTED AT SR DRIVE - NO ELECTRICAL HAZARD EXIST. (CONTROL BRIDGE OR)

Suggestions: (1) REMOVE REQUIREMENT FOR LO/TO

Other Comments: (2) CHANGED TO INCLUDE ELECTRICAL HAZARD; LO/TO WAS ALREADY REQUIRED.

2. Work Package Adequacy

5 Instructions
5 Readability
5 Testing
5 Prerequisites
N/A Drawings
N/A Constructibility/Maintainability
N/A Contributing Factor that Helped Job Performance
5 Detail
5 Tools
5 Scope
2 ~~5~~ Material (1)

Problems: (1) NEED FOR COMPLETE DOCUMENTATION (EQUIVALENT FORM) NOT RECOGNIZED DURING PLANNING PROCESS. IDENTIFIED BY OPS PRIOR TO USE.

Suggestions:

Other Comments:

3. System or Component Readiness

5 System Equipment Status
N/A System Turnover
5 Lock & Tag Out
N/A Supporting Documentation

Problems:

Suggestions:

Other Comments:

4. Support Coverage

5 Multiple Craft Coordination
5 Communications
4 Planning/Scheduling
5 Radiation Protection
N/A Work Delegation
5 ESH&Q
N/A Transportation
5 Engineering
5 Primary Owner

Problems: REWORK REQ'D DUE TO INCORRECT WIRE REPLACEMENT DURING SOLDERING. NOT IDENTIFIED UNTIL RETEST PERFORMED (SEE WO COMMENTS)

Suggestions: LESSONS LEARNED: (1) RE-WIRING AMPHENOLS REQUIRES CLOSE ATTENTION TO DETAIL (2) HAVE TO MAINTAIN

Other Comments: INDEPENDENCE DURING "INDEPENDENT VERIFICATION" OF WIRING CONNECTIONS.

5. Other Comments (Description):

FOR MECHANIC FOREMAN (G. LEWIS): MECHANICS TEOS HAD NO NEGATIVE COMMENTS OR SUGGESTION CHANGES. [illegible] 6-15-99

CRITIQUE MEETING ROSTER

WMF 658
DATE 1-26-00

S#	Print Name (Last, First, MI)	Signature	ORG#
38674	Wasylow J. M.	J M Wasylow	5B10
24998	Bishoff J. R.	[illegible]	5B50
34535	ROGERS, N.K.	[illegible]	—
44441	Harding Rosemary	Rosemary Harding	5B10
78653	Malmstrom Shelley	Shelley Malmstrom	3230
73436	Moore, Dianna L.	Dianna L Moore	7260
69530	Beutler, Paul	Paul Beutler	7260
71733	O'Brien, J. T.	[illegible]	7121
58593	Bennett Roger R	[illegible]	5B30
39027	Stanley, C. J.	C. J. Stanley	5B20
71934	Harwood, Kenton L.	[illegible]	5B10
32240	Baxter, Don	[illegible]	5B70
68365	AVERY, BRENT	[illegible]	5B30
69654	Kuck, Ann	Ann Kuck	5B30
78931	Akers, Twila	[illegible]	5B00
28040	HARPER DAVID L.	David L Harper	5B30
78915	Rosenleaf Mark D	Mark Rosenleaf	5B00
33267	BRISCOE, ALVA V	A. V. Briscoe	7000

Anthony J Kavran

To: James F O'Brien/JF5/LMITCO/INEEL/US@INEL, Mark D Rosenleaf/ROSEMD/LMITCO/INEEL/US@INEL
cc: Mary L Nelson/MLA/LMITCO/INEL/US@INEL, Roger Jones/RRK/LMITCO/INEL/US@INEL

Subject: Form 231.01 -- Individual Accident/Incident Report

Our records reflect this case is Recordable due to RX medication provided during a follow-up evaluation on 1/25. A response has not yet been received from line management indicating whether or not the restrictions affect the employee's abilities. (00-R-14)

---------- Forwarded by Anthony J Kavran/KVN/LMITCO/INEEL/US on 01/27/2000 08:49 AM ----------

Individual Accident/Incident Report

Official Use Only - Privacy Act

INEEL

Additional Routing:

CC: James A Van Vliet/JVV/LMITCO/INEL/US, James M Wasylow/WAS/LMITCO/INEL/US, William H Mcbath/WMS/LMITCO/INEL/US, Kenton L Harwood/KLHA/LMITCO/INEEL/US, James F O'Brien/JF5/LMITCO/INEEL/US

Return Receipt: ● Yes ○ No

INJURY/ILLNESS TO PERSONNEL

GENERAL INFORMATION

1. Organization Name: _____
   Organization Code: _____
2. Case Number: _____ Revision: ☐ Yes
3. Did accident involve more than one reporting organization? ☐ Yes ☐ No
   Multiple Case Number: _____
4. Accident Type: ☐ Injury/Illness ☐ Vehicle ☐ Property Damage ☐ Other
5. Investigation Type: ☐ A ☐ B ☐ C ☐ Non-recordable
6. Department, Divison, or I.D. Code: _____
7. Date of Occurrence (mm/dd/yyyy): 1/18/00
8. Time of Event (Military): 1400
9. Accident Occurred: ○ Indoors ● Outdoors
10. On Employer's Premise: ☐ Yes ☐ No
11. Specific Location: Walkway between WMF-604 & -620 (RWMC)

EMPLOYEE INFORMATION

12. Check One: ☐ Injury/Iliness Employee
17. Occupation: Custodian

Miscellaneous: ☐ Thermal ☐ Corrosion ☐ Water Damage ☐ Sabotage ☐ Other

28. Vehicle Type (Select One)

Light Highway: ☐ Automobile ☐ Van ☐ Pickup Truck ☐ Motercycle/Moped ☐ Highway Vehicle n.e.c

Heavy Highway: ☐ Bus ☐ Delivery Truck ☐ Dump Truck ☐ Semitrailer/Tractor Trailer/Trailer Truck ☐ Truck, n.e.c. (e.g., fire truck)

Air Rotary Wing: ☐ Helicopter ☐ Aircraft—Rotary Wing, n.e.c.

Air Fixed Wing: ☐ Jet ☐ Propeller-Driven Aircraft ☐ Aircraft Fixed Wing, n.e.c.

Other Vehicles ☐ Railroad ☐ Marine

29. Was vehicle equipped with seat belts? ☐ Yes ☐ No
If "Yes," was seat belt in use? ☐ Yes ☐ No

30. Did vehicle accident involve recordable injury? ☐ Yes ☐ No

31. Total Accident Damage: $ _____

DOE Property/Vehicle: $ _____

Non-DOE Property/Vehicle: $ _____

32. Claim Against DOE: $ _____ Paid by DOE: $ _____

Reimbursable to DOE: $ _____ Paid to DOE: $ _____

33. Are the dollar amounts final? ☐ Yes ☐ No

Equipment/Hardware/Vehicle Involved (as applicable)

34. #1 Equipment: _____
Generic (or brand) name and model.

#2 Equipment: _____
Generic (or brand) name and model.

35. Did equipment design or defect contribute to accident cause or severity? ☐ Yes ☐ No

NARRATIVE GUIDE - DO NOT INCLUDE THE NAME (OR OTHER PERSONAL IDENTIFIER) OF THE EMPLOYEE/OPERATOR OR WITNESS IN THIS SECTION.
Use third person references, e.g., "He slipped on the wet floor and broke his right toe".

36. Activity in progress at time of accident. Be specific. For example, if the employee was using, equipment or handling materials or chemicals, name them and tell what he was doing with them.

Walking from WMF-620 to WMF-656.

37. Events. Describe the accident sequentially, beginning with initiating events. Tell what happened, how it happened and end with nature and extent of injury/damage.

Employee was walking between buildings. Snow had recently been falling and had covered a patch of ice. The employee stepped onto the patch of ice and fell onto her knee. Employee reported the incident to her supervisor and was directed to go to the CFA medical facility. OMP examined employee and directed her to "(apply) ice to knee 20 min every 3 hours." OMP also imposed the following: "limited squatting or kneeling; limited stair climbing." Employee was returned to work.

Name any objects or substances (e.g., utility knife, glass beaker containing saline solution) involved and tell how they were involved.

Describe the nature of the injury/illness/damage. Name the body part effected if injury or illness (e.g., amputation of right index finger at second joint).

(see above)

Name and address of primary health care provider (e.g., physician, nurse, etc.): _____

If hospitalized overnight, name and address of hospital: _____

38. Accident Causes:

a. Conditions:
Snow-covered ice

b. Actions:
Walking

c. Factors influencing a or b.
Employee was wearing shoe with inadequate tread for icy surfaces and was walking with her hands in her pockets.

39. Corrective Actions: (If risk is acceptable, corrective action may not be necessary. If so, indicate "Not Applicable" in section "a." below.)

a. Actions Taken:
Sand was spread on the icy surface. Employee was counseled not to walk with hands in pockets and was given a pair of gloves.

b. Actions Recommended:
Voucher to be issued to employee to purchase an adequate pair of working shoes.

c. To Be Completed By: 1/28/00
(Implementation Date)

40. Report Prepared By:

Supervisor: Kent Harwood Date: 1/20/00 Telephone: 526-7046

Safety Professional: Jim O'Brien

Other: _____

41. Supervisor Responsible For Corrective Action:
Jim Wasylow Date: 1/20/0 Telephone: 526-2489

42. Accident Investigation Contact: _____ Telephone: _____
(If different from line 40)

EST Subcommittee for Injury/Illness/First Aid Investigation Followup Form	
Injury/Illness/First Aid Tracking Identifier (assigned by EST Subcommittee)	incident 1-18-00
Manager Internal Investigation	Date: January 18, 2000
EST subcommittee followup	Date: February 8, 2000
Subcommittee members participating in followup	Names: Shelley Malmstrom Brent Avery Mark Rosenlage
Was a Safety professional involved in the Manager internal investigation?	YES ☒ NO ☐ Name: Jim O'Brien
Was form 231.01 submitted within 5 business days?	YES ☒ NO ☐
Was the event description clear and concise?	YES ☒ NO ☐
Was 2 or more causes identified by the Manager internal investigation and was it listed on the reporting form?	YES ☒ NO ☐
Was root cause methodology used?	YES ☒ NO ☐
Were JSAs, Work Control documents associated with the incident reviewed?	YES ☐ NO ☐ NR ☒
Was corrective action appropriate to prevent recurrence?	YES ☒ NO ☐ NR ☐
Was injured party personally contacted during followup?	YES ☒ NO ☐ NR ☐
Did injured party agree with corrective actions?	YES ☒ NO ☐
Copy of this form submitted to responsible manager	Date:

NR = Not Required

Reporting and Investigating Occupational Injuries and Illnesses

Safety BULLETIN

Employee Responsibilities:

- Report all occupational injuries and illnesses to your immediate supervison
- Report to the nearest Medical facility before the end of the shift
- After reporting to Medical, return your Form 5860 to your immediate supervision
- Return to Medical for any follow-up evaluation as directed
- As the affected employee, participate in the investigation

Line Management Responsibilities:

- Ensure affected employee receives Medical attention
- Notify---next level of management and your S&H representative and/or ES&H Facility manager
- Follow any direction given by Medical on the Form 5860---manage restrictions, if applicable
- Initiate an investigation for **all first aids and recordables**---investigation must include employee's manager, an S&H professional and the affected employee
- Document the results of the investigation on the electronic reporting Form 231.01 and submit to the Injury/Illness Coordinator within 5 business days of the incident
  - –Using a root cause methodology, identify and list the root and contributing causes on the reporting form
- Submit a copy of the Completed reporting form to the Unit Employee Safety team chairperson
- Document any corrective actions on the reporting form, and if not corrected prior to submitting the reporting form, enter corrective actions into the Work Group task of ICARE
- Allow the Unit Employee Safety Team to review the investigation as appropriate

INEEL
Idaho National Engineering & Environmental Laboratory
BECHTEL BWXT IDAHO, LLC

Quality Assurance Department

Lessons Learned Management System

For Issues Management Support, call 6-7912

Search The Lessons Learned Database

Submit a Noteworthy Practice Report

This site is best viewed with a display resolution of 1024x768.
(click on Start/Settings/Control Panel/Display)
Call 6-5000 if you need help changing this property.

Send Comments To The LL Coordinator

Lessons Learned Coordinator: Bill Steinke
Data Analysis: Chuck Miller
Web Development: Jim Bianco

Visitors Since August 1, 1999

004409

Go Back Where You Came From

Go to the INEEL Internal Web Site

Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	LESSONS LEARNED PROGRAM	Identifier: MCP-192 Revision: 4 Page: 1 of 8
Document Control Center: (208) 526-1202	Document Owner/Approver: Quality Assurance & Oversight Director	Effective Date: 06/10/99

Manual: 13B - Quality and Requirement Management CATEGORY 3 DAR Number: 19320

NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

Effective utilization of *Lessons Learned* (see def.) information is essential in achieving operational excellence. An important function that supports achieving operational excellence, is ensuring that beneficial information is systematically integrated into management and work practices at all levels. This procedure provides the risk-based methods to identify, evaluate, share, and integrate Lessons Learned information.

2. SCOPE AND APPLICABILITY

The process begins when applicable Lessons Learned information or a *noteworthy practice* (see def.) is identified from any source. The process ends when the applicable lesson learned or noteworthy practice is effectively implemented into planning, work processes, or other activities.

This procedure applies to all company personnel performing direct or indirect funded work activities at the INEEL. This procedure meets the intent of applicable U.S. Nuclear Regulatory Commission requirements and the Institute of Nuclear Power Operations Significant Event Evaluation and Information Programs.

3. PREREQUISITES

3.1 Personnel performing actions required by this procedure have been trained on applicable sections of this procedure.

4. INSTRUCTIONS

4.1 Employees: When planning and/or controlling work, access the Lessons Learned database and retrieve any relevant and applicable information related to the work/activity, as appropriate.

4.1.1 If the work is controlled in accordance with STD-101, Integrated Work Control Process, access the lessons learned database as required by the procedure.

4.1.2 If the work/activity is not controlled in accordance with STD-101, access the lessons learned database based on the judgement of the responsible person.

iNotes

To: All Emp

Subject: iNotes: injury/illness report; environmental pager; ERO needs people; HIM Process server updated

Today's iNotes summaries:

(For a complete all-employee message, scroll down to the corresponding message)
Feb. 14, 2000

1. Feb. 14 on-the-job injury and illness report
Who needs to know: All employees

2. Environmental Pager #15
Who needs to know: All employees

3. Emergency Response Organization needs people
Who needs to know: All town employees

4. HIM Process server updated this week
Who needs to know: Employees who use the Web-based HIM Process as part of the STD-101 process

---

Today's complete iNotes messages:

1. Feb. 14 on-the-job injury and illness report

The following information concerns recent on-the-job injuries and illnesses and is provided in an attempt to increase awareness and prevent recurrences. ESH&QA General Manager Dick Watkins asks that you review this information and determine its relevance to your work, so similar incidents that could involve you or your co-workers don't happen.

Click here: http://ihome.inel.gov/iNotes/Attachments/2.14.00_Case_Summary.html

2. Environmental Pager #15: Cultural Resources

The following information concerns recent on-the-job injuries and illnesses and is provided in an attempt to increase awareness and prevent recurrences. ESH&QA General Manager Dick Watkins asks that you review this information and determine its relevance to your work, so similar incidents that could involve you or your co-workers don't happen.

Friday, January 14, 2000

- A painter working at CFA developed swelling in the right knee which the employee related to kneeling to get on and off a creeper/crawler used to paint the bottom of a TMI video stand. The pain and swelling developed and increased over the weekend. The employee tried unsuccessfully to report the condition to a Supervisor on Monday, so contacted the CFA clinic where the individual was referred to a personal physician. The employee has a pre-existing personal medical condition that probably increases the susceptibility to develop such a condition and increases the risk of complications associated with it. The employee's personal physician prescribed medication and subsequently had to drain fluid from the employee's knee when the condition did not improve. The employee was unable to work two days and worked at limited duty for an additional six days before recovering from this condition.

Tuesday, January 18, 2000

- A custodian working at RWMC sprained a left knee when the employee slipped on a patch of snow covered ice and fell while walking between buildings. The employee was evaluated by Medical and provided over the counter medication. However, during a follow-up evaluation a week later prescription medication was also provided. As a result, this case met the requirements for classification as OSHA Recordable.

Thursday, January 20, 2000

- An office specialist working at EROB experienced a muscle spasm in the back while working at a computer workstation the individual had just moved to. Reportedly, the monitor was in such a position that the employee had to twist to view it. The individual's pain increased with time and after about a week, the individual sought evaluation by Medical. The employee was treated with prescription medication, heat treatments, and ultra sonic stimulation, which meet the criteria for classifying the case as OSHA Recordable.

Monday, January 24, 2000

- A Business Specialist working at EROB developed problems with the wrists, which the employee associated with computer keyboarding. Medical evaluation of the employee's symptoms identified the presence of objective findings consistent with the presence of a CTD. The employee was referred off-site for further diagnostic testing, with results indicating a need for surgery. The employee has since undergone surgery on one wrist. As a result, this case is classified as OSHA Recordable with lost workdays.

- An engineer experienced a strain to the right knee when the individual slipped on an icy spot in a cleared pathway at RWMC and fell. The employee sought evaluation by Medical the following day when pain and swelling increased significantly, and was referred off-site for further evaluation by an orthopedist. The orthopedist reportedly determined the injury to be a stretched ligament, and instructed the employee to stay off work for a couple of days and then return at light duty. As a result, this case is classified as OSHA Recordable with lost and restricted workdays.

Tuesday, January 25, 2000

- A materials specialist working at CFA sustained a strain to the lower back assisting a coworker load a 4' by 8' piece of Foam Core onto a delivery truck. The material had been brought to the truck by forklift. The injured employee and the coworker tipped it on its side and pushed/pulled to position it on the delivery truck. The material was about 7" thick and weighed approximately 200

RWMC FY99 Injury Summary

Date	FA/Rec	Injury Location	Causal Factors	Root Cause(s) (Action(s) taken)	ICARE Req'd
10/5/98	FA	Finger	a. Employee didn't check for sharp edges b. Leather glove tears	1. Equipment difficulty-Unexpected Failure	Yes/No
11/24/98	Rec	Knee	a. Wet asphalt	1. Work Environment-Rain/Snow	Yes/No
1/7/99	Rec	Finger	a. Sharp edge left on cut pipe. b. Employee didn't check for burrs c. Employee wore no gloves	1. Management System-No SPAC 2. Training-Task Not Analyzed 3. Immediate Supervision-No Preparation 4. Procedures-Procedures Not Required, but should be	Yes/No
1/19/99	FA	Fall on Back	a. Area looked dry, but wasn't b. Fluctuating temps created freeze and thaw cycles c. Wind blowing d. Inadequate lighting	1. Work Environment-Lights Need Improvement 2. Immediate Supervision-Preparation	Yes/No
5/12/99	FA	Buttocks	a. Poor housekeeping	1. Management System-SPAC not used 2. Immediate Supervision-No Supervision (Employees informed via Lotus Note (11/10) to pay more attention to hazards within vehicles, especially subcontractor vehicles). ICARE SCR 9379	Yes/No
6/8/99	FA	Ankle	a. Employee's boots not laced b. 2½ inch edge on sidewalk c. New employee	1. Management System-SPAC not used 2. Training-Task Not Analyzed	Yes/No
6/8/99	Rec	Elbow	a. Job involves overhead reaching b. Hazard was not marked	1. Immediate Supervision-No Preparation 2. Training-Task Not Analyzed (Yellow/Black tape was installed around edges of vents in WMF-618 (11/4) Employees informed of hazard via Lotus Note (11/10)). ICARE SCR 9382	Yes/No

IRC/Leased Labs
Listings of Root Causes

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Equipment/Material Problem	0	1	0	0								
Procedure Problem	0	0	0	0								
Personnel Error	0	0	1	0								
Design Problem	1	0	4	0								
Training Deficiency	0	0	0	0								
Management Problem	0	0	0	0								
External Phenomena	0	0	0	0								
Radiological/Hazardous Material Problem	0	0	0	0								

Root Cause: Identify the root cause of the accident, determine which category it falls into from the list provided and document the root cause category in response to Question 38.c on the investigation form.

iTalk INEEL

iTalk *is published for BBWI employees*

Company reaffirms its disciplinary policy

This message is from Bernie Meyers, BBWI president:

In the five months since BBWI assumed the contract at the INEEL, senior management has been pleased with the work ethic demonstrated by the vast majority of the work force. Together we've achieved a number of successes.

Later this month we will acknowledge the contributions of our nonrepresented work force with the distribution of merit monies. We redesigned the process to ensure that high performers receive rewards commensurate with their contributions. Throughout the year, we'll have other opportunities to recognize excellence in our work force.

However, since assuming the contract, we've also had to administer some fairly strong discipline as a result of serious violations of company policies by a few individuals.

