

United States Government

Department of Energy  
Office of River Protection

# memorandum

**FEB 14 2008**

DATE:

REPLY TO  
ATTN OF:

ESQ:PRH 08-ESQ-024

SUBJECT: RESULTS FROM THE U.S. DEPARTMENT OF ENERGY, OFFICE OF RIVER PROTECTION (ORP) ANNUAL FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH (FEOSH) WORKPLACE INSPECTION JANUARY 14 THROUGH 25, 2008

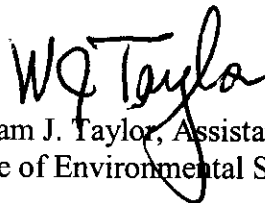
TO: Shirley J. Olinger, Manager  
Office of River Protection

This memorandum forwards the results (attached) of the annual Office of Environmental Safety and Quality inspection of ORP workspaces to ensure compliance with Occupational Safety and Health Act, 29 CFR 1960.25, "Basic Program Elements for Federal Employee Occupational Safety And Health Programs And Related Matters."

The assessor reviewed documentation, performed workplace inspections, and interviewed personnel who occupy Federal workspaces. The assessor encouraged employees to inspect their own office spaces using the FEOSH Office Safety Checklist.

Overall, the inspection results were favorable. ORP employees are provided with a workplace free from recognized uncontrolled occupational safety and health hazards that cause, or are likely to cause, physical harm or death. The only deficiencies the inspector found were several office bookcase units not secured to office walls, and two offices with carpet tripping hazards. Corrective action to secure the bookcases and repair the carpet was initiated through the 2440 Stevens Building Administrator.

If you have any questions, please contact me, (509) 376-7851.



William J. Taylor, Assistant Manager  
Office of Environmental Safety and Quality

Attachment

Attachment  
08-ESQ-024

Inspection Notes, Pictures,  
and FEOSH Office Safety Checklist

## INSPECTION NOTES

**Inspection Note Number:** A-07-ESQ-001

**Inspectors Names(s):** Paul Hernandez

**Dates of Inspection:** January 14 – 25, 2008

### **Area/Items(s) Inspected: ORP FEOSH Inspection Surveillance**

29CFR 1960.25 (c) states, "All areas and operations of each workplace, including office operations, shall be inspected at least annually." The assessor reviewed the requirements and the program and processes implemented by ORP to provide a place of employment free from recognized uncontrolled occupational safety and health hazards that cause, or are likely to cause, physical harm or death. The assessor reviewed documentation, performed workplace inspections, and interviewed personnel at 2440 Stevens Center.

### **Observations and Assessments:**

The assessor reviewed the following documents related to the Federal Employee Occupational Safety and Health (FEOSH) program:

- OSHA 29 CFR 1960.25 *Basic Program Elements For Federal Employee Occupational Safety And Health Programs And Related Matters*
- OSHA 29 CFR Part 1910 *Occupational Safety and Health Standards for General Industry*
- DOE Order 440.1-1A *Worker Protection Management For DOE Federal Employees*
- Website, *Federal Employee Occupational Safety and Health (FEOSH), Hanford's Program*, dated August 2007
- CH2M HILL Course No. 350055 Training Handout, *Facility Emergency Response Organization (FERO) Briefing*, dated January 15, 2008.

For several years the ORP annual FEOSH inspections concentrated on office safety. Past corrective actions resulted in improvements in office emergency signage, housekeeping, workstation ergonomics, electrical safety, EJTA maintenance, and an overall increase in employee awareness of safety issues. This year ORP ESQ focused their annual FEOSH inspection effort on office park pedestrian safety, 2440 Emergency Response training, and ORP employee involvement in office safety awareness.

### **2440 Stevens Center Pedestrian Safety**

The ORP Safety Representative teamed with Bechtel National Inc. (BNI) Safety Assurance to evaluate pedestrian crosswalks across Stevens Center Place. The meeting involved a walk down around the perimeter of 2440 and 2335 Stevens Center offices and the associated roadway sidewalks and pedestrian crossings. ORP followed up with field

observations during daylight hours as well as during the morning commute while it was still dark outside. The assessor took digital pictures to document two Stevens Place crosswalks from the point of view of both drivers and pedestrians.