We have terminated individuals for possession and use of alcohol or drugs on government property and in government vehicles. In accordance with company policy, we've also terminated individuals who have been convicted of felonies. We've suspended others for violation of policies and procedures, including travel cost accounting violations and failure to follow work-planning documents designed to ensure the safe conduct of tasks. We have reclassified individuals where their performance did not meet the established expectations for the positions they held. While unfortunate, the actions of these employees left management little choice.

To avoid recurrence of these events in the future, I feel it's important to reaffirm for all employees our commitment to the ethical and safe conduct of work here at the INEEL.

In the INEEL Standards of Conduct & Business Ethics pamphlet provided to all employees at the time of transition or upon their hire subsequent to that date, BBWI specified its expectations of employees for:

1) being thoroughly familiar with and adhering to company policies and procedures;
2) being sensitive to situations that could lead one to engage in illegal, improper or unethical conduct; and
3) taking action against such behavior.

All new employees have been and will continue to be required to certify that they have received and read this document.

In addition to providing general direction about expected performance, this document provides a few examples of unacceptable behavior. The document also advises employees that failure to comply with company standards of conduct or company policy may be grounds for discharge or other disciplinary action, adapted to the circumstances of the particular violation.

However, please bear in mind the list of examples of unacceptable behavior isn't intended to be all inclusive or to otherwise limit the company's right to discipline or discharge employees when deemed appropriate.

Disciplinary action may be taken not only against individuals who authorize or participate directly in violation of the standards of conduct or BBWI policy, but also against

- Any employee who has failed to report a violation
- Any employee who withholds relevant and material information concerning a violation
- The violator's managerial superiors, to the extent that the circumstances of the violation reflect inadequate supervision or lack of diligence
- Any employee who attempts to harm or slander another employee or the company through false or misleading accusations
- Any supervisor or above who attempts to retaliate or encourages others to retaliate, directly or indirectly, against an employee who reports a suspected violation.

BBWI is committed to aggressively pursuing instances of noncompliance with company policies and procedures to ensure a safe and professional work environment for all employees.

If you would like another copy of the INEEL Standards of Conduct & Business Ethics to refresh your understanding of the company expectations for professional, ethical and safe behavior, you can request a copy of the document from your management team or call Employee Relations at 526-3468.

I would like to thank all of you who have conscientiously complied with the policies and procedures that have been implemented to ensure the ethical and safe conduct of operations. I feel that the ethical and safe conduct of operations is necessary to ensure a long and mutually beneficial future for the INEEL and all of us who work here.

Support Services structure, roles explained

This message is from Rick Parsons, Support Services director, who wants employees to understand how the directorate is structured and what the various roles and responsibilities are within that organization.

Over the last few months, the Support Services Directorate has evolved significantly. The overall mission of Support Services is to manage INEEL records, documents, text and graphic services, and support systems. These departments and their functions support the overall mission of the directorate:

Document Management — *Shanda Furniss, department manager.* Document Management's responsibilities include publishing, distributing and maintaining all company-controlled documents that ensure worker, public and environmental safety, including engineering drawings and operational procedures (approximately 160,000 documents).

The department includes all Document Control Centers, the Electronic Document Management System (EDMS) and Correspondence Control. Under Shanda's management, D. Blaine Jensen supervises the EDMS. Marcy Klein is acting supervisor of Document Control and Correspondence Control.

Administrative Services — *Tad Pearson, department manager (acting).* The Administrative Services Department includes senior program administrators (PA) for each of the major INEEL functional areas: Laboratories, EM programs, Site Operations, Site Services and Infrastructure, and Business Management.

The PAs manage and coordinate all support services for their assigned functional areas to provide those services (such as document control, records management, workplace resources, and document and graphic services) efficiently as an integrated part of the functional area and each project team within the functional area.

Workplace Resources — *Tad Pearson, department manager.* Workplace Resources' responsibilities include providing INEEL-wide printing and copying, photography, videographic and mail services. Ed Kamoe supervises the Print Shop, Photo/Video/Micrographics and Mail Systems organizations. Craig Walker supervises the Office Services organization.

Records Management — *Peter Hugus, department manager.* Records Management's responsibilities include establishing the processes and tools necessary to support the post creation life-cycle management (e.g., capture, inventory, maintenance/use and disposition) of all INEEL-contractor generated recorded information.

Such information would include but not be limited to records that support the following functions: administrative, engineering, scientific, operations, environmental, health and safety. More than 14 million archived records and approximately 7 million active records are at the INEEL.

Additionally, Records Management coordinates the creation and maintenance of all company level forms. Under Peter's management, Lorrie Robb supervises the Records, Policies and Programs organization.

Document and Graphic Services — *Tad Pearson, department manager.* The Document and Graphic Services Department helps organizations INEEL-wide prepare and produce scientific and technical information for both internal and external publication and use.

Under Tad's management, Craig Walker supervises both the Writing/Editing organization and the Graphic Arts organization. Jan Ulrich-Garner is the acting supervisor of Text Processing. These organizations provide writing, editorial, text processing and graphic services INEEL-wide for printed documents, electronic (intranet and Internet) documents, CD ROM information products exhibits and presentations.

Standards Based Management Systems (SBMS) — *Regena Alsen, department manager.* The SBMS is a combination of processes and software tools that provide INEEL staff with laboratorywide procedures and guidelines that are current, accurate and relevant to the work they perform. Regena's department will develop and maintain the SBMS at the INEEL.

Kally Barker is acting supervisor of the Source Requirements function, which coordinates the evaluation and rolldown of requirements documents, including orders and directives, and federal, state and local laws, as well as company policy. R. Brad Holder, acting supervisor of the Procedure Systems group, is responsible for implementing the procedure and guidelines component of the SBMS.

INEEL
Idaho National Engineering & Environmental Laboratory
BECHTEL BWXT IDAHO, LLC

Thomas L Clements
06/06/99 06:47 AM

To: Norman K Rogers/NMR/LMITCO/INEEL/US@INEL, Mary L Aitken/MLA/LMITCO/INEL/US@INEL
cc: Christa M Poenitz/CSP/LMITCO/INEL/US@INEL, Bryant K Ford/BKF/LMITCO/INEEL/US@INEL, James M Wasylow/WAS/LMITCO/INEL/US@INEL, Randy D Sayer/RDY/LMITCO/INEEL/US@INEL, Jim R Bishoff/JBX/LMITCO/INEL/US@INEL, Kenton L Harwood/KLHA/LMITCO/INEEL/US@INEL, Kim H Young/KHY/LMITCO/INEEL/US@INEL, Gerald W Custer/CSTR/LMITCO/INEEL/US@INEL, Leon A Butler/LAB/LMITCO/INEEL/US@INEL, William H Mcbath/WM5/LMITCO/INEL/US@INEL, Shawn D Heath/HEATSD/LMITCO/INEEL/US@INEL

Subject: Star-Ready Final Report for RWMC

Big Congratulations to the Kim, Mary Lou, RWMC Employee Safety Team, WASP reps, and all the other folks that made the VPP assessment for RWMC successful. You folks have done an excellent job in improving our focus on safety. Well Done!

Mary Lou-- please forward this note to all those that helped. I appreciate their significant contributions to the overall effort.

---------- Forwarded by Thomas L Clements/TLC/LMITCO/INEL/US on 06/06/99 06:34 AM ----------

Bowen W Huntsman
06/04/99 09:54 AM

To: Thomas L Clements/TLC/LMITCO/INEL/US@INEL, Norman K Rogers/NMR/LMITCO/INEEL/US@INEL, Mary L Aitken/MLA/LMITCO/INEL/US@INEL
cc: Sharon C Chivers/SCC/LMITCO/INEEL/US@INEL

Subject: Star-Ready Final Report for RWMC

VPP STAR Review.RWMC.doc

Work as quickly as possible to resolve your 2 conditions and as soon as you are ready to close them out, call the Project office and we will meet with you and finish it up. Basically, if there were any documents that were suggested in the recommendations, these documents will need to be "approved" and you will need to provide demonstrated evidence that the documents/process/procedure,etc. has been used at least once. If you have any questions at all, please call me. Thanks a million.

INEEL

Janet L Curtis 09/24/99 11:23:53 AM

To: R L Blair/RBLAIR/LMITCO/INEEL/US@INEL
cc:

Subject: Safety - Caught in the Act

Congratulations!!! You have earned yourself a gift certificate from VPP unit 11. Please contact me at 6-0886 and I will let you know what gift certificates we have available so you can choose which one you want.
Thank-You for thinking safety first!!!!!!!!!

---------- Forwarded by Janet L Curtis/CUR/LITCO/INEL/US on 09/24/99 11:22 AM ----------

Karan R Croft
09/22/99 04:08 PM

To: Janet L Curtis/CUR/LITCO/INEL/US@INEL
cc: R L Blair/RBLAIR/LMITCO/INEEL/US@INEL

Subject: Safety - Caught in the Act

I was returning to work from lunch today and walking past the handicapped parking in front of TSA. I observed Lawrence Blair stop, pick up a good size rock which blended in with the color of the sidewalk that was laying in the middle of the sidewalk, and remark that someone could step on it and either fall or sprain an ankle. He carried the rock to the rock border next to the building and deposited it where it was safe from anyone tripping or falling over it.

Katharine M Johnson
10/12/99 04:07 PM

To: Janet L Curtis/CUR/LITCO/INEL/US@INEL
cc:

Subject: Safe Employee--Bob Bell

Last Wednesday an employee parked his vehicle in the ISC parking lot, but left it in neutral, and headed to TSA/B. Bob Bell saw the vehicle start to roll towards others and the trash cans. Noticing that the vehicle was locked with no way to stop it, he threw his briefcase under the wheels, stopping the car, and then called to the employee. Bob's briefcase wasn't damaged, but the rings inside his Day Planner were badly bent. He was able to get the day planner replaced from Franklin.

I would like to commend Bob for his quick thinking and for actively caring for his fellow employees by preventing what could have been a dangerous situation.

Mickey

xxxxx	Your excellent work supporting the EPA Superfund Technical Support Project
xxxxx	Your excellent work supporting the EPA Superfund Technical Support Project
xxxxx	Your exceptional service in the preparation of the OU5-12 Comprehensive Remedial Investigation/Feasibility Study
	Achieving ASNT National Level III certification in ultrasonics and electromagnetics
x	Your exceptional service in the preparation of the OU5-12 Comprehensive Remedial Investigation/Feasibility Study
xxxxx	Your participation and supp;ort at the 1999 Young Women's Conference in Idaho Falls, Idaho recently
xxxxx	Outstanding LabView programming in support of the technology licensing of the Electro-Optic High Voltage Sensor
xxxxx	Your participation and supp;ort at the 1999 Young Women's Conference in Idaho Falls, Idaho recently
xxxxx	Your participation and supp;ort at the 1999 Young Women's Conference in Idaho Falls, Idaho recently
xxxxx	Your valuable contribution to the Separations Program culminating in a number of recent Invention Disclosure Record submittals
xxxxx	Your valuable contribution to the Separations Program culminating in a number of recent Invention Disclosure Record submittals
xxxxx	Your fantastic support in preparing for the SCFA mid-year review
xxxxx	Your excellent performance in support of Secretary Richardson's visit to INEEL accommodating several last minute requeswts from a variety of people within LMITCO and DOE, and did so in a very professional manner
xxxxx	Your responsiveness, initiative, and terrific support in installing much needed lighting in NBA's lowbay and facility mods for better handicapped access. Thank you!
xxxxx	Your responsiveness, initiative, and terrific support in installing much needed lighting in NBA's lowbay and facility mods for better handicapped access. Thank you!
xxxxx	Your professional, dedicated, and safe contribution to the success of the Drum and Liner Opener design, fabrication and testing.
xxxxx	Your exceptional performance for year-end project closures for the environmental programs.
xxxxx	The extraordinary effort you provided to meet a challenging deadline for the compressed gas vulnerability assessment per a company commitment in regards to the fatality at TRA
xxxxx	The extraordinary effort you provided to meet a challenging deadline for the compressed gas vulnerability assessment per a company commitment in regards to the fatality at TRA
xxxxx	The extraordinary effort you provided to meet a challenging deadline for the compressed gas vulnerability assessment per a company commitment in regards to the fatality at TRA
x	Your quick response, in the Department Manager's absence, to summarize information, identify candidates, and present four training sessions in four days, site-wide, about Work Control and Hazard Recognition
xxxxx	Your exception performance and assistance in securing CAA program funding
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ISM/VPP PASSPORT TO EXCELLENCE

Participate in a Safety Inspection/ walkthrough.

This can be accomplished by participating with the Safety professionals, with your employee safety team, or being a member of a Facility Excellence Inspection team, or you may simply perform a personal walk through of your work area. If your participation is a personal walk through submit your input to your supervision.

Employee signature: _____

Date: _____

Participate in or review the results of an investigation of an injury/illness incident in your VPP Unit.

Contact your immediate supervision or safety representative for a summary of the last incident.

Employee signature: _____

Date: _____

Participate in performing a DO IT or a WASP Observation either as an observer or an observee. These techniques have been discussed in the Total Safety Culture workshop in which the majority of employees participated over the past 3 years.

You may contact the VPP Project office if you need a reference to these techniques.

Employee signature: _____

Date: _____

Review and discuss with a coworker the 8 Guiding Principles of ISM.

These principles are located on the ISM Homepage.

Employee signature: _____

Date: _____

Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	RADIOLOGICAL PERSONAL PROTECTIVE EQUIPMENT	Identifier: MCP-432 Revision: 7 Page: 1 of 5
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Safety and Health	Effective Date: 08/14/98

Manual: 15B – Radiation Protection Procedures CATEGORY 2 DAR Number: 14126

NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

To provide direction for the selection and use of Personal Protective Equipment (PPE), Protective Clothing (PCs) and respiratory equipment, to control external and internal exposure to radioactive contamination.

2. SCOPE AND APPLICABILITY

This procedure applies to all personnel entering radiological areas where radioactive contamination exists.

3. PREREQUISITES

3.1 Personnel performing work requiring respiratory protective equipment are qualified through appropriate training and medical evaluations. Lockheed Martin Idaho Technologies Company (LMITCO) Manual 14B, MCP-2726, Respiratory Protection, contains respiratory protection guidance for normal use and emergency response, and training and medical requirements.

3.2 During emergency response, the environment is assumed to be Immediately Dangerous to Life and Health (IDLH; such as atmospheres containing unknown contaminants, oxygen deficient, and/or low in total atmospheric partial pressure), until the environment has been evaluated.

4. INSTRUCTIONS

4.1 Emergency Response Personnel: IF this is an emergency response situation, THEN use a pressure demand or other positive pressure *Self-Contained Breathing Apparatus (SCBA)*(see def.).

NOTE 1: *Radiological PPE is used for radiological control purposes only. Using PPE for purposes beyond that authorized by the Radiological Control Organization (RCO) is contrary to As-Low-As-Reasonably-Achievable (ALARA) principles and waste minimization practices, and detracts from worker performance.*

NOTE 2: *Any addition to or variation of PPE requirements may be due to other safety, radiological, or physical factors.*

4.2 Radiological Control (RadCon): Use Appendices A and B to select the appropriate protective clothing based on the INEEL Radiological Control Manual

ESH&QA Awareness Training

Personal Protective Equipment (cont'd)

Foot Protection

As with all safety gear, your footwear depends on your job.

Substantial shoes (leather uppers that come above the ankle) are required in all construction areas. Open-toed shoes are NOT to be worn outside of the office environment.

Safety shoes must be ANSI-Z41-approved Class 75 and may be purchased from shoemobile vendors or from approved local retail stores (use Form 442.20).

Hand Protection

Fingers, hands, and arms are injured more often than any other part of the body.

Wear appropriate hand protection when exposed to hazards that could cause lacerations, abrasions, punctures, chemical burns, etc., or when working with temperature extremes.

Make sure you use the proper hand protection for the hazards in your work activities.

ESH&QA | Awareness Training

Personal Protective Equipment (cont'd)

Safety Glasses

Signs are posted in areas that require safety glasses and there is usually a receptacle in the area that contains safety glasses for your use.

Wear safety glasses whenever and wherever required. Additional eye protection may be warranted for special hazards like lasers, welding, chemical dispensing, etc.

Safety glasses must be ANSI-287-approved and have side shields.

Head Protection

Your head may be exposed to possible injury from falling or flying objects.

Hard hats are designed to protect your head. They must be worn in posted areas.

Hearing Protection

High-noise areas are posted and the need for hearing protection is identified.

In areas where hearing protection is required, the company provides approved hearing protection.

ESH&QA | Awareness Training

Personal Protective Equipment (cont'd)

Radiological Contamination Protection

Radiation and contamination areas are posted and must not be entered without radiological worker training.

Individuals who are trained and qualified to enter contamination areas must wear special personal protective clothing called anti-C (anti-contamination) clothing. Radiological workers may also be required to wear respirators and additional layers of anti-C clothing.

The PPE requirements for radiological workers is detailed on the Radiological Work Permit (RWP).

Respiratory Protection

For your safety, certain jobs require employees to use respiratory protective devices. These employees must be trained prior to wearing this type of PPE.

To receive the required training or for more information, contact your supervisor or an area safety and health professional.

Body Protection

You might be exposed to potential injury from heat, cold, chemicals, etc. Wear protective garments such as fire resistant coveralls, welding leathers, and splash aprons to protect yourself from these and other bodily hazards.

Due Date	Due Late	Model WO	Generated WO	Title	Planner	Comments
22-Dec-99	13-Jan-00	15083	21304	Loop RPU A/C Unit Semi-Annual Inspections (Outage)		
30-Dec-99	21-Jan-00	17732		670-HVA-4 Air Conditioner Quarterly Inspection	Martin	Deferred Once

January

01-Jan-00		16618	22436	654-1 10 Ton Crane Before Use PM		
01-Jan-00	15-Feb-00	19581		601-M-1 Deepwell #1 Semi-Annual Inspection		Perform the 3 Year PM (19584)
01-Jan-00	01-Apr-00	19583		601-M-1 Deepwell #1 Annual Inspection		Perform the 3 Year PM (19584)
03-Jan-00		22674		PM AEDL RAD Monitoring Instruments, Group C12	Cawley	
11-Jan-00	11-Apr-00	14467	15438	M-133 Bypass Demin Strainer Annual Inspection		
11-Jan-00	11-Apr-00	22051	22768	670-C-2 Canal Crane Annual Inspection		
12-Jan-00	26-Feb-00	14744	21305	IT3 and IT3X Timers Semi-Annual Check (Outage)	Chaffin	
14-Jan-00	14-Apr-00	22738	22884	Hot Cell HEPA Filter Annual DOP Test	Fullmer	
15-Jan-00	29-Feb-00	15484		1D PCP UV & OC Relay Semi-Annual & Annual (Outage)	Pearson	
15-Jan-00	29-Feb-00	13489	21306	670-M-10 Semi-Annual Emergency PCS Pump Inspection (Outage)		
15-Jan-00	15-Apr-00	22755		662-1 30 Ton Crane Annual Inspection	Martin	
15-Jan-00	15-Apr-00	18831	21493	HVS-3 Annual Inspection		
15-Jan-00	14-Oct-00	21515	22216	M-509 Portable Air Compressor 3 Year UPV Inspection		
15-Jan-00	29-Feb-00	22171		648-24 Battery Bank Semi-Annual Inspection	Pearson	Do Annual Rundown (22170)
15-Jan-00	15-Apr-00	21309		NR-3 & 4 Casks Annual Weld Inspection	Bradley	
15-Jan-00	15-Apr-00	22170		648-24 Battery Bank Annual Rundown	Pearson	
19-Jan-00	18-Oct-00	19125	21262	M-10 Air Dryer 3 Year UPV Inspection		
19-Jan-00	18-Oct-00	19126	20490	M-9 Air Dryer 3 Year UPV Inspection		
20-Jan-00	20-Apr-00	21642	22124	HCDC-2 Hot Cell Disposal Cask Annual Inspection		
20-Jan-00	19-Feb-00	16284	21307	RCR Panel and Cabinets 2-Cycle Inspection (Outage)		
20-Jan-00	20-Apr-00	21851		WE-3 Cask Annual Inspection	Pace	
27-Jan-00	27-Apr-00	22109		D-15 Rx Main Floor Airlock Door Annual Inspection (Outage)	Fullmer	

February

01-Feb-00	02-May-00	19587		650-M-1 Deepwell #3 Annual Inspection	Johnson	Perform the 3 Year PM (19589)
01-Feb-00	17-Mar-00	19585		650-M-1 Deepwell #3 Semi-Annual Inspection	Johnson	Perform the 3 Year PM (19589)
02-Feb-00	27-Feb-00	17442	22885	E-11 PPS Battery Bank 100 Day Surviellance	Pearson	
04-Feb-00	26-Feb-00	19172		672-M-1 Deepwell #4 Quarterly Inspection	Johnson	Do Annual (19175)
04-Feb-00	26-Feb-00	19551		PS-1 Quarterly Setpoint Check	Cawley	
09-Feb-00	25-Mar-00	13513	22886	NMIS HVAC Semi-Annual Inspections	Pace	
09-Feb-00	10-May-00	22680		619-6 Raw Water Pump Annual Inspection	Johnson	
10-Feb-00	11-May-00	21491		HVE-6 Exhaust Fan Annual Inspection	Fullmer	

WORK SCOPE:

Location: IRC Facilities

Perform semi-annual inspection & PM on Air Handling Equipment.