#### 2440 Stevens Center South-West crosswalk:

ORP made observations during daylight and darkness at the 2440 Stevens Center South-West crosswalk to the South parking lot and the Ben Franklin Transit bus stop. During hours of darkness vehicles turning right off Stevens Drive encounter two highly reflective traffic control signs. The first sign is a "Speed Limit 20" traffic sign advising drivers of the speed limit throughout the Stevens Park office complex. The second sign is a diamond-shaped pedestrian crossing symbol advising drivers there is a crosswalk ahead. During hours of darkness the crosswalk pavement markings and pedestrians in the crosswalk were difficult to see. Several employees were interviewed and expressed concern that the drivers did not yield to pedestrians. The employees felt they had to wait for an opening in traffic before entering the crosswalk and that they had to assume the drivers would not slow down for them to cross the street. ORP observed minimal lighting at the crosswalk location, which may contribute to poor visibility.

#### 2440 Stevens Center South-East crosswalk

ORP made observations during daylight at the 2440 Stevens Center South-East crosswalk to the BNI Project Office. This is the second crosswalk drivers would encounter as they proceed into the office park from Stevens Drive. This is the primary pedestrian crossing path between the ORP and BNI offices. The assessor took photographs from a vehicle approaching from the west and from both sides of Stevens Center Place, as a pedestrian. From the driver's vantage point, it was difficult to see pedestrians approaching the crosswalk due to low pine tree branches lining the street. The driver could see a person's body only, but would not be able to make eye contact until the pedestrian was on the edge of the roadway. From the pedestrian's vantage point the cars in the street were not visible until the vehicle entered the crosswalk unless the pedestrian was at the edge of the roadway. The low pine tree branches precluded the pedestrians from making eye contact with drivers at this location, in both directions. The ORP assessor created a PowerPoint slide show from the photographs which he presented at the January 16, 2008 ORP All Employee Meeting. (see Attachment A)

ORP, BNI and CH2M HILL initiated discussions with Stevens Center Management, the building owner, to address safety concerns at both crosswalks. Recommendations included:

- Increased lighting at the 2440 Stevens Center South-West crosswalk,
- Pedestrian activated blinkers on pedestrian crossing signs,
- Trimming lower branches on pine trees along Stevens Center Drive,
- Restriping faded pavement markings, and
- Promoting office park safety through employee awareness campaigns.

Stevens Center Management agreed to develop an implementation plan and schedule to address the ORP recommendations.

### **2440 Stevens Emergency Response**

The ORP assessor inspected the "Facility Emergency Response Information" board located in the second floor common area near the men's restroom. Some of the information listed on the 2440 Stevens Facility Emergency Response Organization poster was outdated and needed to be revised to reflect personnel transfers or office moves. ORP inquired about training for the 2440 Emergency Response Organization. CH2M HILL arranged for an instructor to provide the annual refresher training during the week of this assessment. ORP was invited to attend course No. 350055, "Facility Emergency Response Organization (FERO) Briefing" to observe and evaluate the training. The training addressed the following elements:

- Emergency Management Organization with phone numbers,
- Relevant ISMS Core Functions,
- Contents of the Facility Emergency Response Information board,
- Protective Actions for Take Cover and Facility Evacuation,
- Staging Area Manager responsibilities,
- Personnel Accountability Aid responsibilities,
- Several Security Contingencies, and
- Lessons Learned.

ORP concluded the training was comprehensive, informative, and well-attended.

### **ORP Employee Office Safety Awareness**

On December 27, 2007 all ORP employees were sent the following notice:

"For this year's FEOSH Office inspection we would like employees to inspect their own office spaces using the attached checklist, and send the results to Paul Hernandez, ESQ. Please send your completed forms by January 11, 2008."