Notes:

This is a "General Intent Compliance" work order, the sequence of steps worked are not restrictive unless noted in the body of the work order.

This work order consists of three sections:

SECTION A: General Requirements
SECTION B: PM Tasks
SECTION C: Repairs & Documentation

SECTION A: GENERAL REQUIREMENTS

PRE/POST-JOB NOTIFICATIONS:

IF-602 Guard Desk - 6-1350
Facility Operations Specialist, Gary Callen, 6-0469, Pager 5174

PERMITS:

H = Lockout/Tagout	_X_ (LEVEL I)	B = SWP (Safe Work Permit)	___
I = Outage	___	J = Fire Impairment	___
N = Burn Permit	___	M = Confined Space Entry	___
F = Fall Plan	_X_	N/A = No Permits Required	___

Note: Air handlers that are equipped with electric heaters have two (2) power sources which must be isolated prior to starting work.

This work order action, determined as routine maintenance, is covered under 10 CFR 1021, Appendix B to Subpart D, Section B1.3.

TRAINING:

Lockout/Tagout Training
"Higher Than Normal Risk Employee" Electrical Safety Training

PERSONAL PROTECTIVE EQUIPMENT:

Safety Glasses w/Side Shields
Leather Gloves

PERIODIC MOBILE CRANE LOAD TEST AND INSPECTION

Inspection By: _____ Equipment No: _____

Location: _____ Date: _____

The following checklist identifies the items to be inspected before the load test. All inspections shall be made in accordance with the DOE Hoisting and Rigging Manual Section 4.0. Any unusual conditions observed during inspection should be noted under "Remarks." Equipment shall be inspected prior to load test.

Notes:
1. NDE Inspector shall verify the inspection is completed. Prior to initial use, all cranes in which load-sustaining parts have been altered, replaced or repaired shall be load tested by a qualified inspector.
2. Load test at 100% of the manufacturer's rated capacity at any selected working radius. Load test shall not exceed 100% of manufacturer's rated capacity.

No.	Crane Item	Defect	OK	No.	Crane Item	Defect	OK
1	Wire Rope			9	Hydraulic Hoses		
2	Cracked or Worn Sheaves and Drums			10	Mechanical Controls		
3	Limit Switch (anti-two-blocking)			11	Drive Chains		
4	Boom			12	Swing Clutches		
5	Master Clutch			13	Hoist Clutch Lining		
6	Steering Clutches			14	Hoist Drum Brake Bands		
7	Hydraulic Pump			15	Open Gears		
8	Hydraulic Controls			16	Boom Jibs (where applicable)		

No.	Carrier Item	Defect	OK	No.	Carrier Item	Defect	OK
1	Steering Gears and Connections			3	Tires and Wheels		
2	Brakes (service and hand)			4	General Lubrication		
	Operating Test				Overall Condition		

Remarks: (Unusual conditions, noises, structural cracks, misalignment, etc.)

_____

_____

_____

Safety Items: (Fire extinguisher, signs, guards, etc.) _____

RIGGING ACCESSORIES ANNUAL INSPECTION (CHAIN)

Inspector: _____ Quality: _____ Inspection Date: _____

Note:

1. NDE Inspector shall witness and verify all steps below.
2. All inspections shall be in compliance with the DOE Hoisting and Rigging Manual Section 8.0.
3. Proof test to 200% of manufacturer's rated capacity to certify new equipment procured without manufacturer's certification. Test loads shall be accurate within -5%, +0% of the stipulated values.

Inspection

_____ 1. Hang chain in a vertical position, if practical, for preliminary inspection. Chain should hang reasonably straight if links are not distorted.

_____ 2. Measure accurately the reach (inside of crane ring to inside of hook) under no load when new and at each inspection, and keep a record of increase in length.

_____ 3. Check for localized stretch and wear, lift each link from its seat and visually inspect for grooving. If grooving is noticed, check stock diameter of links to be within the minimum safe dimension in the table below.

_____ 4. Sharp transverse nicks should be rounded out by grinding.

_____ 5. Check for evidence of heat damage.

Chain slings shall be immediately removed from service if any of the following conditions are present:

a. Cracked or deformed master links, coupling links, etc.

b. If hooks are cracked, or opened more than 15% of normal throat opening measured at the narrowest point, or twisted more than 10 degrees from the plane of the unbent hook.

c. If wear at any point of any chain link exceeds that shown in the table.

Maximum Allowable Wear at any Point of Link

Chain Size (Inches)	Max Allowed	Chain Size (Inches)	Max Allowed
1/4	3/36	1	3/16
3/8	5/64	1 1/8	7/32
1/2	7/64	1 1/4	1/4
5/8	9/64	1 3/8	9/32
3/4	5/32	1 1/2	5/16
7/8	11/64	1 3/4	11/32

Size and Length: _____ Actual Load Test: _____ Capacity: (SWL) _____

Remarks: _____

NDE Inspector shall inspect hook by visual examination, liquid penetrant examination, or magnetic particle examination.

NDT Inspections of hooks/rings etc.: _____

NDT Inspector: _____ Date: _____

DRILL REPORT

__ Tabletop __X__ Walk-through	Scenario Number __06.03.99 IF__	
Drill Controller(s): D. L. Thompson, S. L. Crossley, B. Diehl	Date of Drill: 07-21-99	Crew: IF 601, 602, 603, 605, 611, 627, 638, 655, 657 INEEL Research Center (IRC) Complex

Summary of Scenario Events and Player Actions:

The drills were building evacuation drills initiated by pulling a manual fire alarm. The following are the time lines.

0930 Pre-drill notifications were made by the Warning Communications Center (WCC) to the Idaho Falls Fire Department (IFFD), Security Post 105, and the Alarm Center.
0930 A pre-drill briefing was conducted.

The Chief Controller notified the WCC prior to and after each alarm was activated. Security was not asked to respond until the IF 602/603/655 evacuation.

IF 627
1000 Pulling a manual fire alarm in the building initiated the building evacuation. Personnel evacuated to the appropriate assembly area.
1004 Personnel accountability was achieved and reported by the Area Warden Coordinator (AWC) to the Emergency Point of Contact (EPOC).
1004 The alarm was reset and personnel returned to work.
1005 The simulated IFFD arrived. The EPOC provided accountability and building information, then transferred command.
1006 The chief controller terminated the IF 627 drill with the WCC.

IF 611
1009 Pulling a manual fire alarm in the building initiated the building evacuation. Personnel evacuated to the appropriate assembly area. There are no Area Wardens (AWs) for this building. The alarm was activated for employee education.
1013 The chief controller terminated the IF 611 drill with the WCC.

IF 602, 603, 655
1026 Pulling a manual fire alarm in the buildings initiated the building evacuations. Personnel evacuated to the appropriate assembly area.
1030 Security unit #1 arrived on scene.
1032 Security units 2, 3, and 4 arrived on scene to control access.
1034 Personnel accountability was achieved and reported by the AWC to the EPOC.
1035 The alarm was reset and personnel returned to work.
1035 The simulated IFFD arrived. The EPOC provided accountability and building information, then transferred command.
1037 The chief controller terminated the IF 602-603-655 drill with the WCC.

IF 601

1050 Pulling a manual fire alarm in the building initiated the building evacuation. Personnel evacuated to the appropriate assembly area.

1053 Personnel accountability was achieved. The alarm was reset and personnel returned to work.

1054 The simulated IFFD arrived. The EPOC provided accountability and building information, then transferred command.

1058 The chief controller terminated the IF 601 drill with the WCC.

IF 638

1059 Pulling a manual fire alarm in the building initiated the building evacuation. Personnel evacuated to the appropriate assembly area.

1101 Personnel accountability was achieved. The alarm was reset and personnel returned to work.

1102 The simulated IFFD arrived. The EPOC provided accountability and building information, then transferred command.

1104 The chief controller terminated the IF 638 drill with the WCC.

IF 657

1107 Pulling a manual fire alarm in the building initiated the building evacuation. Personnel evacuated to the appropriate assembly area. . There are no AWs for this building. The alarm was activated for employee education.

1108 Personnel accountability was achieved. The alarm was reset and personnel returned to work.

1108 The chief controller terminated the IF 657 drill with the WCC.

IF 605

115 Pulling a manual fire alarm in the building initiated the building evacuation. Personnel evacuated to the appropriate assembly area.

1116 Personnel accountability was achieved. The alarm was reset and personnel returned to work.

1116 The simulated IFFD arrived. The EPOC provided accountability and building information, then transferred command.

1117 The chief controller terminated the IF 605 and IRC Complex drill with the WCC, who made termination notifications.

Noteworthy Response Actions:

The EPOCs, AWCs, and AWs performed their tasks efficiently and effectively, with no problems noted.

Recommendations for Improvement:

none

D. L. Thompson 08-11-99
Submitter/Date

G. J. Horton/08-17-99
Drill/Exercise Coordinator/Date

EMERGENCY PREPAREDNESS

Section updated 7/23/99. Changes include:
EP020000, ERO Facility Activation/Orientation - HAZMAT Assessment Specialist and Radiological Assessment Specialist has been removed from the target audience.
EP070000, Emergency Event Notifications - Status Board Keeper has been added to the target audience.
EP100000 or EP10A000, Protective Actions - HAZMAT Assessment Specialist and Radiological Assessment Specialist have been removed from the target audience.
EP110000, Recovery Planning - Technical Specialist has been removed from the target audience.
EP120000, Consequence Assessment - Technical Specialist has been removed from the target audience.

Note: Shaded areas represent new courses and should be evaluated for each employee.

If you...	You must complete	Duration and Setting	Training Frequency	Pre-requisite	References
are a new: Emergency Action Manager, Support Manager, Security Leader, Operations Manager, Logistics Manager, Planning Manager, Emergency Coordinator, Emergency Director, EOC Support Director, Security Specialist, Public Information Director, Command Team Status Board Keeper, Security Emergency Coordinator, Planning Support Director, Assessment Specialist.	**EP010000 Emergency Management Orientation**	1.5 hrs. Classroom	Initial	Emergency Response Organization (ERO) Membership	INEEL Emergency Plan/RCRA Contingency Plan, Vol. 16A, Ch. 12.
are a new: Emergency Action Manager, Support Manager, Security Leader, Operations Manager, Logistics Manager, Planning Manager, Emergency Coordinator, Emergency Director, Support Director, Security Emergency Coordinator, Command Team Status Board Keeper, Security Specialist, Planning Support Director, Assessment Specialist, Public Information Director.	**EP020000 ERO Facility Activation/ Orientation**	1.5 hrs. Classroom	Initial	ERO Membership	INEEL Emergency Plan/RCRA Contingency Plan, Vol. 16A, Ch. 12.
are a new ERO member.	**EP030000 ERO Log keeping (CBT)**	1 hr. CBT	Initial	ERO Membership and Emergency Management Orientation (EP010000) and ERO Facility Activation/Orientation (EP020000)	INEEL Emergency Plan/RCRA Contingency Plan, Vol. 16A, Ch. 12.
are a new: Emergency	**EP040000**	2 hrs.	Initial	ERO Membership	INEEL

INEEL

INEEL Emergency Plan RCRA Contingency Plan Companywide	TABLE OF CONTENTS	Identifier: PLN-114 Revision: 13 Page: 1 of 2
Document Control Center: (208) 526-1202	Document Owner/Approver: Manager, Emergency Preparedness	Effective Date: 12/01/99

Manual: 16A – Emergency Preparedness

DAR Number: N/A

NOTICE: The intranet version of this document is the current revision.

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV
--		Executive Summary	3
1		Introduction	6
2		Emergency Response Organization	4
3		Offsite Response Interfaces	4
4		Operational Emergency Event Classes	6
5		Notifications and Communications	4
6		Consequence Assessment	5
7		Protective Actions	4
8		Medical Support	3
9		Recovery and Reentry	3
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11		Emergency Facilities and Equipment	3
12		Training	6
13		Drills and Exercises	4
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		APPENDICES	
A		APPENDIX A – Acronyms and Initialisms	3
B		APPENDIX B - Definitions	4
C		APPENDIX C - MOUs/MOAs	5
D		APPENDIX D - Maps	2
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F		APPENDIX F – References and Related Documents	2
G	*	APPENDIX G - Spill Plans	2
H	*	APPENDIX H – Emergency Equipment Lists	2
I	*	APPENDIX I - Emergency Coordinators	2
J	*	APPENDIX J - Protective Action Supplements	2

INEEL Emergency Plan RCRA Contingency Plan Companywide	TABLE OF CONTENTS	Identifier: PLN-114 Revision: 13 Page: 2 of 2

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV
K	*	APPENDIX K - Chemical Spill Avoidance and Response Plan	2
L		APPENDIX L - TAA-Specific Information	3
M	*	APPENDIX M – Experimental Breeder Reactor-I	2
N	*	APPENDIX N - ARAs	2
O	*	APPENDIX O - NODA	2
		ADDENDA	
		Central Facilities Area	Manual 16A-1
		Idaho Chemical Processing Plant	Manual 16A-2
		Radioactive Waste Management Complex	Manual 16A-3
		Test Area North	Manual 16A-4
		Test Reactor Area	Manual 16A-5
		Waste Reduction Operations Complex	Manual 16A-6
		Power Burst Facility	Manual 16A-7
		Idaho Falls	Manual 16A-8
		Transportation	Manual 16A-9
		ISFSI	Manual 16A-10

* These Appendices are facility-specific and therefore are not located in the base plan but rather in the facility-specific addenda.

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Idaho National Engineering & Environmental Laboratory

Management Control Procedures Warning Communications Center	TABLE OF CONTENTS	Identifier: TOC-44 Revision: 7 Page: 1 of 1
Document Control Center: (208) 525-1202	Document Owner: Physical Services Supervisor	Effective Date: 03/16/00

Manual: WCC Manual – Volume A

Change Number: N/A

DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
MCP-34	Pager Group Changes (WCCO.01.00)	0
MCP-2876	Unusual Occurrence Report (WCCO.02.00)	0
MCP-2877	DOE-ID Headquarters South Building Access (WCCO.04.00)	1
MCP-2879	Telephone Conference/Conference Bridging (WCCO.07.00)	0
MCP-2880	INEEL Communications Systems SCADA Alarm Monitoring	3
MCP-2881	NCIC/ILETS Terminal (WCCO.09.00)	0
MCP-2882	Still Video Recorder Setup (WCCO.10.00)	0
MCP-2883	Emergency Response Organization Page Response Test (WCCO.11.00)	1
MCP-2885	INEL Warning Communications Center Activity Log Use (WCCO.13.00) **) – Incorporated into MCP-3833**	--
MCP-2886	Shift Change Routing (WCCO.14.00**) – Incorporated into MCP-3834**	--
MCP-2887	EOC/WCC Equipment Function Checks (WCCO.15.00)	0
MCP-2888	Snow Removal Action Criteria (WCCO.18.00)	1
MCP-2889	WIPP Trupact II Shipment Notification (WCCO.19.00)	1
MCP-2890	NCR Backup (WCCO.20.00) **– Canceled – NCR machine no longer used.**	--
PLN-539	Configuration Management Plan for Warning Communication Center (WCC)	0

INEEL

Warning Communication Center	TABLE OF CONTENTS	Identifier: TOC-45 Revision: 12 Page: 1 of 1
Document Control Center: (208) 526-1202	Document Owner/Approver: Physical Services Supervisor	Effective Date: 01/25/00

Manual: WCC Manual – Volume B DAR Number: N/A

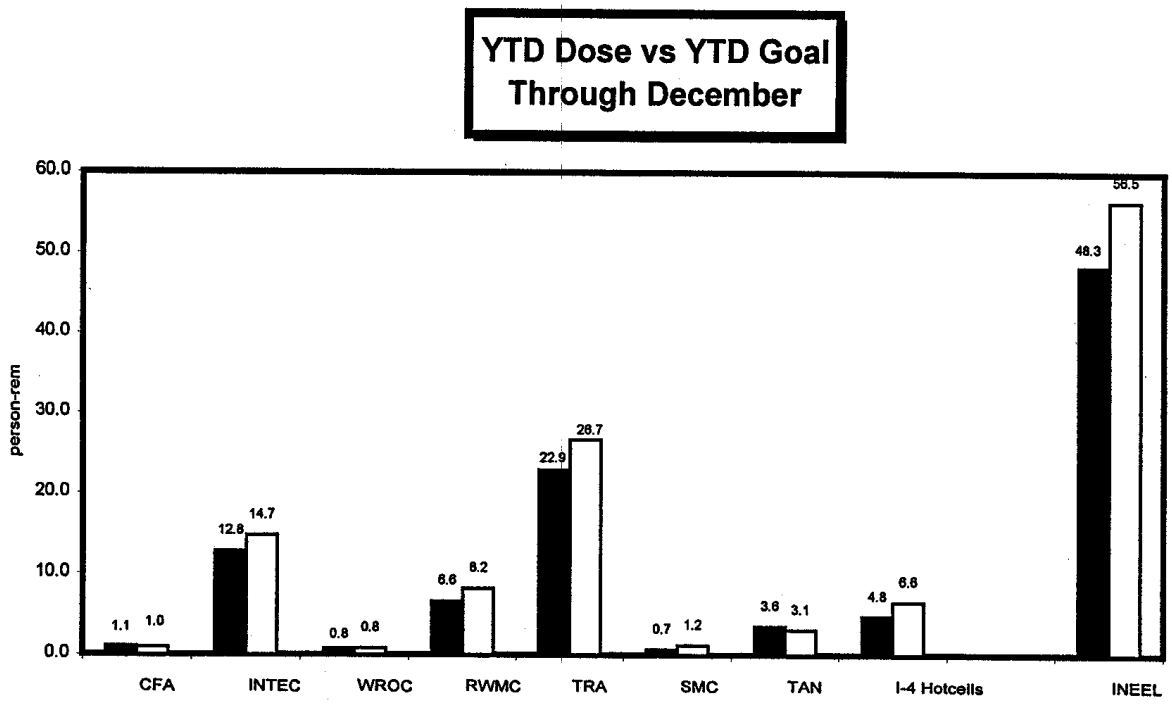
NOTICE: The intranet version of this document is the current revision.

DOC. ID.	SECTION OR DOCUMENT TITLE	REV
MCP-2891	Operational Emergency Notifications to Off-Site Authorities (WCCE.02.00)	3
MCP-2892	INEL Site Facility Notification (WCCE.03.00)	0
MCP-2893	INEL Facility Evacuation (WCCE.04.00)	0
MCP-2894	INEEL Warning Communications Center Evacuation and Loss of Power (WCCE.05.00)	1
MCP-2895	On-Site Vehicle Incident/Accident (WCCE.06.00)	0
MCP-2896	Off-Site Vehicle Incident/Accident (WCCE.07.00)	0
MCP-2897	Fire Response to INEL Facilities (WCCE.09.00)	0
MCP-2898	Ambulance Response (WCCE.10.00)	0
MCP-2899	INEEL 777 Emergency Telephones (WCCE.13.00)	1
MCP-2900	Severe Weather/Road Closures (WCCE.14.00)	1
MCP-2901	Radiological Shipment Incidents – Region Six (WCCE.15.00)	1
MCP-2902	Hazardous Material Shipment Incidents – Region Six (WCCE.16.00)	0
MCP-2903	WIPP Trupact II Shipment Emergency Response (WCCE.17.00)	1
MCP-2904	Long Haul Shipment Contingencies (WCCE.19.00)	2
MCP-2905	INEEL Telephone Operator Call Out (WCCE.20.00)	0
MCP-2906	Emergency Operations Center/Emergency Response Organizations Mobilization (WCCE.21.00)	2
MCP-3032	Fort St. Vrain Response (WCCE.22.00)	2
MCP-3033	ANL-W Dial 13 Emergency Fire or Medical Request (WCCE.12.00)	0

Executive Summary
Radiological Control Performance Indicator Report 1999

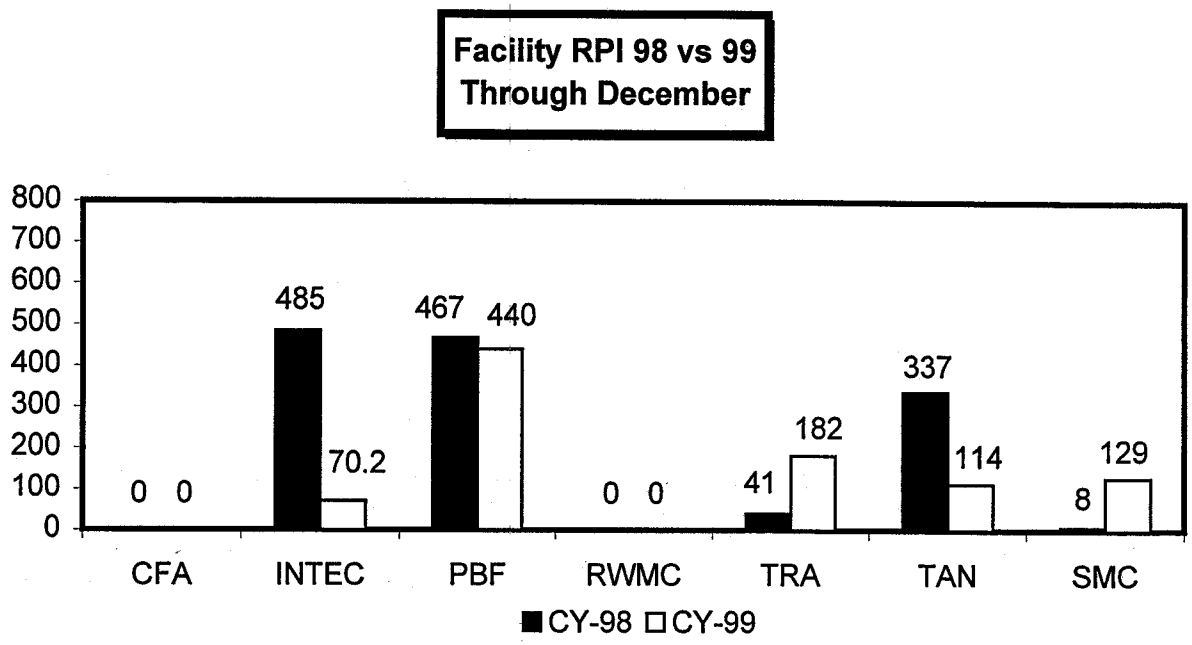
This document provides a report and an analysis of the Radiological Control Program through the end of Calendar Year 1999 (CY-99). This Performance Indicator Report is provided in accordance with Article 133 of the Company Radiological Control Manual.