The intent was to raise employee awareness of their workplace surroundings and to self-identify items or issues of concern. (See Attachment B)

The response to the checklist was positive. Several employees identified minor deficiencies within their workspaces including unsecured bookcases, non-compliant space heaters, and surge protectors plugged into other surge protectors. Several items were corrected immediately. Other items will be addressed by the CH2M HILL Building Manager and the building maintenance staff. These include:

- Carpet tripping hazards in rooms 2812 and 2814,
- Unsecured tall bookcases in rooms 2809, 2109, 2103, and
- A loose phone wall jack in cubicle 2513B.

The assessor provided guidance to several employees on office ergonomics, and provided AdvanceMed Hanford authorization forms for scheduling ergonomic assessments.

**Conclusions:**

No significant safety issues were found during the annual workplace inspection. ORP concluded that federal employees are provided a place of employment free from recognized uncontrolled occupational safety and health hazards.

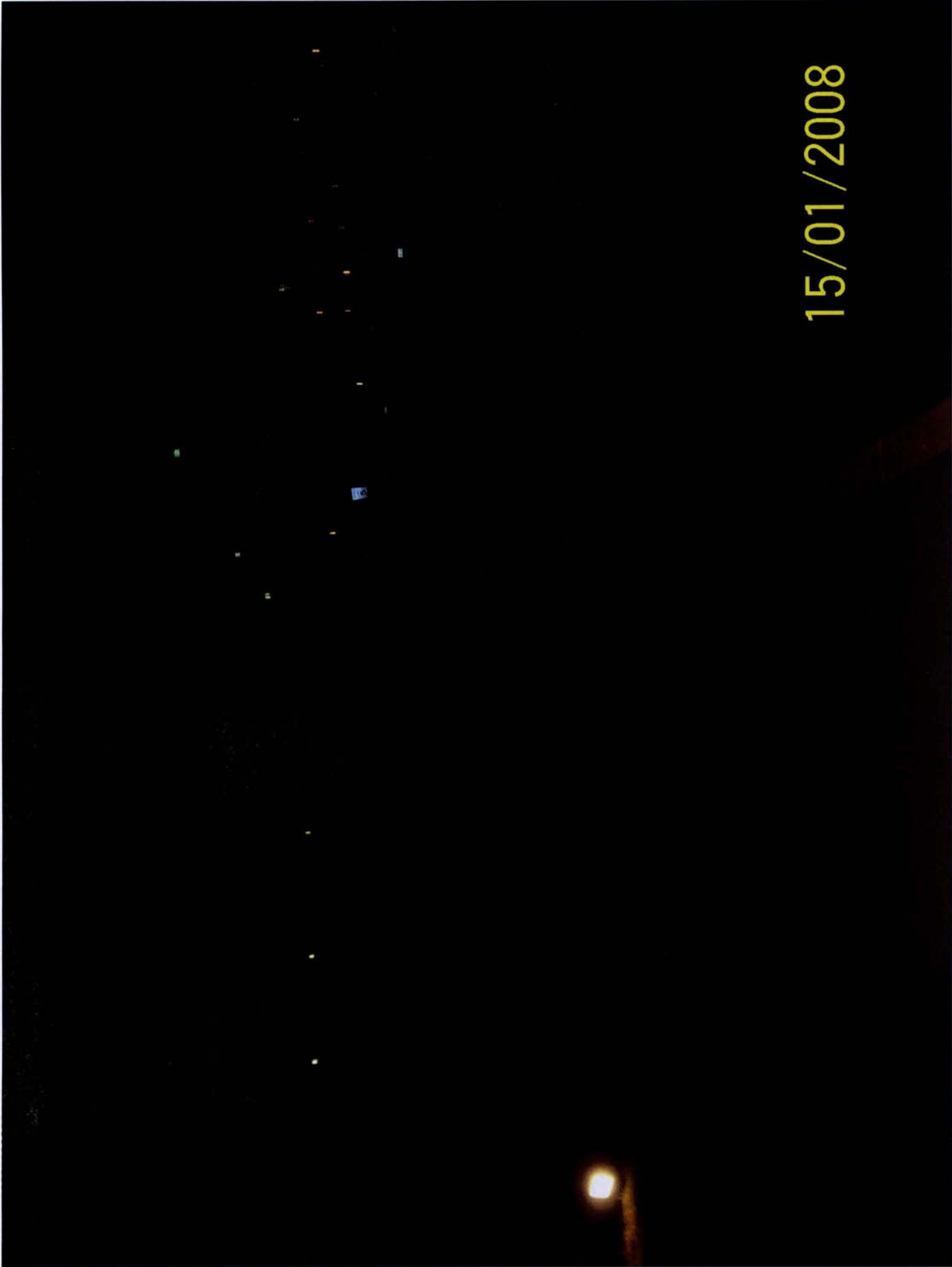
Submitted by: Paul Hernandez Approved by:   
Date: 2/13/08 Date: 2/14/08

Enclosure A

# 2440 Stevens Crosswalks

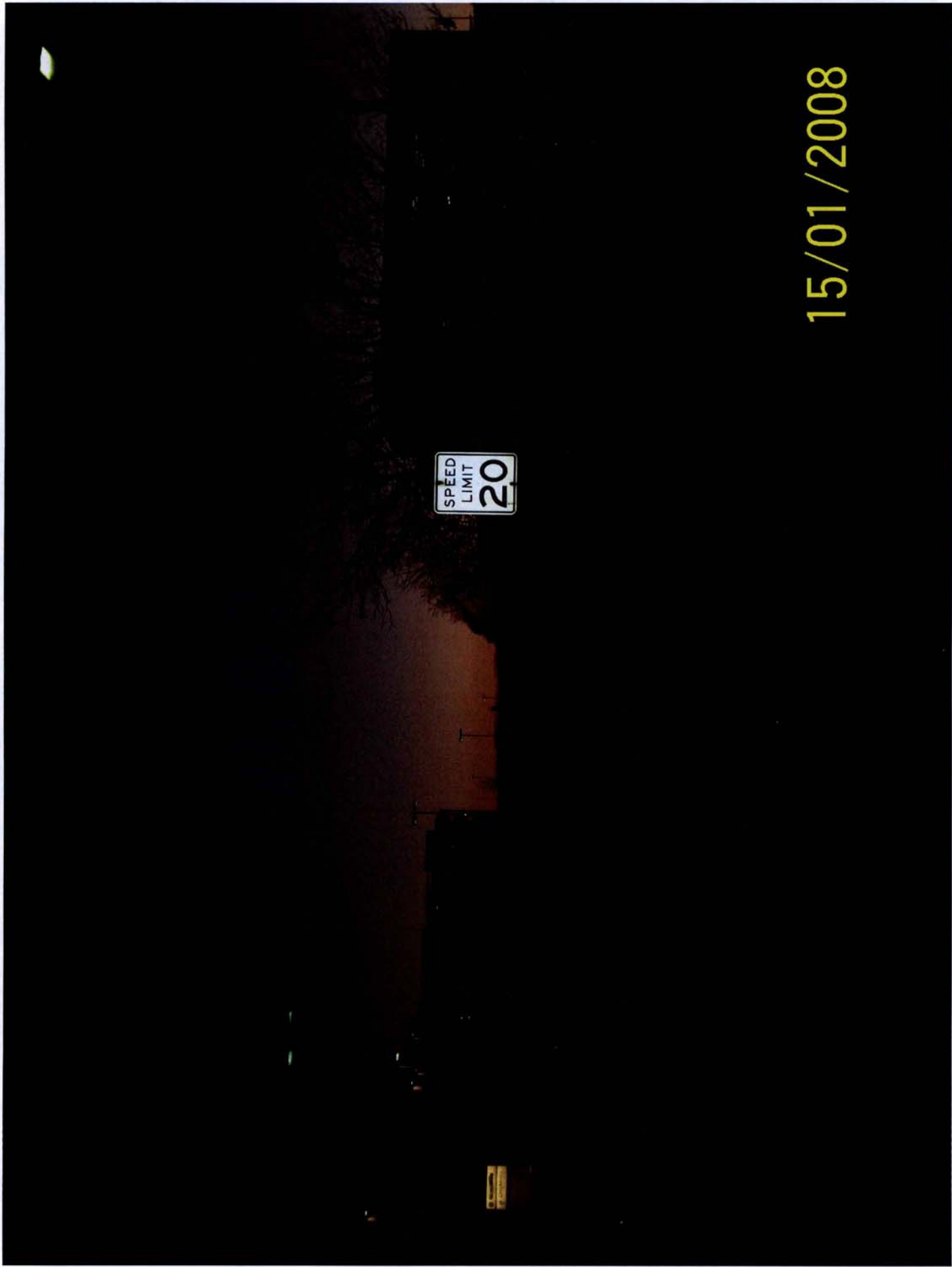
Paul Hernandez