Radiological work through the end of the year was reduced as training for ISMS implementation continued at most facilities. TMI fuel work at TAN was deferred during the fourth quarter resulting in a reduced ALARA goal to 3.1 person-rem. This lowered the Company goal to 56.48 person-rem. This chart shows performance and goal year to date for each facility and the INEEL.

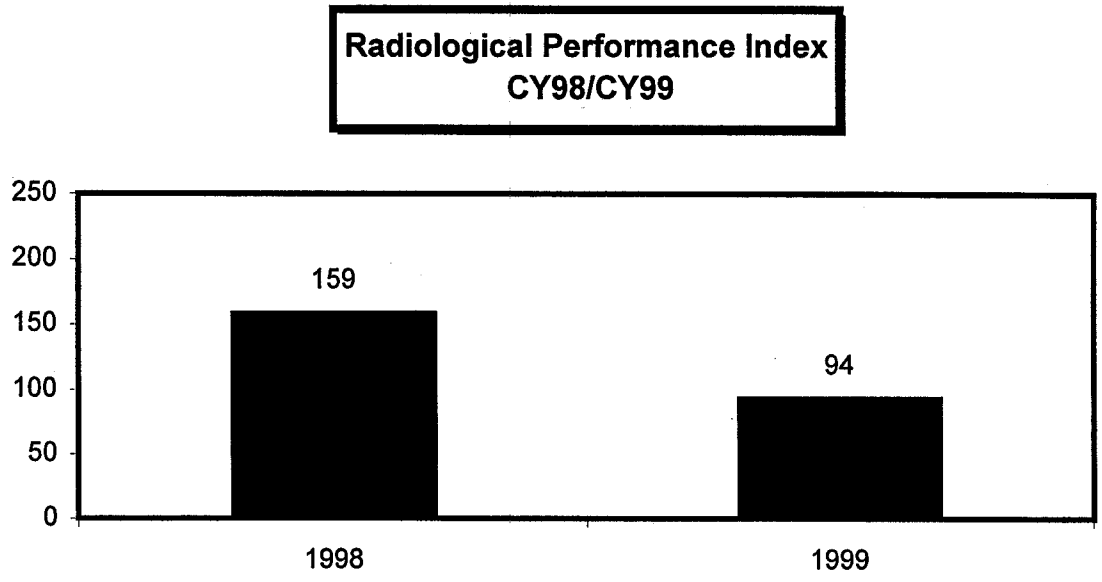


International Isotopes Idaho Inc. (I-4) is a privatized organization responsible for the TRA Hot Cell operation. Their performance is not carried in the INEEL totals. The I-4 data is for information only.

The following chart provides a CY-99 RPI comparison by facility. One facility should not be compared to another. Compare each facility's individual performance year to year.



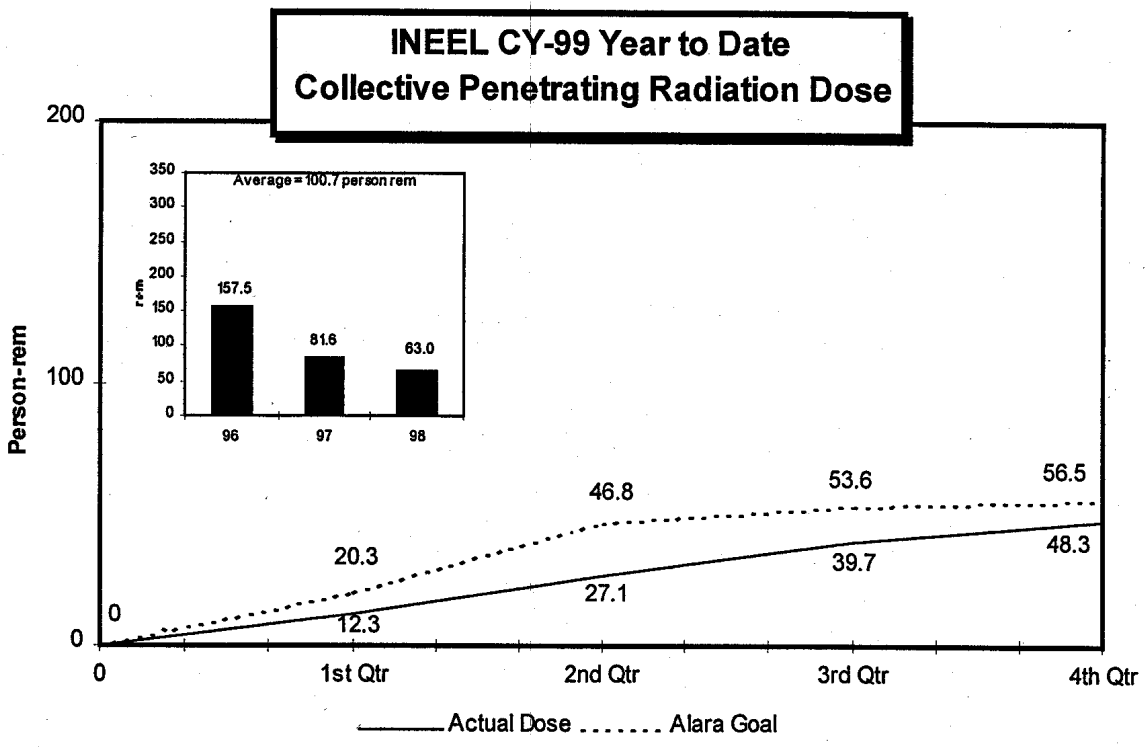
The following chart is used to compare the overall company RPI data with the previous year's values for the same period of time (fourth quarter).



The RPI in the charts above is based on RWP hours worked, so the comparison takes into consideration the difference in the actual hours worked in a radiological area to normalize the value; 268,681 RWP hours for CY-98 and 280,308 hours for CY-99.

The INEEL Performance Indicators are designed to reflect a challenging, yet positive control of occupational radiological work.

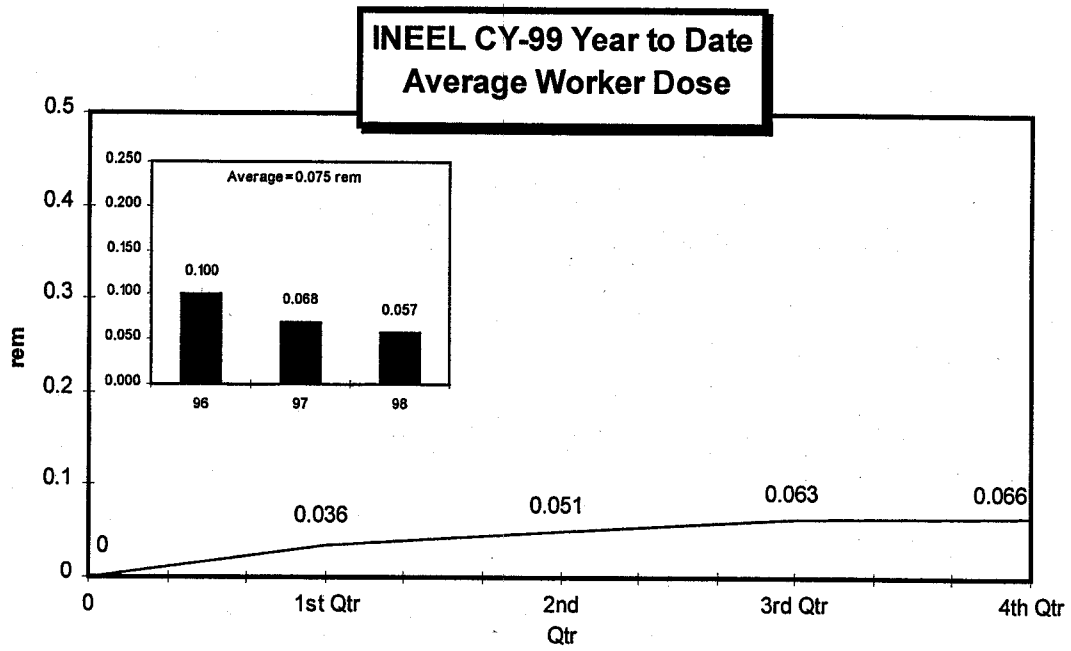
This chart and the charts on the following pages continue to provide an indication of how well we are performing as a company.



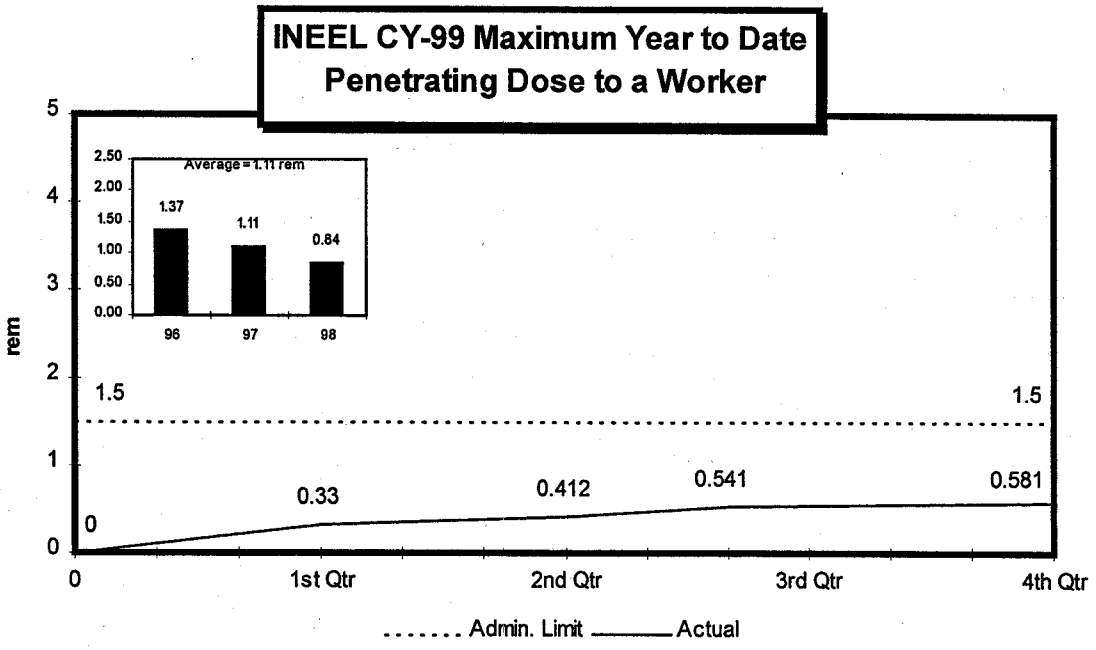
While the DOE and Company policy is to maintain occupational radiation exposure as low as reasonably achievable (ALARA), the planning and estimating of exposure should be such that the actual dose is below but close to the goal. In order to achieve this the estimate is periodically evaluated and adjusted based on changes in planned work. The above chart provides a comparison of the INEEL goal and the total year to date collective penetrating radiation dose.

Some radiological work projected for the fourth quarter of CY-99 was deferred in order to complete ISMS training and phase II implementation. The company ALARA goal was revised from 65.44 person-rem down to 56.48 person rem for the remainder of the year due to TMI fuel work that was deferred at TAN. The work deferral resulted in a reduced goal at TAN. The ALARA goal revision is reflected in the INEEL and facility charts that follow.

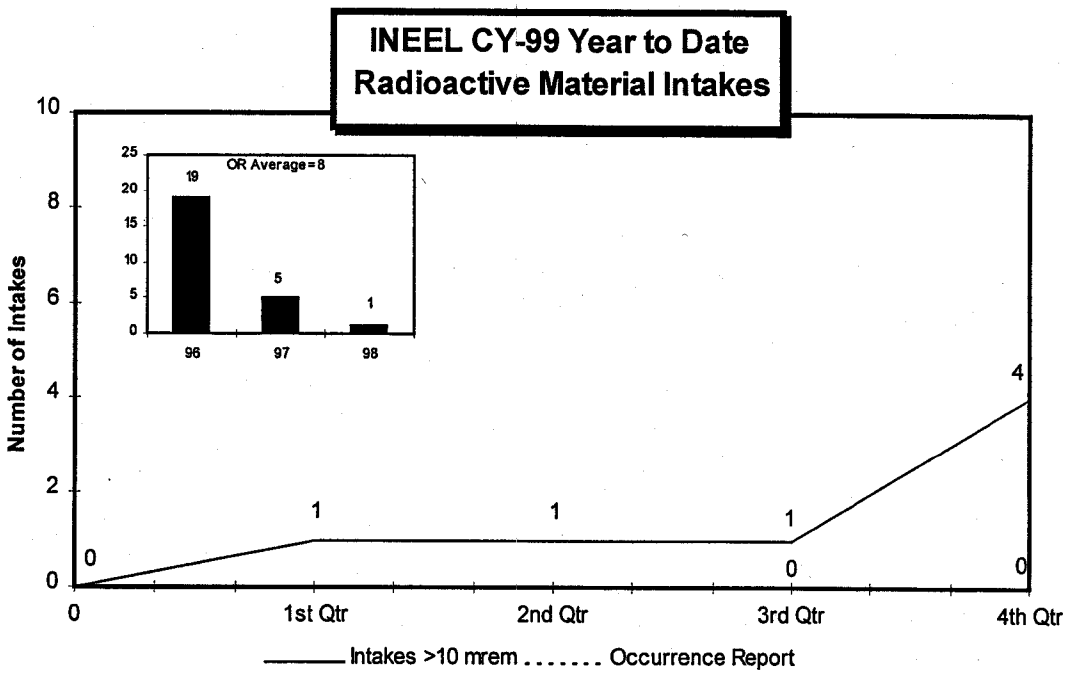
The work deferred during CY-99 is expected to be completed in the coming years. The work scope for calendar year 2000 (CY-00) has increased. The company goal projected for CY-00 is 69.844 person-rem based on facility work scope evaluations.



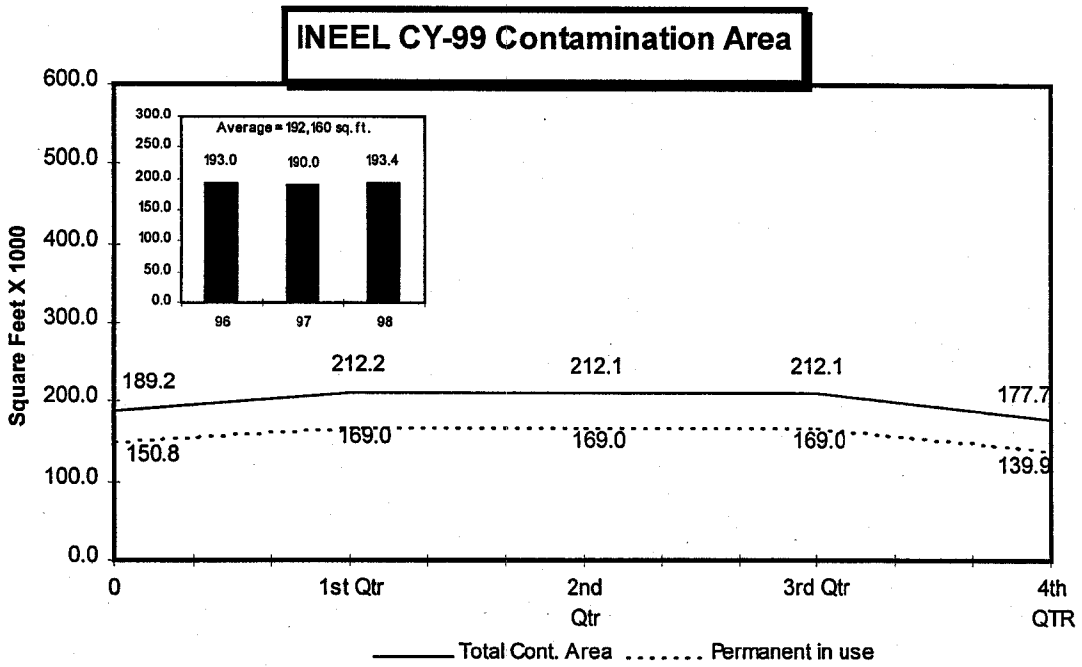
The average occupational radiation dose for INEEL workers with measurable radiation exposure through the end of the fourth quarter is 0.066 rem based on 737 workers and a total of 280,308 Radiation Work Permit (RWP) hours.



The maximum penetrating radiation dose to a worker through the end of the fourth quarter was 0.581 rem to a TRA worker. Since no one has exceeded 0.700 rem in the past three years, the high (1.5 rem) INEEL Administrative limit should be reduced to 0.750 rem.



Radioactive material intakes depict the number of positive bioassays that result in a dose assessment of 10 mrem or greater. One routine bioassay at INTEC was resolved with 16 mrem CEDE assigned to the first quarter. Three additional bioassays at SMC have had preliminary resolution with dose estimates between 10 and 100 mrem CEDE.



The total area designated as Contamination Area at the end of the fourth quarter has been re-evaluated by each facility. There is 177,722 square feet of indoor contamination area. About 139,900 square feet is considered to be permanent and or in use as a Contamination Area.