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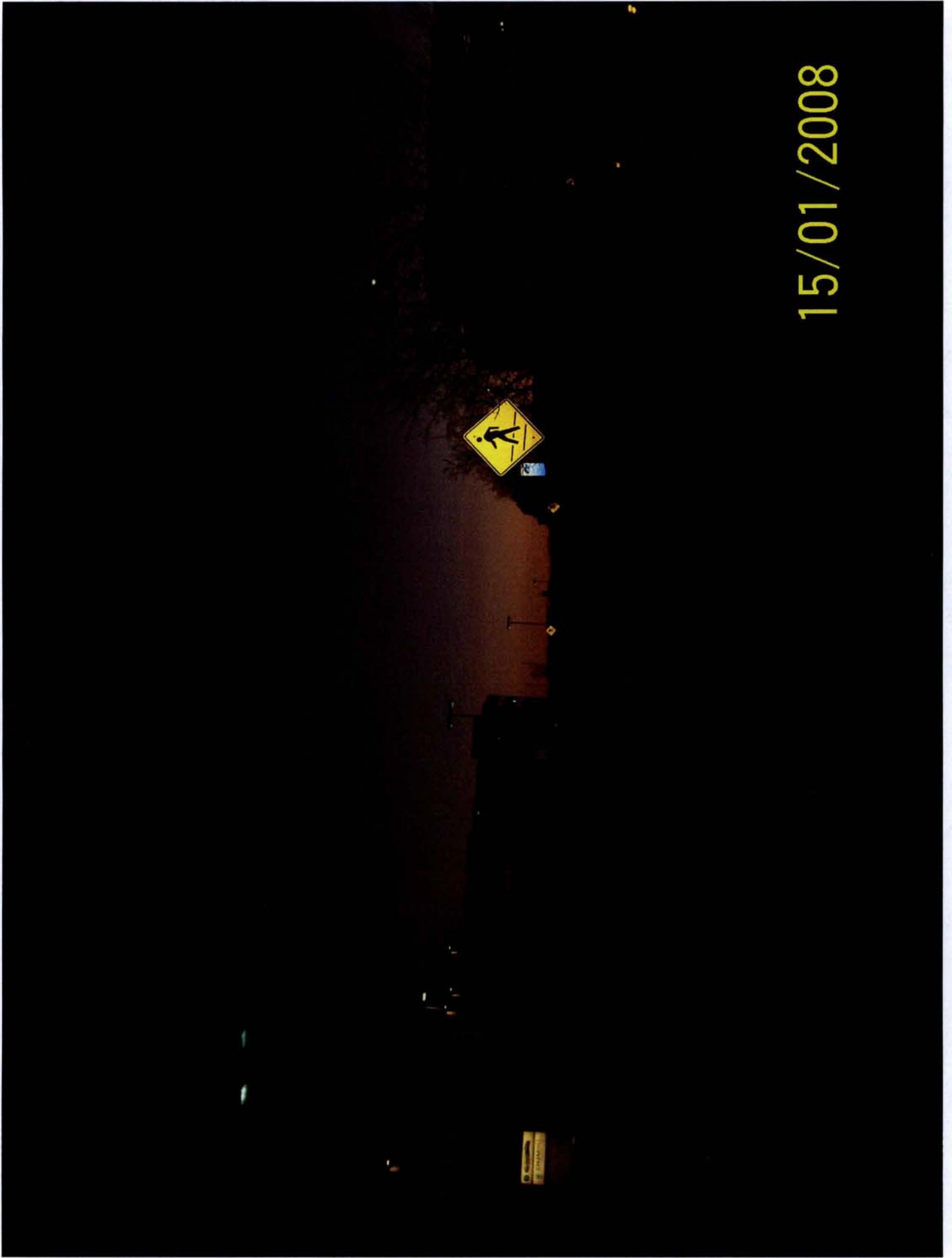