LOCKHEED MARTIN

Lockheed Martin Idaho Technologies Company

INTERDEPARTMENTAL COMMUNICATION

Date: April 26, 1999

To: Distribution

From: H. M. Brocksome HMB MS 4202 526-9834

Subject: AS LOW AS REASONABLY ACHIEVABLE (ALARA) COMMITTEE MEETING – HMB-14-99

An ALARA committee meeting will be held Wednesday, May 5, 1999, from 9:00 to 10:30 AM in Conference Room B of the Operations Control Building, WMF-637. A tentative schedule follows:

Discussion of Californium Source for Pit-9	W. R. Horne
Pit-9 Status	B. Miller
New 55-Ton Cask	H. D. Peterson
ILTSF Retrieval Project	H. G. Vega

Please plan to attend.

ams

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R. E. Arbon, MS 4201
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H. M. Brocksome File

LOCKHEED MARTIN

Lockheed Martin Idaho Technologies Company

INTERDEPARTMENTAL COMMUNICATION

Date: May 6, 1999

To: Distribution

From: H. M. Brocksome MS 4202 526-9834

Subject: AS LOW AS REASONABLY ACHIEVABLE (ALARA) COMMITTEE MEETING MINUTES – HMB-15-99

An ALARA committee meeting was held May 5, 1999. The agenda included an update on the probehole logging activities in Pit-9, a presentation on the new 55-ton cask and a discussion of the project to remove containers from the Intermediate Level Transuranic Storage Facility (ILTSF) vaults. A brief review of each topic follows:

a. Personnel assigned to Pit-9 briefed the committee on the current status of the project. Pit-9 personnel are gearing up to perform the probehole logging portion of the project. This work involves lowering a Californium source down each of the probeholes to determine the levels of transuranic isotopes within the waste matrix. This work will help to establish boundaries for the second phase of the project involving waste removal. An independent performance assessment is currently underway to determine if the equipment, materials, procedures and personnel are in place and ready to perform logging activities. Probehole logging activities are due to start June 9, 1999.

b. The systems engineer for the new 55-ton cask briefed the committee on the operational and design aspects of this cask. This cask has been procured by Naval Reactors Facility (NRF) as a vessel to store Remote Handled Low Level Waste (RH-LLW) prior to shipment to the Radioactive Waste Management Complex (RWMC) for disposal in the RH-LLW vaults in the Subsurface Disposal Area (SDA). The interior design is similar to the present cask. The waste is placed inside an inner containment vessel. Once filled, a motorized grappling hook connected to the containment vessel lifts the vessel up and into the cask. Improvements have been designed into the electrical system controlling the lower door of the cask to prevent the door from hanging up. The electrical control panel for the cask has been moved inside a heated and air conditioned trailer. These modifications are expected to improve the reliability of the electrical circuits controlling the lower door. The cask is scheduled to arrive at the RWMC on May 24, 1999, for a three-week familiarity and training period.

c. The ILTSF project involves removing fifteen remote handled 30-gallon barrels from several vaults at the ILTSF. These containers will be removed from the vaults and placed inside a U-shaped concrete shielded enclosure. Personnel from Argonne West will then characterize the waste to determine radioisotopic content. Once the waste has been characterized, the

container will be placed into a shielded stainless steel overpack container. If these shielded containers are unavailable, an alternative plan of storing the containers inside a shielded enclosure at the ILTSF is being considered. The facility RadCon manager asked project personnel to prepare a time line for each step of the procedure and to provide dose estimates for the "hotter" drums to be removed. This information will be necessary to prepare dose estimates for personnel assigned to the project. Once the project is due to start, project personnel will be required to prepare the ALARA documents necessary for an RWMC ALARA committee review.

ams

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W. R. Horne, MS 4202
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J. C. Nelson, MS 4202
H. D. Peterson, MS 4201
N. K. Rogers, MS 4201
R. D. Sayer, MS 4202
T. L. Sherwood, MS 3954
C. J. Stanley, MS 4201
J. B. Taylor, MS 4201

cc: T. L. Clements, Jr., MS 4201
F. L. Hinckley, MS 3906
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H. M. Brocksome File

INEEL

Management Control Procedure Companywide	ALARA PROGRAM AND IMPLEMENTATION	Identifier: MCP-91 Revision: 10 Page: 1 of 18
Document Control Center: (208) 526-1202	Document Owner/Approver: Director Radiological Control	Effective Date: 11/10/99

Manual: 15B – Radiation Protection Procedures | USE TYPE 3 | DAR Number: 41937

NOTICE: The intranet version of this document is the current revision.

1. PURPOSE

The purpose of the As-Low-As-Reasonably-Achievable (ALARA) Program for the Company is to reduce, control, and maintain radiation exposures as far below the applicable controlling limits of 10 CFR 835 and the Company Radiological Control Manual (RCM) as is reasonably achievable.

The ALARA policy is to maintain the highest standards of environmental, safety, and health protection by controlling public and employee radiation exposure within applicable limits and further keep exposures ALARA. The ALARA process is an approach to radiological control to reduce and control individual and collective radiation exposures of the work force and the general public. It is implemented through appropriate control of radiological material, contamination, and airborne radioactivity as directed in other procedures.

The ALARA Program takes into account social, technical, economic, practical, and public policy considerations in maintaining occupational radiation exposures and radiological releases to levels of ALARA. The ALARA Program does not just limit dose, but is a process that has the objective of achieving and maintaining exposures ALARA as well as reduction and control of radiological contamination.

2. SCOPE AND APPLICABILITY

This procedure provides the steps for implementation of the Company ALARA Program at the INEEL. It provides the process for creation of the INEEL and Facility *ALARA Committees* (see def.). (The Company Committee is known as the INEEL Committee). This procedure establishes the process for reporting and tracking ALARA goals, doing ALARA reviews, and addresses the training of employees in ALARA concepts. It establishes the process for evaluating costs and benefits of implementing ALARA Protective Measures (APMs) to reduce personnel dose.

3. PREREQUISITES

Management at all levels supports and is committed to an ALARA Program.

DIRECTORATE OF OCCUPATIONAL HEALTH
P.N. Creighton, M.D., Director

*L.Edelmayer, Prin. Off. Spec. and Px Scheduler

<--Matrixed Org. Chart-->

BBWI INDUSTRIAL HYGIENE PROGRAM SUPPORT
J.D. Downes, Supervisor

IH SUPPORT: TRA, INTEC
J.D. Downes, CIH, Lead IH

R.J. Bridge, TRA
J.N. Wilkinson, TRA
V.N. Holtzclaw, INTEC
J.D. Johnston, INTEC
K.A. Kubiak, CIH INTEC
D.L. Puccinelli, INTEC
*N.A. Wegener, INTEC
*S.C.Billings,IH Tech,INTEC
*M.C.Hansen, IH Tech,INTEC
K.A. Keltz, IH Tech, INTEC

HEPA & VENTILATION SYSTEMS
* B.W. Chesnovar
R.K. Poole
S.A. Bernhardt

IH SUPPORT: WMF, PBF, CFA

T.O. Bodily, CIH, Lead IH

L.M. Coe-Leavitt, CFA
* K.J. Crandall, CFA
A.C. Davis, RWMC
B. Roethlisberger,CIH WROC
P.L. Hughes, CFA
B.M. Perkes, WROC
J.M. Erickson, CIH CFA
P.A. Stewart, CFA-RESL

IH SUPPORT: IF, TAN

T.F. Lewis, CIH, Lead IH

S.J. Chessin, CIH IRC
T.M. Staley, TAN
* S.C. Comba-IH Tech, TAN
J.K. Welker, SMC
R.D. Parker, CIH IF/IRC
G.E. Downs, ER
J.B. Lovejoy, Construction
M.T. Langlois, CIH
D&D & Asbestos
* K. Chadwick-IH Tech

PHYSICIANS

W.F. Belk, M.D.
Special Projects

J.R.Constantino, M.D.
Physician Ed.& Sched.

G.D. Bush, M.D.
Emergency Preparedness

P.W. Johns, M.D.
Special Projects

#B.G. Bagley, PA
Physician Assistant

NON-BBWI DISPENSARIES

ANL:+ T. Hobbs, R.N.
NRF:+ J.P. Summers, MD
+ L.M. Frye, R.N.

+Total Non-BBWI employees = 3

OM NURSING SERVICES

D. M. Harris, RN
Nursing Supervisor

CFA MEDICAL FACILITY:

J. Delonas, Shift RN
G.N. Godfrey, Shift RN
L.W. Horman, Shift RN
D.E. Allen, Shift RN
L.B. Birch, RN
J.L. Burton, RN
L.R. Copeland, RN
M.L. Gorder, RN
D.J. Ball, Casual RN
T.L. Skidmore, RN
Vacancy - XRay Tech
* R. Carr, Sr Office Spec.
* R.Twitchell,Sr.Off.Spec.

WCB MEDICAL FACILITY:

K.S. Torgerson, RN
S. Franck, LPN
D.L. Butler, X.T.
L.M. Ray, Casual RN

INTEC DISPENSARY:

N.M. Imberi, RN
M.W. Dole, LPN

TAN DISPENSARY:

D.J. Fordyce, RN

TRA DISPENSARY:

Covered Tue. & Thur. by a rotating CFA day Nurse

OM ADMINISTRATION

L.H. Collings, R.Ph.
OM Medical Administrator

OPERATIONS/FACILITIES ADM.
S.B. Larsen, Tech. Spec.

WORKMANS COMPENSATION
L.G.Sundberg, Coordinator

EMPLOYEE ASSISTANCE PROG.

S.D. Andelin, Ph.D.
Coordinator & Psychologist

* K.R. Jones, Sr Off. Spec.

K.C. Minnix, Counselor
C.J. Scott,SAP & Counselor

HEALTH PROMOTION PROGRAM

E.L. Thomas, Ph.D.
Coordinator

B.J. Snedden
Health/Wellness Specialist

#L.A. Flynn
Health/Wellness Specialist

MSDS PROGRAM

V.J. Bills, Coordinator

* Vacancy, Sr. Off. Spec.
#*D.L. Crezee, Sr.Off.Spec.

OSHA INJURY/ILLNESS

A.J. Kavran, Coordinator

BBWI DOH EMPLOYEE STATS:
Revision Date: 02/07/2000
Full Time: = 69
On-Board: 67
Vacancies: 2
Part Time or Casual = 6
On-Board: 6
Vacancies: 0
TOTAL BBWI = 75
Exempt = 44
* Non-Exempt = 13
Bargaining Unit = 18

Direct = 30
Indirect = 45

OMP HEALTH PROMOTION

- EAP Services
- Meet the EAP Staff
- Workshops
- Mental Health Sites
- Health Promotion
- INEL OMP Services

INEL OMP
EAP
Employee Assistance Program

During the past several years, research has documented that Employee Assistance Programs can do a great deal to help managers and employe resolve problems and regain health and full productivity. If you need he we want to help you get it -- quickly and confidentially.

The INEL has an internal Employee Assistance Program which is part of t Occupational Medical Program. The EAP offices are located at the south e of the Willow Creek Building (WCB), with an outside entrance in front of Disabled Parking area, at the Central Facilities Area (CFA) clinic, and at Argonne (ANL). The INEL EAP is available to all employees of DOE-ID the INEL contractors.

The EAP provides managers and employees with objective, trained professionals on site who are willing to listen. The EAP counselor can hel examine the situation and establish goals to improve it.

The EAP also offers consultation services for managers dealing with employee performance and other work related problems. Critical Incident Debriefings, and a variety of workshops and seminars regarding work rela and mental health issues. More details concerning these workshops can be found by access workshop and service button to the left.

The INEL EAP is not a replacement for the services available in the community. It is designed to provide information, referral services and sho term counseling. If long term help is required to solve a problem, the EAP counseling will make a referral to solve a problem, the EAP counselor wil make a referral to the appropriate professional or community resource.

Some typical problems addressed through EAP involvement include work related difficulties and performance problems, stress problems with drugs alcohol, marital and family difficulties, and mood disorders such as depression and anxiety.

There is no cost to the employee or his/her organization for using the Employee Assistance Program. Should a referral be made to an outside facility, costs incurred will be covered in accordance with the provisions o the employee's medical plan. Questions concerning specific coverage shou be directed to your benefits office.

To contact the INEL Employee Assistance Program, call 526-0218.

OMP HEALTH PROMOTION

- Incentive Program
- Health Newsletters
- Health Profile
- Video Library
- Presentation Listing
- Health Updates
- Regional Events
- Health Topic Index
- Medical Links
- Top Health Sites
- Low-Fat Recipes
- Fun Health Stuff
- Institutional Review
- INEL OMP Services
- EAP Services

INEEL OMP Health Promotion

INEEL *living well!*

CLICK on the headings in the left hand column to access information the different services available through the INEL Health Promotion program the Occupational Medical Program (OMP) and the Employee Assistance Program (EAP). Click on the Living Well Logo in the upper left hand corner any time to return to this page.

C. Everett Koop National Health Award

AWHP Business & Industry Award

The INEL OMP Health Promotion page is maintained by Evan Thomas, Ph.D. (evt@inel.gov)

OMP HEALTH PROMOTION

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Steps

January 2000- December 2000

The STEPS program targets known, modifiable health risk factors primari physical inactivity, poor nutrition, excessive weight, stress and smoking. T program combines effective and practical information that is targeted to yo current habits, but also includes a series of assessment tools that you can perform at home that will help focus your efforts. Included in the program brief assessment that will help the INEEL Health Promotion program mak some sound recommendations. The entire process is designed to operate fr the INEEL OMP Health Promotion Web page (http://health) using hyper links to navigate through the system. You will need to submit information a regular basis to update your progress. If you do not have access to a computer, you can still participate. Phone the Health Promotion Help line 6-1200 to have a hard copy sent to you.

Step 1: Start with the Initial Survey

Click on the following survey link below and complete the brief health sur making sure that you submit it electronically when you are done.

Step 2: Feedback Report

Within a week you will be notified by e-mail that your report is ready. Yo may then opt to have the summary report sent as a Word 97 attachment through e-mail or pick-up a hard copy of your report at the nearest OMP clinic. The report will indicate which areas you may need to focus your efforts to participate in the Health Promotion Program. Contained in the summary will be the hyper links to the INEEL Health Promotion Homepa You will be able to choose which health risk to focus your efforts and if yo change your mind at a later date and would like to work in a different area you may do so.

Step 3: Focus Areas

By clicking on the focus area of your choice you will be directed to appropriate sites that contain health information targeted at your current st of readiness. Readiness is based on your desire and ability to make lifestyl changes appropriate to specific health behaviors. Focus areas are complete by finishing certain guidelines - some which take a few minutes where oth are designed to track progress over a greater amount of time.

Step 4: Outcomes

The STEPS program is designed to target change by having you evaluate barriers to change, to help set realistic expectations, and increase your confidence to perform. Depending on which health risk you choose to wor on, there are different assessment tools and exercises that will measure you progress. You will be ask to submit these on a periodic basis.

Step 5: Recognition Awards

Recognition awards have been designated for two phases of the STEPS program. First, after you have completed the initial survey you will receiv Living Well neck lanyard for carrying your security pass. Secondly, after y have accomplished the goals set forth in the area of your choice, and the change has been documented through the assessment process, you will receive a quality wind shirt. Typically you can expect to see a significant improvement in three to four months. Participation alone in this program w **not** qualify you for the awards. Due to volume of employees participating each participant can only earn the two incentives described above.

Start the STEPS program by clicking here!

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Health Promotion Video Library

Click on a topic heading to view an expanded listing

New Titles	Alcohol	Allergies	Back Health	Cancer
Cholesterol	Diabetes	Drugs	Exercise/Fitness	Financial Health
Health	Heart Disease	High Blood Pressure	Nutrition	Parenting
Recreation	Smoking Cessation	Stress	Weight Management	Women's Issues

To schedule a video for your group call 6-1200 Option 2 or E-mail your request!

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Available Presentations

ALCOHOL AND DRUGS

- **Drug and Alcohol--**45 mins to 2 hours. Includes a 40 minute video tape detailing physiological effects of alcohol on the body and steps in identifying if you have a alcohol problem. A excellent discussion on the typical dysfunctional patterns see families that increase the risk of alcoholism is also available. (Video Available)

BACKS AND FLEXIBILITY

- **Extend--**30 min. to 1 hour. Flexibility and stretching exercises that can be done before starting work are discussed whether you lifting as a part of the job, ride th bus, or work at a desk all day. This program is designed to increase back strength flexibility reducing the risk of lower back pain. Involves active participation from involved so make sure there is enough room to go through all the stretches. Developed by BBWI Safety is availabel to all INEEL contractors.

CANCER

- **Breast Cancer Update--** 30 mins to 1½ hours. Provides a current update in matt crucial to women's health is given. A detailed explanation of monthly breast-self examination (BSE) is given, a videotape demonstration is shown which describes normal and problematic findings of a typical BSE. Presentation is given by an OM nurse.

- **Cancer and Men--** 30 mins to 1 hour. Early detection and prevention of the com cancers experienced by men are discussed. Videotape presentation and handouts used to help develop a plan to prevent an increased incidence of cancer and help enjoy an active healthy life.

COMMUNICATIONS

- **Communication Skills--**2 hours. Given by the Employee Assistance Program, th skills to develop effective communication skills between employees at work and families members at home are discussed. The skills for assertive interaction are discussed and practiced.

ERGONOMICS

Ergonomic Back Care--1 hour. There is 200 percent more force on the disks of back as you sit and up to 1000 percent if you are lifting an object. Learn in this presentation how to design and modify your workplace to minimize the unnecess strain that leads to backache, stiffness, muscle fatigue and even injury.

How to Create an Ergonomic Workplace--1 hour. Computer terminals are here stay. Learn how to use your video display terminal (VDT's) safely and how to de your workplace to suit your needs and keep you productive and comfortable. Ergonomic research has provided some general guidelines for you to follow. This presentation will review those guidelines.

EMOTIONAL HEALTH

- **Aberrant Behavior**--1 hour.(For supervisors) This seminar is presented to supervisors and managers to increase awareness of the signs and symptoms of dru use within their work group. This presentation includes a video presentation and handouts and is given by the Employee Assistance Program (EAP).

- **Overcoming Depression--**30 mins to 1 hour. This presentation is given by the Employee Assistance Program and covers the symptoms and signs of depression discusses what steps can be taken to overcome it. Everyone will experience some depression in their lives and developing good coping skills in dealing with these periods.

EXERCISE

- **Walking: Steps Toward Health**--30 mins to 1 ½ hours. If you need a concise, no-nonsense approach to exercise this is the right presentation. We will debunk th common myths that you need a lot of time, energy and expertise to plan and start your own exercise program. Spot reduction, metabolism, and the most current research will be discussed. Participants are provided with the necessary knowledg design their own exercise program, and how to implement and change it as their fitness level changes. Exercise is something nice to do for yourselves, that enable to enjoy life and do more for others.
-
- **Exercise for Weight Management**--45 mins. to 1 ½ hours. Seminars addresses t benefits of exercise as they relate to weight loss, metabolism, the physiology of exercise and what all the numbers really mean when starting to exercise. This workshop is designed to dispel the myths of weight loss, gives an update of the m current research available, and helps you determine your percent body fat. You m exercise differently if your goal is to lose weight, rather than increase your aerob fitness.

HEART DISEASE

- **Reducing Your Risk of Heart Disease**--30 mins to 1½ hours. This presentation addresses the primary risk factors for heart disease: smoking, cholesterol, high bl pressure, inactivity, and obesity and what changes can be made in lifestyle to red these risks. Recommended guidelines are given and discussed.

HIGH BLOOD PRESSURE

- **Controlling your Hypertension**- 30 mins to 1 hour. To gain a better understandi about the nature of this silent killer, exercise, nutrition and medical information w be given to help the individual work towards a goal of lower blood pressure. If th employee doesn't have high blood pressure but a family member does, this would an important seminar to attend.

NUTRITION

- **Cholesterol: Lowering the Risk--** 30 mins. to 1 hour. The role of total serum cholesterol, HDL, LDL, and triglycerides in the development of heart disease is discussed. Simple steps that can be taken to change your eating habits that will effectively lower cholesterol level are explained. A short videotape presentation a question and answer period is included.

- **How to Eat Low-Fat in a High-Fat World**--1 hour to 2 hours. Focuses on eatin styles that will help you lower the fat content in your daily meals. The emphasis i developing individual and family eating behaviors, nutrition education and is practical and effective not only at home but when you eat out (including fast-food

- **Holiday Eating without Regrets--** 45 to 1½ hours. Focuses on the strategies of eating during the holidays. How to alter recipes, how to eat at social gatherings, h tdo you handle the coutnless treats grought to work. Avoid gaining the average 7 pounds during the holiday by coming to this presentation.

PARENTING

- **Strengthening Your Step Family**- 2 hours. Ideally given in 2 hour sessions, 1 d week for 6 weeks. This presentation is given by the Employee Assistance Program and includes role playing, discussion and problem solving of the more common issues found in the stepfamily. Workbooks, handouts, and audio tapes are all part this seminar.

SAFETY

- **Assault Prevention**--1 ½ hour. Given by a Bingham County Sheriff Deputy, this presentation teaches women and men to survive attack by someone who may be bigger and stronger than the victim. Gain experience in using self-defense and ho avoid those situation or places that may put you at risk.

SMOKING

- **Smoking Cessation**- five weekly - 1 ½ hours sessions. These sessions are given 2

days per week for the first two weeks and once on the third week and a follow-up session in one month. Based on the Fresh Start Program sponsored by the Americ Cancer Society. Groups of 10 to 15 are considered ideal.

- **The Pyschological Dependency of Smoking**-- 1 hour. Presented by a Substance Abuse Counselor from the Employee Assitance Program or Aspen Crest Hospital Discusses what strageties a person can use to quit smoking. A detail discussion o ritual of smoking is included.

STRESS

- **Managing Stress**--1 hour to a 2-day workshop. Learn practical tools to help man stress on the job or at home. Topics covered include: exploring your stress reactio managing your stress and reducing interpersonal stress, relaxation and communication techniques. Helps develop your own personal plan for managing stress. Presented by the Employee Assistance Program.

- **Burnout**-- 2 hours. Presents the symptoms and stressors that lead to burnout at w and in your life and helps you develop effective methods to deal with it. Seminar includes handouts and worksheets and is given by a member of the Employee Assistance Program.

WELLNESS

- **Wellness** -- 1 hour. Given by Evan Thomas is a general overview of the rational purpose of welness programs including the health costs ot the employer, future trends, and elements of a successful program. Included is also a detailed overview the INEEL Health Promotion Program and what is availabe to an INEEL employ

JULY 1999 DR. SCHEDULE

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	COMMENTS
WEEK 1	JUNE 28	JUNE 29	JUNE 30	JULY 1	JULY 2	
WCB	Dr. Belk	Dr. Belk	Dr. Belk	Dr. Belk	Dr. Belk	Dr. Constantino off
on call:	*Dr.*	*Dr.*	*Dr.*	*Dr. Belk*	*Dr. Belk*	
CFA	Dr. Bush Dr. Schumpert	Dr. Bush Dr. Schumpert	Dr. Bush Dr. Schumpert	Dr. Bush Dr. Schumpert		
WEEK 2	JULY 5	JULY 6	JULY 7	JULY 8	JULY 9	
WCB	Dr. Belk	Dr. Belk	Dr. Belk	Dr. Belk	Dr. Belk	Dr. Constantino off *MD meeting 7/7 5 :00 WCB
on call:	*Dr. Belk*	*Dr. Belk*	*Dr. Belk*	*Dr. Schumpert*	*Dr. Schumpert*	
CFA	Dr. Bush Dr. Schumpert	Dr. Bush Dr. Schumpert	Dr Bush Dr. Schumpert *	Dr. Bush Dr. Schumpert		
WEEK 3	JULY 12	JULY 13	JULY 14	JULY 15	JULY 16	
WCB	Dr. Bush	Dr. Bush	Dr. Bush	Dr. Bush	Dr. Bush	Field Visit Dr. Belk ~~7/13~~ 7-15 *
on call:	*Dr. Schumpert*	*Dr. Schumpert*	*Dr. Schumpert*	*Dr. Bush*	*Dr. Bush*	
CFA	Dr. Belk Dr. Schumpert Dr. Constantino	Dr. Schumpert Dr. Constantino	Dr. Belk Dr. Schumpert Dr. Constantino	Dr. Belk Dr. Schumpert Dr. Constantino		
WEEK 4	JULY 19	JULY 20	JULY 21	JULY 22	JULY 23	
WCB	Dr. Bush	Dr. Bush	Dr. Bush	Dr.Bush	Dr.	Field Visit Dr. Schumpert 7/21 *
on call:	*Dr. Bush*	*Dr. Bush*	*Dr. Bush*	*Dr. Constantino*	*Dr.Constantino*	
CFA	Dr. Belk Dr. Schumpert Dr. Constantino	Dr. Belk Dr. Schumpert Dr. Constantino	Dr. Belk Dr. Constantino	Dr. Belk Dr. Schumpert Dr. Constantino		
WEEK 5	JULY 26	JULY 27	JULY 28	JULY 29	JULY 30	
WCB	Dr. Schumpert	Dr. Schumpert	Dr. Schumpert	Dr. Schumpert	Dr. Schumpert	Field Visit Dr. Bush 7/26 *
on call:	*Dr. Constantino*	*Dr. Constantino*	*Dr. Constantino*	*Dr. Schumpert*	*Dr. Schumpert*	
CFA	Dr. Belk Dr. Constantino	Dr. Belk Dr. Bush Dr. Constantino	Dr. Belk Dr. Bush Dr. Constantino	Dr. Belk Dr. Bush Dr. Constantino		

Attachment IV-7-6

William F Belk
07/14/99 01:51 PM

To: Paul N Creighton/CRE/LMITCO/INEEL/US@INEL, Gerald D Bush/GVB/LMITCO/INEEL/US@INEL
cc: Judith R Constantino/JRC/LMITCO/INEEL/US@INEL, John C Schumpert/SCHUJC/LMITCO/INEEL/US@INEL, Gina A Bailey/GAB2/LMITCO/INEL/US@INEL, Charlene Johnson/CH1/COLEMAN/INEL/US@INEL

Subject: Field/ Job Site Visit - CFA Big Shop

A job site visit was made to the "Big Shop" (Fleet Operations Maintenence Facility) at CFA 696 on 11 May 1999. Lisa Copeland, RN and William F. Belk, MD of the Occupational Medical Program were accompanied by P. L. (Trish) Hughes, the Industrial Hygienist assigned to the areas visited. All current industrial work processes in the facility were reviewed and observed. Special attention was directed to painting, surface preparation, degreasing operations, cleaning operations, tire, wheel and brake repair, and other operations with potential for noise or toxic material exposures.

We have revieved the exposure data as Trish collects it, and it is always helpful to observe the actual work. The use of personal protective equipment was uniform when needed. Safety discipline of assigned mechanics appears to be excellent. Conversations with the workers reveal commitment to appropriate safety culture.

The current levels of exposure and the actual and potential need for medical surveillance examinations were discussed. The exemplary cooperative work of Fleet Operations management, supervisors and mechanics with the assigned Industrial Hygienist, to reduce exposure and environmental hazards to the absolute minimum is apparent to anyone with familiarity with these operations.

Attachment IV-7-7

Gerald D Bush
07/26/99 01:20 PM

To: Paul N Creighton/CRE/LMITCO/INEEL/US@INEL, William F Belk/WFB/LMITCO/INEEL/US@INEL, Judith R Constantino/JRC/LMITCO/INEEL/US@INEL, John C Schumpert/SCHUJC/LMITCO/INEEL/US@INEL, Gina A Bailey/GAB2/LMITCO/INEL/US@INEL, Charlene Johnson/CH1/COLEMAN/INEL/US@INEL, Lisa D Edelmayer/LDM/LMITCO/INEEL/US@INEL
cc:

Subject: WELDING/SHEETMETAL 622 CRAFTS SHOP WALKTHRU

PRESENT WERE JOHN PALM, ACTING FOR DEL LOOSLI, DARREN SEMPER, AND GARY GODFREY RN FROM OUR NURSING SERVICES. THE AREA WAS CLEAN AND ORDERLY. VENTILATION AND LIGHTING WERE GOOD. THE WELDING CUBLCLES ARE PARTITIONED OFF WITH PROTECTANT, YET SEE THRU CURTAINS. THE POWER CORDS AND AIR LINES ARE WALL MOUNTED ON REELS TO OBVIATE TRIPPING HAZARDS. THERE ARE TIMES HOWEVER WHEN CORDS ARE STRUNG ALONG THE FLOOR WHEN A LARGE WELDING JOB IS IN THE MID SHOP AREA, THERE HAVE BEEN SOME CONCERNS VOICED FROM THE WORKERS ABOUT THE TRIPPING HAZARD THIS PRESENTS. LIKE THE OTHER CRAFTS SHOPS, THE BUDDY SYSTEM IS USED, AND NOBODY IS PERMITTED TO WORK ALONE IN THE SHOP AREA. PROTECTIVE EYE WEAR AND EAR PLUGS ARE AVAILABLE AT SEVERAL LOCATIONS AND MANDATORY ON THE SHOP FLOOR.. GIVEN THE VENTILATION, RESPIRATORS ARE RARELY NEEDED, AS MOST WELDING IS TIG AND OR WIRE FEED. "STICK" WELDING FOR THE MOST PART IS DONE IN THE FIELD [OUTSIDE THE SHOP] I SAW NOTHING FROM A MEDICAL/SAFETY POINT OF VIEW, AND THE GENENRAL CONCENSUS WAS FOLKS ARE STAYING FOCUSED ON THE WORK THEY ARE DOING.

Attachment IV-7-8

Gerald D Bush
07/26/99 01:05 PM

To: Paul N Creighton/CRE/LMITCO/INEEL/US@INEL, William F Belk/WFB/LMITCO/INEEL/US@INEL, Judith R Constantino/JRC/LMITCO/INEEL/US@INEL, John C Schumpert/SCHUJC/LMITCO/INEEL/US@INEL, Gina A Bailey/GAB2/LMITCO/INEL/US@INEL, Charlene Johnson/CH1/COLEMAN/INEL/US@INEL
cc: Lisa D Edelmayer/LDM/LMITCO/INEEL/US@INEL

Subject: crafts shop 623 walkthru

A VISIT WAS MADE TO THE CARPENTER/PAINT/SIGN SHOPS. TOUR GUIDES WERE ROD WALKER AND LARON JOHNSON, GARY GODFREY RN FROM OUR NURSING SERVICE ACCOMPANIED US. THE AREA WAS CLEAN, WELL VENTILATED WITH GOOD LIGHTING. ALL EMPLOYEES ARE TRAINED AND CERTIFIED TO RUN THE VARIOUS POWER TOOLS. THEY HAVE SEVERAL DEVICES AVAILABLE TO HELP LIFT AND TRANSPORT HEAVY OBJECTS. THEY CUSTOMARILY WORK ON THE BUDDY SYSTEM AND NOBODY IS PERMITTED TO WORK ALONE IN THE SHOP, AS IN AN OVERTIME ETC. THE FLAMMABLE PRODUCTS ARE IN A SEPARATE WORK AREA IN APPROPRIATE STORAGE. THE PAINT CUBICLE WAS IN USE, THE EMPLOYEE WAS EQUIPED WITH APPROPRIATE PPE, INCLUDING A RESPIRATOR. NOISE LEVELS AND OTHER IH CONCERNS ARE INTERMITTENTLY MONITORED. I SAW NOTHING THAT CONCERNED ME FROM A MEDICAL/SAFETY POINT OF VIEW.

Attachment IV-7-9

Judith R Constantino
08/04/99 03:55 PM

To: Gina A Bailey/GAB2/LMITCO/INEL/US@INEL, Charlene Johnson/CH1/COLEMAN/INEL/US@INEL
cc: William F Belk/WFB/LMITCO/INEEL/US@INEL, Gerald D Bush/GVB/LMITCO/INEEL/US@INEL, John C Schumpert/SCHUJC/LMITCO/INEEL/US@INEL, Paul N Creighton/CRE/LMITCO/INEEL/US@INEL

Subject: Field Visit at INTEC

We spent 1.5 hours as Nell Holtzclaw, IH, escorted Louise Horman, RN and me through the proposed D&D project for the coming decade. It is presumed to take that long since the D&D of the old Waste Calciner Facility which is much smaller took 8 years. The 601 building is much bigger & more complex and there are still a few active areas in it but most of the work has been transferred to other areas. Building 602 is attached and will be left intact. Buildings 640 & 627 will be a part of the D&D project. Sometime "soon" the force account workers will begin to dig a trench around the backside 601 which will be approximately 8 ft deep - enough to reach buried pipes carrying all sorts of things from water or air to nitric or hydrofluoric acid etc. These lines have supposedly been drained & flushed and will be cut into in order to place cut off & control valves. Nell is the IH in charge and will be carefully monitoring to keep workers in proper PPE etc. Inside the building there is a maze of pipes carrying similar things. Hydrofluoric acid is rarely used in any active process now but could be in some pipes in small amounts. There is a 300 gal. nitric acid vessel which is still in use but a new vessel with more remote access is being built in 602 where the process will continue. (602 contains active labs and process areas among other things.) The top story of 601 is still actively in use as a preventive maintenance area and is quite noisy though Nell says it is below the 85 db level. There are several confined spaces in this building some of which are radiologically hot so require anti c's and the ambient room temperature is also uncomfortably warm so I can see there could be problems with heat stress. Nell is aware and is proactive in preventing this. There are a number of old hot cells no longer being used. There is asbestos everywhere but it is not friable now. Most of the paint is lead based & there are some lead bricks stacked up to shield in one area. Ammonium nitrate, ammonium hydroxide, oxalic acid are also in vats & pipes still active. The CO_2 canisters for fire suppression have been removed. The plan is to empty everything, but leave pipes & containers intact and then fill it floor by floor (5 or 6 levels) from bottom to top with a "grout" . It will eventually look like WCF which is just a solid 8-10 ft high piece of cement.

Summary: Possible health hazards: Acids, Asbestos, Lead, Heat, Noise, Radiological contamination, Confined spaces

John C Schumpert

07/26/99 10:21:07 AM

To: Gerald D Bush/GVB/LMITCO/INEEL/US@INEL, William F Belk/WFB/LMITCO/INEEL/US@INEL, Judith R Constantino/JRC/LMITCO/INEEL/US@INEL, Paul N Creighton/CRE/LMITCO/INEEL/US@INEL

cc: Teklaann M Staley/TEK/LMITCO/INEEL/US@INEL, Silas C Versage/SCV/LMITCO/INEEL/US@INEL, John K Welker/WELKERJK/LMITCO/INEEL/US@INEL, Grayson E Downs/DOWNGE/LMITCO/INEEL/US@INEL, Todd F Lewis/LEWISTF/LMITCO/INEEL/US@INEL, William S Schum/WS4/LMITCO/INEEL/US@INEL

Subject: Site Visit to TAN

I visited Test Area North (TAN) on 21 July 99 for the first time. I was assisted in the tour by Tekla Staley of Industrial Hygiene and Silas Versage of Emergency Management.

Key learnings from the tour are compiled below as bullets:

- TAN Emergency Van
  - set up to respond to fires, medical emergencies, and HAZMAT emergencies
  - purpose is to support Fire and Medical, not replace them
  - has been used primarily for fire and medical support
- Emergency Control Center (ECC)
  - set up to coordinate all emergency functional activity for TAN
  - very similar (to me) in design and mission to EOC
- Ground Water Treatment Facility (GWTF)
  - large plume of organics under TAN from pumping solvent wastes into the aquifer during 1950s
  - GWTF pumps ground water contaminated with solvents such as trichloroethylene out of the ground, treats the ground water with sodium lactate to hydrolyze the TCE, then pumps the water back into the aquifer
  - chemical hazards in the area include acids, bases, calcium silicate (considered a source of crystalline silica), and charcoal
- TAN Operations Bldg 607
  - Hot Shop Extension
    - can handle spent nuclear fuel indoors
    - only room of its kind in the world
    - lots of capability to decon vehicles, casks, etc.
    - directly adjacent to 'Hot Shop'
  - Hot Shop
    - entry only with significant personal protection
    - large proportion of work done by workers in the north and south galleries using remote manipulators
    - walls to Hot Shop are 7' thick; windows are 4' thick and filled with zinc bromide and/or mineral oil for shielding (each costs $50,000 to clean)
    - most contamination is in the form of strontium and cesium
    - TAN 666 has underground tanks to hold the water used by the Hot Shop for cleaning contaminated materials
  - Warm Shop
    - small 'warm' items can be worked on or re-packaged here
    - has 60,000 # crane
  - Water Pit
    - the most impressive part of the tour (for me)
    - pool is 24' deep, designed to hold 10^6 REM, walls are 7' thick concrete

- Three Mile Island waste is stored here, held in 12 ' tall 'six-packs', each with it's own vent to release hydrogen gas produced within the casks; casks must be specially positioned to avoid criticality; each cask is shielded by 'poison plates' that absorb neutrons
- the most significant risk to the water pool is an earthquake; one earthquake caused rolling waves through the pool, causing water to slosh out of the pool at its ends; a crack in the pool could it to drain into the aquifer

- Hot Cell Annex
  - this facility of four separate cells, allows workers to manipulate and work with individual fuel rods
  - a trolley system under the floor of the cells allows for materials to be moved from the water pit to the hot cells
  - as material moves from one cell to the next, it is progressively deconned; in the fourth cell, it call be manipulated by hand (with appropriate anti-c's)
- Special Equipment Services (SES) Room
  - a contaminated mezzanine connected to the Hot Shop, and directly over the water pit
  - used to dismantle casks that once contained reduced mixed waste
  - casks are all different sizes, clad in steel on the outside and lined with lead
  - a number of methods have been attempted to cut these casks without producing high airborne lead levels
    - lead levels were 10^6 mcg m^{-3} 2 years ago
    - now lead levels are 14,000 mcg m^{-3}
  - employees must wear supplied air respirators to perform this task
  - novel and innovative local exhaust ventilations techniques are being applied to the problem of effective cutting of metal with good exhaust of metal fumes (cutting is presently done with plasma arc torch)
  - TAN 607A, where SMC currently performs experiments, will be taken over by SES

I'm probably leaving out a lot of information I didn't write down at the time. This tour was very educational. Tekla and Sy are true professionals who know their functions and their job site exceptionally well. I hope to get back up there soon to tour some of the decontamination and decommissioning (D&D) job sites.

Respectfully submitted

John Schumpert, MD, MPH

EMPLOYEE POSITION DESCRIPTION

Date Submitted: 01-13-00
Requisition No.:

FOR REQUESTING MANAGER'S USE ONLY

Responsible Manager: [redacted] Phone: [redacted] Fax: [redacted] MS: [redacted]

Employee Name: [redacted] (Leave Blank If A New Position) Exempt ☒ Nonexempt ☐ Barg Unit ☐

Job Title: Staff Project Manager II Funding Source: Direct ☒ Indirect ☐

Work Location: WMF 646 Org. Name: Project Management Org. No.: 6213

Status: Regular-Full Time ☒ Regular-Part Time ☐ Temporary Full Time* ☐ ( ) Student Hire Program: Y ☐ / N ☒
*Length of Time (4 mo. maximum)

Action Type:				Preferred Candidate: Y ☐ N ☒	Bargaining Unit Bid Process:
	New Position	☐	Replacement ☐		Y ☐
	In-Line Promotion	☐	Reason:	If Yes-Name & Attach Resume	N ☒
	Update to File	☒	Previous Incumbent:		

Post? Y ☐ / N ☒ (If No, provide reason)

Work Schedule		Shift Work		Access Authorization	Affirmative Action Program Goals		Sensitive Position	
9-80s	☐ 5-8s ☐	Day	☒	BAO ☐ L* ☒ Q* ☐	Minority	☐	PSAP	☐
4-10s	☒ 4-12s ☐	Evening	☐	*Complete Request For Clearance Form 472.12 and forward to Security, MS 3111	Hispanic	☐	TDSP	☐
Other:		Night	☐		Female	☐	Not Applicable	☒
		Rotating	☐					

Position Purpose:
Provide project management services for construction projects and other technical projects (activities with identifiable completion dates). Responsible for planning, directing, reporting, and control of technical support required to achieve program/customer's objective. Authority over project budget, schedule, and scope.

Minimum Qualification Requirements (Education/Experience):
Bachelors Degree plus 12 years engineering/construction experience or equivalent.

Special Requirements (Optional):
Five years of Project Management related experience of which 3 years must be as a Project Manager, managing technical and complex construction and/or other technical projects. Demonstrated competence of project management knowledge and skills including communication, decision making, interpersonal relations, and project formulation and planning. Background in facility design and construction, and knowledge of DOE and INEEL project system, budget cycle, and project accounting practices.

License(s) or Certification(s) Required? Y ☐ / N ☒ - If Yes, Identify:

Environmental, Safety, and Health Statement:
Must be familiar with, and comply with, all relevant health and safety requirements. Must be knowledgeable of emergency action policies and procedures, methods for reporting/resolving unsafe work practices or conditions to available cognizant professionals.

Additional ES&H Requirements:
Ensure that the principles of ISMS are applied to all work planning, control, and execution. Participate in the planning of work activities including hazard identification and analysis, developing and implementing controls, and improve processes through application of lessons learned and feedback.

EMPLOYEE POSITION DESCRIPTION

	Position Activities	Time		
A.	Develop project scope and technical requirements required for project initiation. Develop comprehensive project execution plan for management and control of multiple low-risk projects, a medium-risk project, or specific tasks on large or high-risk projects.	5		
B.	Provide technical direction to Architectural Engineering firms for development of studies, conceptual design, Title I and Title II designs, and as-building of projects. Ensure design verification is complete and comments are dispositioned.	15		
C.	Utilize project management techniques to assure that technical, schedule, and budget baselines are controlled throughout each phase of a project. Manage all projects in accordance with INEEL procedures. Directs multi-disciplinary teams.	30		
D.	Provide technical direction to construction management to establish construction schedules, contract requirements, resolution and disposition of field problems, and negotiation of change orders.	20		
E.	Responsible for the preparation of System Operational Testing and Facility Acceptance to the User Organization. Provide resolution to test deficiencies. Perform project closeout activities including final cost report and project records closeout.	5		
F.	Coordinate with INEEL management, customers, and sponsors, functional organizations, and outside contractors to resolve problems, review progress, and negotiate and incorporate major scope or budget/funding changes.	20		
G.	Report progress, maintain project files, issue reports, attend meetings, and prepare and perform presentations.	5		
H.				
I.				
J.				

Additional Comments:

EMPLOYEE SIGNATURE

	Print/Type	Signature	Date
Employee:	[redacted]	[redacted]	1-31-00

ORGANIZATIONAL APPROVALS

	Print/Type	Signature	Date
Manager:	W. L. Miller	Wayne L Miller	1-17-2000
Other:	Jerry L. Swore	Jswore	1.17.00
Other			

Employee Job Function Evaluation

Date Prepared: 02/14/2000

This notification is required for management for each pre-placement, physical examination, change in position, and change in job functions. It is used to determine the specific medical requirements for a position; and, under the Americans With Disabilities Act, must be submitted prior to the pre-placement physical exam. It is also used to advise OMP of the need for specific medical qualification and/or medical surveillance examinations. This form is not required for employees (other than pre-placement) who do not have a medical certification/surveillance requirement.

Employee Information:

S Number:	[redacted]	Name:	[redacted]	Email:	AMW3
Mail Stop:	[redacted]	Work Phone:	[redacted]	Location:	[redacted]
Company:	BBWI	Work Org:	[redacted]	Work Mgr:	[redacted]

Submitted By: Charles A Moore/CHM/LMITCO/INEEL/US, 526-4595

The employee's job title: Pr Engineer/Scientist
The manager responsible for completing this form is: WARREN,JESSE F

Job Requirements/Function(s): Please Note: **Essential functions** are mandatory performance items for the job. **Secondary functions** are job expectations, but not essential elements and some physical limitations are acceptable.

Motor Abilities:	Essential	Secondary
Lower Body:		
Walking, prolonged	☐	☐
Standing, prolonged	☐	☐
Bending/stooping	☐	☐
Squatting	☐	☐
Upper Body:		
Twisting	☐	☐
Applying torque (arms)	☐	☐
Pushing/pulling	☐	☐
Overhead work	☐	☐
Grasping/gripping	☐	☐
Fine motor control (hands)	☒	☐
Combined Upper/Lower Body:		
Ladders ≥ 6 feet	☐	☒
Maximum Lifting Ability		
25 pounds maximum	☐	☐
35 pounds maximum	☐	☐
50 pounds maximum	☐	☒
Exertion, minimal/moderate	☐	☒
Exertion, strenuous	☐	☐
Repetitive work, prolonged	☐	☒
Repetitive work, intermittent	☒	☐
Other:	☐	☐
Special Senses:		
Eyes:		
Visually demanding work	☒	☐
Near vision	☐	☐

Work Conditions:	Essential	Secondary
Facility:		
High noises (> 85 dB)	☐	☐
Heights	☐	☐
Confined spaces	☐	☒
Stairs	☐	☒
Ladders	☐	☒
Environmental Conditions:		
Heat stress	☐	☐
Cold stress	☐	☐
UV (sun) exposure	☐	☐
Hazardous chemical/waste	☐	☐
Radiation work	☐	☒
Equipment:		
Machine/electrical hazards	☐	☐
Power tools	☐	☐
Vibrating equipment	☐	☐
Lasers	☐	☐
Protective clothing	☐	☒
Respirator use	☐	☒
Heavy equipment	☐	☐
Motor vehicle use	☐	☐
Typing/keyboard	☒	☐
Personnel Requirements:		
Rotating shift work	☐	☐
> 8 Hrs/day	☒	☐
Overtime, irregular hours	☒	☐
Working alone	☒	☐

Far vision	☐ Essential	☐ Secondary	Other:	☐ Essential	☐ Secondary
Depth perception	☐ Essential	☒ Secondary			
Basic color discrimination	☐ Essential	☒ Secondary			
Ears:					
Speech discrimination	☒ Essential	☐ Secondary			
Audio alarms	☒ Essential	☐ Secondary			
Nose:					
Ability to smell	☐ Essential	☐ Secondary			
Other:	☐ Essential	☐ Secondary			

Certification exams: (Check each one that is required)

☐ Dot driver	☐ NDE test inspector-Q/A inspector	☐ Security inspector -- defensive
☐ Firefighter (Professional)	☐ Nonreactor nuclear facility operator	☐ Security inspector -- offensive
☐ Fire/Emergency brigade	☐ Personnel Security Assurance Program (PSAP)	☐ Testing Designated Position (TDP)
☐ Fissile material handler	☐ Reactor operator	☐ Other
☐ Hoisting and Rigging	☒ Respirator user	
☐ Laser operator	☐ Security guard	

Other:

Surveillance exams: (Check each one that is required)
NOTE: Surveillance exam(s) must be validated by your area Industrial Hygienist (IH).

☐ Asbestos	☐ Carcinogens	☐ Noise (Hearing Conservation Program)
☐ Benzene	☐ Hazardous Waste Operator/HazWoper	☐ Other
☐ Beryllium	☐ Formaldehyde	
☐ Cadmium	☐ Lead	

Other:

Please select an IH to validate the surveillance(s):

NOTE: This section to be completed by Line Manager and validated by IH.

Cumulative number of days of Asbestos exposure within the last 12 months:
Cumulative number of days of Benzene exposure within the last 12 months:
Cumulative number of days of Cadmium exposure within the last 12 months:
Cumulative number of days of Lead exposure within the last 12 months:
The surveillance(s) were validated by:

INEEL
Idaho National Engineering & Environmental Laboratory

Safety and Health Companywide	TABLE OF CONTENTS	Identifier: TOC-48 Revision: 46 Page: 1 of 3
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Safety and Health	Effective Date: 01/28/00

Manual: 14A – Safety and Health – Occupational Safety and Fire Protection

DAR Number: N/A

NOTICE: The intranet version of this document is the current revision.

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
1		**GENERAL**	
	POL-18	INEEL Risk Management	0
	PDD-16	Overview of LMITCO Safety and Health Program	3
	PRD-25	Activity Level Hazard Identification, Analysis, and Control	2
	PRD-186	Occupational Safety Program	3
	PRD-5060	Occupational Safety Functions, Roles, Responsibilities and Interfaces	0
	MCP-553	Stop Work Authority	2
	MCP-2723	Reporting and Resolving Employee Safety Concerns and Suggestions	3
	MCP-3447	Developing and Using Safe Work Permits **Change DAR # 41080**	3
	MCP-3449	Safety and Health Inspections	0
	MCP-3450	Developing and Using Job Safety Analyses	1
	MCP-3562	Hazard Identification, Analysis & Control of Operational Activities **– DAR # 40600**	1
	MCP-3591	Maintenance and Use of Facility Hazards Lists	0
	LST-99	Facility Hazards Identification and Control Information List	0
2		**INDUSTRIAL SAFETY**	
	PRD-5	Boilers and Unfired Pressure Vessels	3
	PRD-22	Evacuation and Surface Penetration – **Change DAR # 40812**	2
	PRD-51	Concrete and Masonry	1
	PRD-160	Hoisting and Rigging	1
	PRD-201	Safety of Aviation Charter and Leasing Services	0
	PRD-5042	Facility Hazard Identification	1
	MCP-2709	Aerial Lifts and Elevating Work Platforms **Change DAR # 40948**	1

Safety and Health Companywide	TABLE OF CONTENTS	Identifier: TOC-48 Revision: 46 Page: 2 of 3

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
	MCP-2710	Fall Protection	0
	MCP-2711	Ladders	0
	MCP-2712	Scaffolding	0
	MCP-2713	Walking and Working Surfaces	0
	MCP-2714	Safety Signs, Color Codes, and Barriers	0
	MCP-2716	Personal Protective Equipment	3
	MCP-2725	Field Work at the INEEL	1
	MCP-2728	Compressed Gases	1
	MCP-2730	Demolition	0
	MCP-2731	Electrical Safety	0
	MCP-2732	Equipment Safety	0
	MCP-2735	Hand and Portable Power Tools **Change DAR # 40815**	2
	MCP-2736	Cryogenic Systems	0
	MCP-2737	High-Temperature Systems **Change DAR # 40813**	1
	MCP-2738	Machine Guarding	0
	MCP-2739	Material Handling, Storage, and Disposal	0
	MCP-2741	Structural Steel Erection **Change DAR # 40814**	1
	MCP-2742	Temporary Facilities	0
	MCP-2743	Motor Vehicle Safety	0
	MCP-2744	Powered Industrial Trucks	0
	MCP-2745	Heavy Industrial Vehicles	0
3		**FIRE PROTECTON**	
	PDD-1009	LMITCO Fire Protection Program	0
	PDD-1013	Chemical Management System Description	0
	PRD-158	Inspection, Testing and Maintenance of Fire Protection Systems and Equipment	0
	PRD-199	LMITCO Fire Protection Program	0
	PRD-200	Fire Hazards Analysis	0

Safety and Health Companywide	TABLE OF CONTENTS	Identifier: TOC-48 Revision: 46 Page: 3 of 3

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
	PRD-5047	Gaseous Fire Suppression Systems	0
	MCP-579	Performing Fire Hazards Analysis	3
	MCP-581	Fire Protection Exemptions and Equivalencies	2
	MCP-583	Performing Fire Safety Assessments	3
	MCP-584	Flammable and Combustible Liquid Storage and Handling	2
	MCP-585	Managing Fire Protection Impairments	4
	MCP-2706	Storage and Control of Time Sensitive Chemicals	1
	MCP-2707	Compatible Chemical Storage	1
	MCP-2708	Maintaining Facility Chemical Storage Limits	1
	MCP-2718	Welding, Cutting, and Other Hot Work	2
	MCP-2734	Explosives Safety	0

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Idaho National Engineering & Environmental Laboratory

Form 412.09
10/06/99 - Rev. 04

Safety and Health Companywide	TABLE OF CONTENTS	Identifier: TOC-49 Revision: 23 Page: 1 of 2
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Occupational Health	Effective Date: 12/01/99

Manual: 14B – Safety and Health – Occupational Health

DAR Number: N/A

NOTICE: The intranet version of this document is the current revision.

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
1		**GENERAL**	
	POL-7	Ability to Work	0
	PRD-33	Access to Employee Exposure and Medical Records	2
	MCP-49	Accident Reporting and Followup	1
	MCP-2559	Use of First Aid Kits	1
	MCP-2722	Occupational Medical Program Processes	0
	MCP-3619	Protecting Human Research Subjects	0
2		**INDUSTRIAL HYGIENE**	
	MCP-50	Chronic Beryllium Disease Prevention	0
	MCP-152	Surveying Indoor Air Quality	1
	MCP-153	Industrial Hygiene Exposure Assessment	1
	MCP-255	Hazardous Waste Operations and Emergency Response Activity Health and Safety Plans	4
	MCP-2692	Preventing Ergonomic and Back Disorders	1
	MCP-2702	Bloodborne Pathogens	0
	MCP-2703	Carcinogens	0
	MCP-2704	Heat and Cold Stress	0
	MCP-2715	Hazard Communication	0
	MCP-2717	Laser Safety Program **–Field Change DAR # 13669**	1
	MCP-2719	Controlling and Monitoring Exposure to Noise	1
	MCP-2720	Controlling and Monitoring Exposures to Lead	1
	MCP-2721	Controlling and Monitoring Exposures to Cadmium	0
	MCP-2726	Respiratory Protection	2
	TPR-5627	Inspecting MSA Custom 4500 MMR Self-Contained Breathing Apparatus (SCBA)	0
	MCP-2746	Purchasing, Maintaining, and Using HEPA Filters	2
	TPR-5054	HEPA Filter in-Place Testing	1

Safety and Health Companywide	TABLE OF CONTENTS	Identifier: TOC-49 Revision: 23 Page: 2 of 2

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
	MCP-2747	Specialized Ventilation	0
	MCP-2748	Hazardous Waste Operations and Emergency Response	1
	MCP-2749	Confined Spaces	1
	MCP-2750	Preventing Hantavirus Infection	1
	MCP-2859	Posting Asbestos Advisory Signs	0
	MCP-2862	Asbestos Management Program Administration	0

Lockheed Martin Idaho Technologies Company

Radiation Protection Company-wide	TABLE OF CONTENTS	Identifier: TOC-41 Revision: 5 Page: 1 of 3
Document Control Center (208) 526-1202	Document Owner/Approver: Director, Safety and Health	Effective Date: 09/20/96

Manual: 15A - Radiation Protection

DAR Number: N/A - See transmittal # 5

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV
---		**INEL Policy**	2
---		**10 CFR 835 Supplemental Statements**	2
---		**RESL 10 CFR 835 Supplemental Statements**	0
---		**Table of Contents**	5
1		**Excellence in Radiological Control**	1
	Part 1	Department of Energy (DOE) Radiological Control Manual	
	Part 2	Leadership in Radiological Control	
	Part 3	Improving Radiological Performance	
	Part 4	Contractor Radiological Control Organization	
	Part 5	DOE Management	
2		**Radiological Standards**	2
	Part 1	Administrative Control Levels and Dose Limits	
	Part 2	Contamination Control and Control Levels	
	Part 3	Posting	
3		**Conduct of Radiological Work**	2
	Part 1	Planning Radiological Work	
	Part 2	Work Preparation	
	Part 3	Entry and Exit Requirements	
	Part 4	Radiological Work Controls	
	Part 5	Evaluation of Performance	
	Part 6	Special Applications	
	Part 7	Construction and Restoration Projects	

Radiation Protection Company-wide	TABLE OF CONTENTS	Identifier: TOC-41 Revision: 5 Page: 2 of 3

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV
4		**Radioactive Materials**	1
	Part 1	Radioactive Material Identification, Storage and Control	
	Part 2	Release and Transportation of Radioactive Material	
	Part 3	Radioactive Source Controls	
	Part 4	Solid Radioactive Waste Management	
	Part 5	Control of Radioactive Liquids and Airborne Radioactivity	
	Part 6	Support Activities	
5		**Radiological Health Support Operations**	2
	Part 1	External Dosimetry	
	Part 2	Internal Dosimetry	
	Part 3	Respiratory Protection Program	
	Part 4	Handling Radiologically Contaminated Personnel	
	Part 5	Radiological Monitoring and Surveys	
	Part 6	Instrumentation and Calibration	
6		**Training and Qualification**	2
	Part 1	General Requirements	
	Part 2	General Employee Radiological Training	
	Part 3	Radiological Worker Training	
	Part 4	Radiological Control Technician Qualification	
	Part 5	Other Radiological Training	
	Part 6	Training for Special Applications	
7		**Radiological Records**	1
	Part 1	Requirements	
	Part 2	Employee Records	
	Part 3	Visitors	

Radiation Protection Company-wide	TABLE OF CONTENTS	Identifier: TOC-41 Revision: 5 Page: 3 of 3

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV
	Part 4	Radiological Control Procedures	
	Part 5	Radiological Surveys	
	Part 6	Instrumentation and Calibration Records	
	Part 7	Records Management	
	Part 8	Radiological Reporting	
---		**References**	1
---		**Glossary**	1
---		**Index**	1
		TABLES	
	1-1	Suggested Radiological Performance Indicators	
	2-1	Summary of Dose Limits	
	2-2	Summary of Contamination Values	
	2-2a	Surface Radioactivity Values (10 CFR 835)	
	2-3	Criteria for Posting Radiation Areas	
	2-4	Criteria for Posting Contamination, High Contamination and Airborne Radioactivity Areas	
	3-1	Guidelines for Selecting Protective Clothing (PC)	
	4-1	Labeling Requirements for Radioactive Materials	
	6-1	Radiological Worker Entry Training Requirements	
		FIGURE	
	2-1	Establishing Control Areas	

INEEL
Idaho National Engineering & Environmental Laboratory

Radiation Protection Companywide	TABLE OF CONTENTS	Identifier: TOC-5 Revision: 74 Page: 1 of 2
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Safety and Health	Effective Date: 01/26/99

Manual: 15B – Radiation Protection Procedures
DAR Number: N/A
NOTICE: The intranet version of this document is the current revision.

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
I		**ADMINISTRATION**	
	MCP-6	Radiological Engineering Design File	1
	PDD-1022	Radiological Control	0
II		**EXPOSURE CONTROL**	
	MCP-7	Radiological Work Permit	13
	MCP-90	Use of Vacuum Cleaners and Portable Air Handling Equipment in Radiological Areas	4
	MCP-91	ALARA Program and Implementation	10
	MCP-121	Radioactive Material Areas and Radioactive Material Storage Areas	5
	MCP-127	Radiological Control of Field Radiography Operations **Field Change DAR # 40201 – duration 02/09/00**	2
	MCP-137	Radioactive Source Accountability and Control	4
	MCP-138	Control and Registration of Radiation-Generating Devices	3
	MCP-148	Personnel Decontamination	2
	MCP-187	Posting Radiological Control Areas	6
	MCP-198	Large Area Containments	2
	MCP-199	Total Containment Glove Bags	2
	MCP-366	Use of Temporary Shielding **Field Change – DAR # 7571**	2
	MCP-425	Surveys of Materials for Unrestricted Release and Control of Movement of Contaminated Material	3
	MCP-432	Radiological Personal Protective Equipment	7

Radiation Protection Companywide	TABLE OF CONTENTS	Identifier: TOC-5 Revision: 74 Page: 2 of 2

TAB	DOC. ID.	SECTION OR DOCUMENT TITLE	REV.
III		**RADIOLOGICAL INSTRUMENTATION**	
	MCP-93	Health Physics Instrumentation	12
IV		**DOSIMETRY**	
	MCP-92	Radiological Control of Personnel Administered Radiopharmaceuticals	0
	MCP-136	Planned Special Exposures	0
	MCP-145	Radiation Protection for Embryo/Fetus	0
	MCP-149	Dose Assessment of Non-Uniform Skin Exposure	0
	MCP-188	Issuance of TLDS and Obtaining Personnel Dose History	1
	MCP-191	Radiological Internal Dosimetry	2
V		**TRAINING**	
	MCP-126	Radiological Training	0
VI		**RESPONSE TO RADIOLOGICAL EMERGENCIES**	
	MCP-120	Response to an Accidental Criticality	0
	MCP-124	Response to Abnormal Radiological Situations	2
	MCP-512	Emergency Radiological Facility Monitoring **Superseded by EPI-51, EPI-52, EPI-53, EPI-54, EPI-55, and EPI-57**	--
VII		**AIR MONITORING**	
	MCP-362	Tritium Monitoring	2

Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	CONTROLLING AND MONITORING EXPOSURE TO NOISE	Identifier: MCP-2719 Revision: 1 Page: 1 of 8
Document Control Center: (208) 526-1202	Document Owner/Approver: Director of Occupational Health	Effective Date: 09/15/98

Manual: 14B – Safety and Health CATEGORY 3 DAR Number: 15509
Occupational Health
NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

The Hearing Conservation Program minimizes occupational *noise* (see def.) exposure below the established regulatory limits for employees in the workplace (as required by selected requirements found in 29 Code of Federal Regulations (CFR), parts 1910.20, 1910.95, and 1926.52, and in Department of Energy (DOE) Order 5480.10.

2. SCOPE AND APPLICABILITY

This procedure addresses noise monitoring and exposure limits, employee notification, audiometric testing, hearing protection and noise attenuation, training, and documentation.

This procedure applies to all persons working for Lockheed Martin Idaho Technologies Company (LMITCO) performing activities where controls are necessary to maintain occupational hearing exposure below required limits.

3. PREREQUISITES

Initial and annual training provided by the INEEL Institute is required for employees included in the Hearing Conservation Program (HCP).

4. INSTRUCTIONS

4.1 General Requirements

4.1.1 Line Management: Ensure a continuing hearing conservation program is implemented whenever employee noise exposures equal or exceed the *action level* (see def.).

4.1.2 Submit designs and specifications for new facilities or modifications to existing facilities for noise control or suppression to the area Industrial Hygienist (IH) for industrial hygiene review.

4.1.2.1 Use (1) appropriate *engineering controls* (see def.), then (2) *administrative controls* (see def.) to reduce noise levels.

4.1.2.2 If engineered or administrative controls are not effective or feasible, then use personal protective equipment to reduce noise exposure.

Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	**CONTROLLING AND MONITORING EXPOSURES TO LEAD**	Identifier: MCP-2720 Revision: 1 Page: 1 of 14
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Safety and Health	Effective Date: 4/30/98
Manual: 14B - Safety and Health Industrial Hygiene and Fire Protection	**CATEGORY 3**	DAR Number: 10703

NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

Controls for work with and around *lead* (see def.) are necessary to ensure worker safety and health. Instructions in this procedure implement selected requirements from sources including 29 Code of Federal Regulations (CFR) part 1910.1025, Lead, and Part 1926.62, Lead; and Department of Energy (DOE) Order 5480.4, Environmental Protection, Safety, and Health Protection Standard, and DOE Order 5480.10, Contractor Industrial Hygiene Program.

2. SCOPE AND APPLICABILITY

This procedure addresses general industry and *construction* (see def.) activities prior to and during work with lead, including required training.

This procedure applies to all persons working for Lockheed Martin Idaho Technologies Company (LMITCO) who have the potential to be exposed to lead. It does not apply to those working under the 29 CFR 1910.1450, Occupational Exposure to Chemicals in Laboratories, unless otherwise specified.

3. PREREQUISITES

None

4. INSTRUCTIONS

4.1 General Requirements

4.1.1 Medical Director of the Department of Occupational Health: Assign an industrial hygienist (IH) as subject matter contact (SMC) to oversee the site-wide lead program.

4.1.2 SMC: Develop a site-wide lead program that addresses required elements of 29 CFR 1910.1025, Lead (General Industry) and 1926.62, Lead (Construction Industry).

4.1.3 Evaluate program effectiveness every 6 months and revise as needed.

4.1.4 Work Coordinator or Job Supervisor: Conduct frequent job site surveillances to ensure compliance with this document.

4.1.5 *Competent Person* (see def.): Monitor work in compliance with this document.

Lockheed Martin Idaho Technologies Company

Management Control Procedure Companywide	RESPIRATORY PROTECTION	Identifier: MCP-2726 Revision: 2 Page: 1 of 16
Document Control Center: (208) 526-1202	Document Owner/Approver: Director, Occupational Health	Effective Date: 02/03/99

Manual: 14B–Safety and Health–Occupational Health CATEGORY 3 DAR Number: 15960

NOTICE: The LMITCO intranet version of this document is the current revision.

1. PURPOSE

This procedure provides instructions for implementing the respiratory protection program to help ensure worker safety. It addresses requirements from Title 29 of the Code of Federal Regulations (CFR) part 1910.134 and DOE Order 440.1A.

2. SCOPE AND APPLICABILITY

This document directs administration, selection, control, use, maintenance, storage, training, and monitoring for the respiratory protection program.

This document applies to all persons working for Lockheed Martin Idaho Technologies Company (LMITCO) or in LMITCO facilities at the Idaho National Engineering and Environmental Laboratory (INEEL) that use respiratory devices for protection against airborne hazardous materials. This procedure applies to all types of work (maintenance, construction, research, etc.) in which respiratory protection may be required.

3. PREREQUISITES

3.1 Personnel performing work requiring the use of respiratory protective equipment must be qualified through appropriate training and medical evaluations.

3.2 Personnel required to inspect self-contained breathing apparatus (SCBAs) or perform monthly inspections of SCBAs must be *Level I* (see definition) trained.

3.3 Personnel that are required to issue respiratory equipment must be a *qualified person* (see def.) through appropriate issuance training, as described in Appendix E, Respiratory Training Courses.

4. INSTRUCTIONS

4.1 Program Administration

4.1.1 Director of Occupational Health: Assign an industrial hygienist (IH) experienced in respiratory protection as program administrator.

4.1.2 Ensure that an annual assessment, conducted by personnel independent of the program administrator and with the appropriate expertise, is performed and documented.

Lockheed Martin Idaho Technologies Company

Management Control Procedure Category 3 Companywide	**HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE**	Identifier: MCP- 2748 Revision: 1 Page: 1 of 39
Document Control Center (208) 526-1202	Document Owner/Approver: Director, Safety and Health	Effective Date: 11/1/97

Manual: 14B – Safety and Health DAR Number: 9770

NOTICE: The LMITCO Intranet version of this document is the current revision.

1. PURPOSE

This procedure implements the requirements of 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response, and establishes a hazardous waste operations and emergency response (HAZWOPER) program at Lockheed Martin Idaho Technologies Company (LMITCO) controlled *facilities* (see def.) at the Idaho National Engineering and Environmental Laboratory (INEEL)

2. SCOPE AND APPLICABILITY

2.1 Hazardous Waste Characterization and Cleanup Operations

This procedure, excluding section 4.11, is applicable to all LMITCO personnel involved in *hazardous waste cleanup operations* (see def.) at *uncontrolled hazardous waste sites* (see def.) when uncontrolled hazardous waste or substances are present or suspected. It applies to LMITCO personnel involved in corrective actions covered by the Resource Conservation and Recovery Act (RCRA), corrective action activities involving cleanup operations at sites covered by RCRA, and emergency response operations. This procedure does not apply to *exempted facilities* (see def.).

2.2 Treatment, Storage and Disposal (TSD) Facilities

Section 4.11 of this procedure, and the additional sections cited within section 4.11, are specific to LMITCO personnel involved in hazardous waste operations that are conducted at TSD facilities regulated by 40 CFR Parts 264 and 265 or by agencies under agreement with the U.S. Environmental Protection Agency (EPA) to implement RCRA regulations.

3. PREREQUISITES

None

Lockheed Martin Idaho Technologies Company

Management Control Procedure Company-wide	ASBESTOS MANAGEMENT PROGRAM ADMINISTRATION	Identifier: MCP-2862 Revision: 0 Page: 1 of 10
Document Control Center (208) 526-1202	Document Owner/Approver: Safety and Health Director	Effective Date: 02/01/97

Manual: 14B – Safety and Health DAR Number: 3219

1. PURPOSE

Activities related to *asbestos-containing materials (ACM*; see def.), *presumed asbestos-containing materials (PACM*; see def.), and areas in which asbestos-containing materials are located must be properly managed to mitigate personnel exposure risks and ensure the health and safety of asbestos workers, other employees, and the public. This procedure implements selected requirements from 29 CFR 1910.1001 and 29 CFR 1926.1101.

2. SCOPE AND APPLICABILITY

This procedure includes instructions for managing asbestos-related work to ensure the safety of asbestos workers, other employees, and the public. In addition, instructions in this procedure implement asbestos-related requirements to help ensure compliance with applicable federal regulations.

Instructions in this procedure apply to those persons and organizations responsible for asbestos program administration, including:

A. Lockheed Martin Idaho Technologies Company (LMITCO) *asbestos program manager* (see def.)

B. *building owner* (see def.)

C. all individuals and legal entities that employ personnel who work at any facility at the Idaho National Engineering Laboratory (INEL)

D. *safety and health professional* (see def.)

E. *competent person* (see def.)

F. construction or project managers

G. LMITCO Environmental Affairs department

H. LMITCO employees

I. *Project Designers* (see def.).

TRAIN Reports
The INEEL Training Records and Information Network
Reports
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Training Requirements Matrix

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The Training Requirements Matrix (TRM) is divided into sections to aid in the use of the matrix.

Simply click-on the section you wish to review. Any changes to existing courses will be indicated by red text (earlier revisions will revert to green). New and revised courses have been highlighted.

Also, course costs, where available, have now been added for your convenience.

- **Administrative**
- **Asbestos**
- **Chemical Hygiene**
- **Conduct of Engineering**
- **Conduct of Maintenance**
- **Conduct of Operations**
- **Emergency Preparedness**
- **Environmental Training**
- **Fire Protection**
- **First Aid/CPR**
- **Fissile Material Handler**
- **Hazard Communication**
- **Hazardous Material Transportation**
- **Hazardous Waste Operations**
- **Hoisting and Rigging**
- **Incident Response Team**
- **Industrial Hygiene**
- **Industrial Safety**
- **Managers, Supervisors, Foreman Training**
- **New Hire Orientation/GET Training**
- **Quality Assurance Program**
- **Radiological Training**
- **Records Management**
- **Respiratory Protection**
- **Security Education & Awareness Training**
- **Unreviewed Safety Questions Training**
- **Summary of Changes**

Please contact the **webmaster** if you have problems with this site.

Training Home

Safety Resource Center

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Safety Videos
A listing of safety-related videos which may be checked out from the video library and shown during safety meetings, training, etc.

Contact **Lawrdel Harrison** at ldl@inel.gov, 526-1649 or MS 4129 to check out a video.

Safety Meeting Packets
A listing of packets on safety-related topics to assist in conducting Safety Meetings. These packets contain a safety video, instruction guide, attendance roster and additional training media as applicable.

Contact **Lawrdel Harrison** at ldl@inel.gov, 526-1649 or MS 4129 to check out a video.

Safety Presentations
Miscellaneous safety topics that can be printed from the internet and used for safety meetings.

INEEL Safety and Health Home Page
Resource for miscellaneous on-line safety information.

Internet Resources
Links to other on-line safety resources

Please contact the **webmaster** if you have problems with this site.

Training Home

Hit Counter

This page has been accessed times since May 1, 1999.

Safety Videos

Below is an index and description of Safety and Health training videotapes (1/2" VHS unless noted otherwise) that are available for your use.

These materials are excellent for use as safety meetings or to increase awareness of safety issues.

To reserve or check out a video for use, please contact *Lawrdel Harrison at ldl@inel.gov, 526-1649 or MS 4129.*

- Auto Safety
- Back Protection
- Confined Space
- Electrical Safety
- Emergency Response
- Falls
- Fire Safety
- General Safety
- Hand Tool Safety
- Health
- Industrial Hygiene
- Industrial Safety
- Office Safety
- Outdoor Safety
- Personnel Safety
- Spills

-- Auto Safety --

- **Auto Safety--18 min.,** General auto safety to prevent unnecessary accidents. Proper actions for roadside emergencies are covered.
- **Driving Safety--5 min**
- **Highway Construction Maintenance Safety--5 min**
- **Holiday Traveling--5 min**
- **Lived To Tell--15 min., Actual accident victims tell what happened and what to do to prevent accidents.**
- **Motor Mania--7 min., 3/4" format (Walt Disney Production) Safe driving in a humorous way with Pluto as the character behind the wheel.**
- **Seatbelt Safety, Driving Under the Influence-The Aftermath, Tailgating--24 min., Olympic diver under the influence of alcohol drives into a crowd of teenagers. Actual events and news footage of the accident.**
- **Safe Driving--5 min**
- **Vehicle Safety--5 min**
- **Wellness Series, Seatbelt Safety--5 min**

Return to Index

-- Back Protection --

- **Back In Business--19 min., Mechanics of the back, how it works, and common types of back**

Safety-Meeting-Packets

This document provides an index and description of Safety and Health training packets that are available for your use. These materials contain a safety video, instruction guide, attendance roster and additional training media as applicable. These packets are excellent for use as safety meetings or to increase awareness of safety issues.

To reserve or check out a packet for use, please contact *Lawrdel Harrison, (208) 526-1649, MS 4129* (or send e-mail to ldl@inel.gov)

- Bloodborne Pathogens (SMTT0001)
- Cold Stress (SMTT0010)
- Ergonomics (SMTT0009)
- Fire Extinguishers (SMTT0011)
- Hearing Conservation (SMTT0003)
- Heat Stress (SMTT0005)
- Machine Shop Safety (SMMISC98)
- Portable Ladders (SMTT0006)
- Preventing Hantavirus (SMTT0008)

-- Bloodborne Pathogens --

SMTT0001 - Informs employees of how Bloodborne Pathogens can be contracted and how to protect themselves and their family. (12 min.)

- Required for employees who have the potential for exposure to Bloodborne Pathogens.
- Target Audience: Radiological Control Technicians, Industrial Hygienists, Safeguard and Security, Immediate Response Team
- Recommended for all employees.

Return to Index

-- Cold Stress --

SMTT0010 - Informs employees of the symptoms and treatment for hypothermia and frostbite. (12 min.)

Learning Objectives

This booklet contains general information on the environmental, safety, and health issues related to the INEEL and the appropriate actions to take when responding to an emergency. After reading this training, you will be able to do the following:

1. Identify the purpose of the Operational Excellence Program and the four elements that make up the program.
2. Recognize what rights you have regarding the INEEL Site Workplace Safety Policy.
3. Identify your rights concerning access to employee records at the INEEL.
4. Identify the emergency signals for Take Cover/Shelter, Building Evacuation, Total Area Evacuation, and a Building Fire Alarm, and your responsibility for responding to the different signals at the INEEL.
5. Recognize the precautionary measures to take for accountability when performing work as a field worker.
6. Choose the proper response for the following emergencies: tornado, earthquake, non-radiological hazardous material release, and a bomb threat at the INEEL.
7. Identify your responsibilities and the role and responsibilities of the Occupational Health Directorate in regard to ability to work, bloodborne pathogen protection, drug free workplace, asbestos, lead, hazard communication, confined spaces, and ergonomics.
8. Recognize your role in reporting an abnormal event, sexual harassment or discrimination concern, and a safety health, or environmental concern.
9. Describe your responsibility to exercise your stop work authority as an employee.
10. Identify your responsibilities as a pedestrian or when using a bicycle, motor vehicle, or powered industrial vehicle.
11. Recognize the need for additional precautions and training if you use specialty tools and equipment, use machine guarding, work at heights or on scaffolding or work around excavations.
12. Identify precautions you should take to avoid electrical hazards.
13. Describe the special hazard and fire suppression systems at the INEEL and know the proper actions to take if a system activates.
14. Recognize the requirements for using ladders, compressed gases, and lockout/tagout devices.
15. Identify the purpose of personal protective equipment.
16. Recognize the steps for proper lifting and the precautions for avoiding slips and falls.
17. Identify your roles and responsibilities for environmental compliance at the INEEL.
18. Describe employee responsibilities for the LMITCO Quality Assurance program.

Supervisor and Manager Training (SAM)

1. SAM I.....Becoming an Advocate for Safety
2. SAM II.....Management Leadership and Employee Involvement
3. SAM III....."Passport to Success"
4. SAM IV.....Management Commitment and Accountability
5. SAM V.....You can make a Difference
6. SAM VI.....Coming Together

SAM

I

Lesson Plan

Lockheed Martin Idaho Technologies Company

Instructional Material Company Wide	**BECOMING AND ADVOCATE FOR SAFETY**	Identifier: TGVPP001 Revision: 0 Page: 1 of 12
Document Control Center (208)	Document Owner/Approver: VPP Integrations Office Manager	Effective Date:

Manual: DAR Number: _____

SAM I TRAINING LESSON PLAN

What is VPP?

Simply put, it is a program established by DOE to recognize superior performance in the field of safety and health by contractor management and their employees.

As evident in its name, the VPP is voluntary. Each company that wishes to present its safety program and incident rates completes an application and submits it to the DOE. The DOE then looks at the elements of the program and evaluates them to determine whether they are above and beyond compliance.

WHAT IS THE GOAL OF VPP:
Create and maintain a work place free of injuries and illnesses using employee involvement and management leadership.

Elements of The VPP:

1. Management Leadership
   Management must be visible and out on the floor discussing safety issues. Objectives must be set for planning purposes and a program must be established to improve safety and health, not just injury rate objectives. Everyone is responsible for all aspects of the program and must be accountable for meeting responsibilities.

2. Employee Involvement
   Employees know which programs and procedures will really work, so it is important to involve them from the developmental stage. When employees are involved they can greatly enhance their own safety and the safety of their coworkers. This will be accomplished through becoming involved in accident investigations and proactive safety preventive measures.

3. Work site Analysis
   This is a combination of systematic actions that allow an inventory of potential hazards and the means to catch the hazards that slip out of planned controls.

Design Plan for:

Voluntary Protection Program

Supervisor & Manager (SAM) VI

OOTRN 640

Design Meeting Date: 04/17/99

Design Plan: 05/26/99

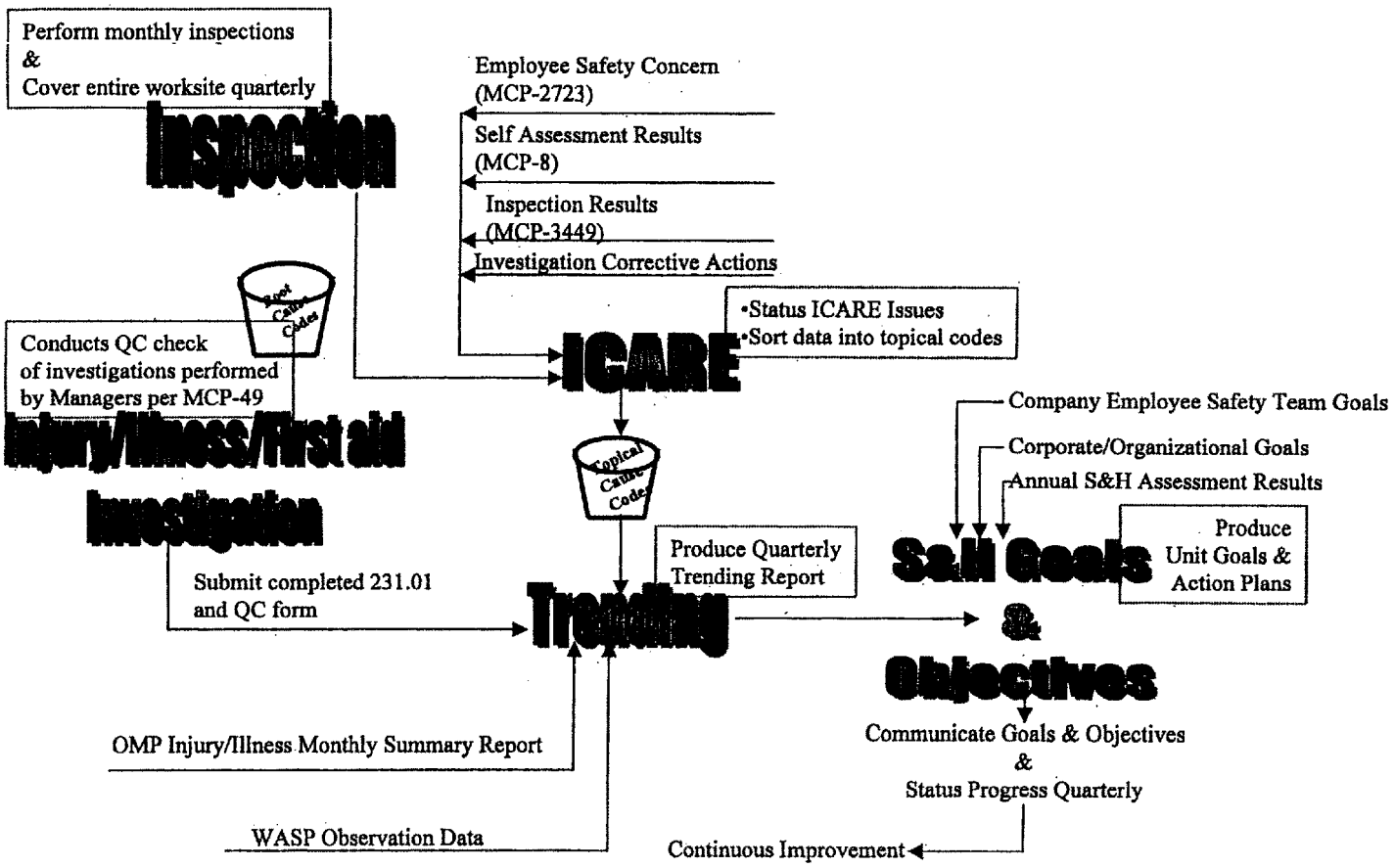
Design Team: Bowen Huntsman, Delwin Allred, Dave Fox, Charlene Johnson, Sharon Chivers

Reviewed by SME: Ann L Lotosecki Date: 5/26/99

Reviewed by IT Lead: Pam Barnes Date: 5/26/98

Approved by Document Owner: [illegible] Date: 5/27/99

EST Subteam Interfaces



Professional Development Course Offerings

Course Information and Schedules

Coaching for Contributions
November 8, 9, 1999 & February 7, 2000
December 13, 14, 1999 & February 15, 2000
January 17, 18, & February 29, 2000
March 27, 28 & May 22, 2000
March 29, 30 & May 23, 2000
April 17, 18 & May 24, 2000

7 Habits of Highly Effective People
February 22-24, 2000
March 14-16, 2000
April 11-13, 2000
May 16-18, 2000
June 6-8, 2000
July 11-13, 2000
August 8-10, 2000
September 12-14, 2000

4 Roles of Leadership
July 25-27, 2000

Conflict Management (ELD00002)
Offered on an "as-needed" basis

Effective Oral Presentations (ELD00003)
December 6-9, 1999 - **63128**
March 6-9, 2000 - **63137**
June 19-22, 2000 - **63145**

Individual Development Planning
December 2, 1999 -
January 12, 2000 -
January 25, 2000 -
February 17, 2000 -
March 9, 2000 -
March 22, 2000 -
April 7, 2000 -
April 19, 2000 -

Frontline Leadership (ELD00005)
Offered on three consecutive Thursdays
November 4, 11, 18, 1999 - **63124**
March 16, 23, 30, 1999 - **63138**
July 13, 20, 27, 1999 - **63147**

Managing Interpersonal Relationships (MIR) (ELD00006)
November 2-3, 1999 - **63123**
January 19-20, 2000 - **63132**
May 23-24, 2000 - **63144**
August 23-24, 2000 - **64771**

MIR - Refresher (ELD00013)
February 14, 2000 - **63133**

Meeting Management (ELD00007)
December 16, 1999 - **63131**
April 27, 2000 - **63142**

Myers-Briggs Type Indicator (MBTI)

Offered on request to intact work groups/teams

Preventing Misunderstanding Communication (ELD00009)
October 21, 1999 - **63127**
February 10, 2000 - **63119**
June 7, 2000 - **63143**
September 21, 2000 - **63151**

Problem Solving & Decision Making (ELD00010)
December 1-2, 1999 - **63126**
April 4-5, 2000 - **63140**
September 13-14, 2000 - **64772**

Situational Leadership (ELD00011)
October 18, 1999 - **63122**
December 14, 1999 - **63130**
April 20, 2000 - **63141**
August 10, 2000 - **63148**

Team Building (ELD00012)

Offered on an "as-needed" basis

Office Professional Level I

Offered each month - dates TBD -

Office Professional Level II (ELD00032)
November 16, 1999 - **63153**
February 23, 2000 - **63154**
May 11, 2000 @ Site - **63155**
August 16, 2000 - **63161**

Office Professional Level III

January 25, 2000 - **63163**
April 12, 2000 - **63164**
July 25, 2000 @ Site - **63166**

Creativity/Innovation

Creativity/Innovation Workshop

March 21-23, 2000 @ TSA C
April 17-19, 2000 @ TSA C
May 22-24, 2000 @ CFA Cafeteria
June 27-29, 2000 @ TSA C

Courses Offered on Demand

Conflict Management	Team Building	Customized Courses/ Workshops/Seminars
Myers-Briggs	Facilitation	Time Management

Please contact Professional Development for additional course information - 526-8846 or 526-1573

INEEL

Registration Information | INEEL Education and Research Initiatives Homepage

Last modified 2/1/2000
Send comments to: Tom Szabo geo@inel.gov