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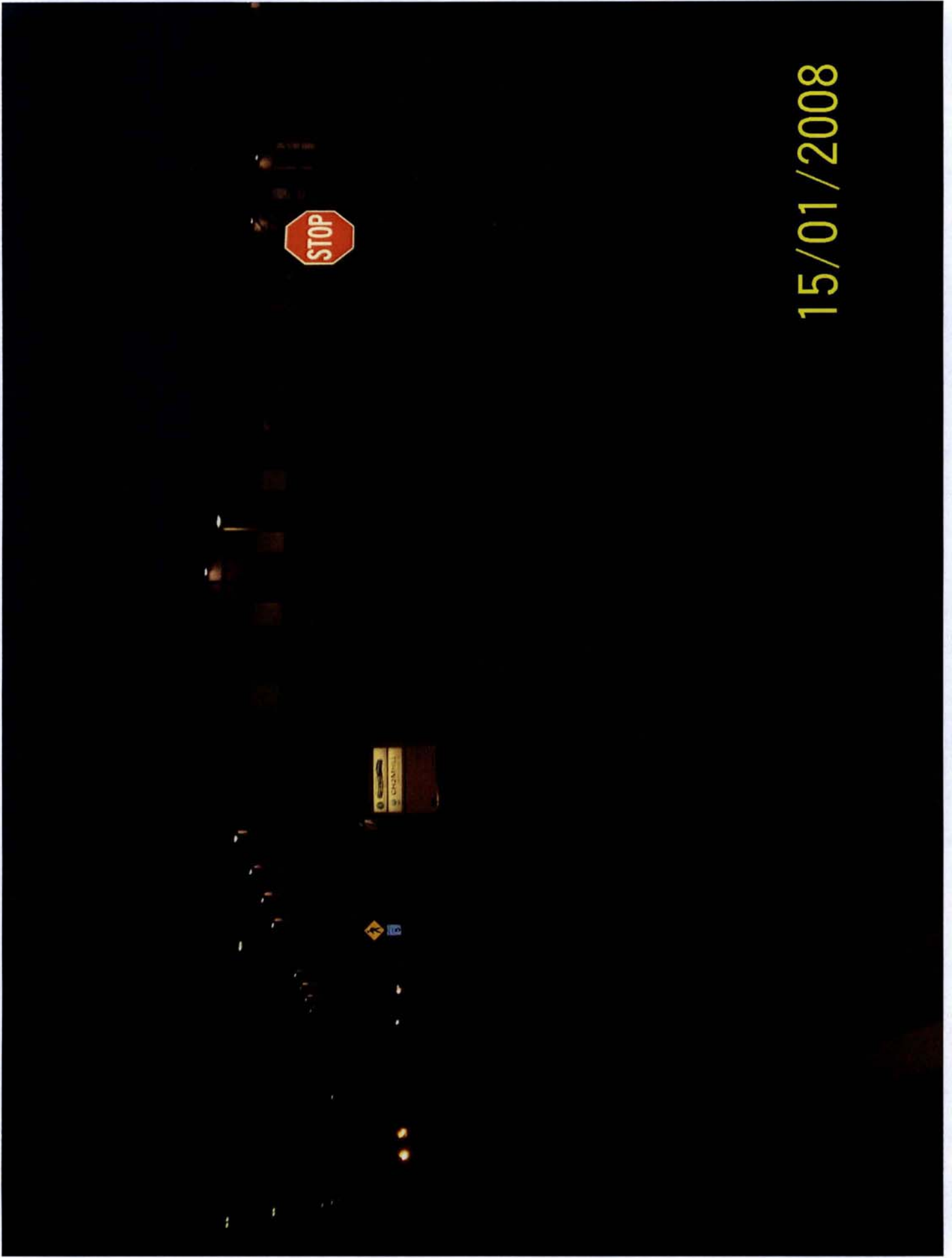
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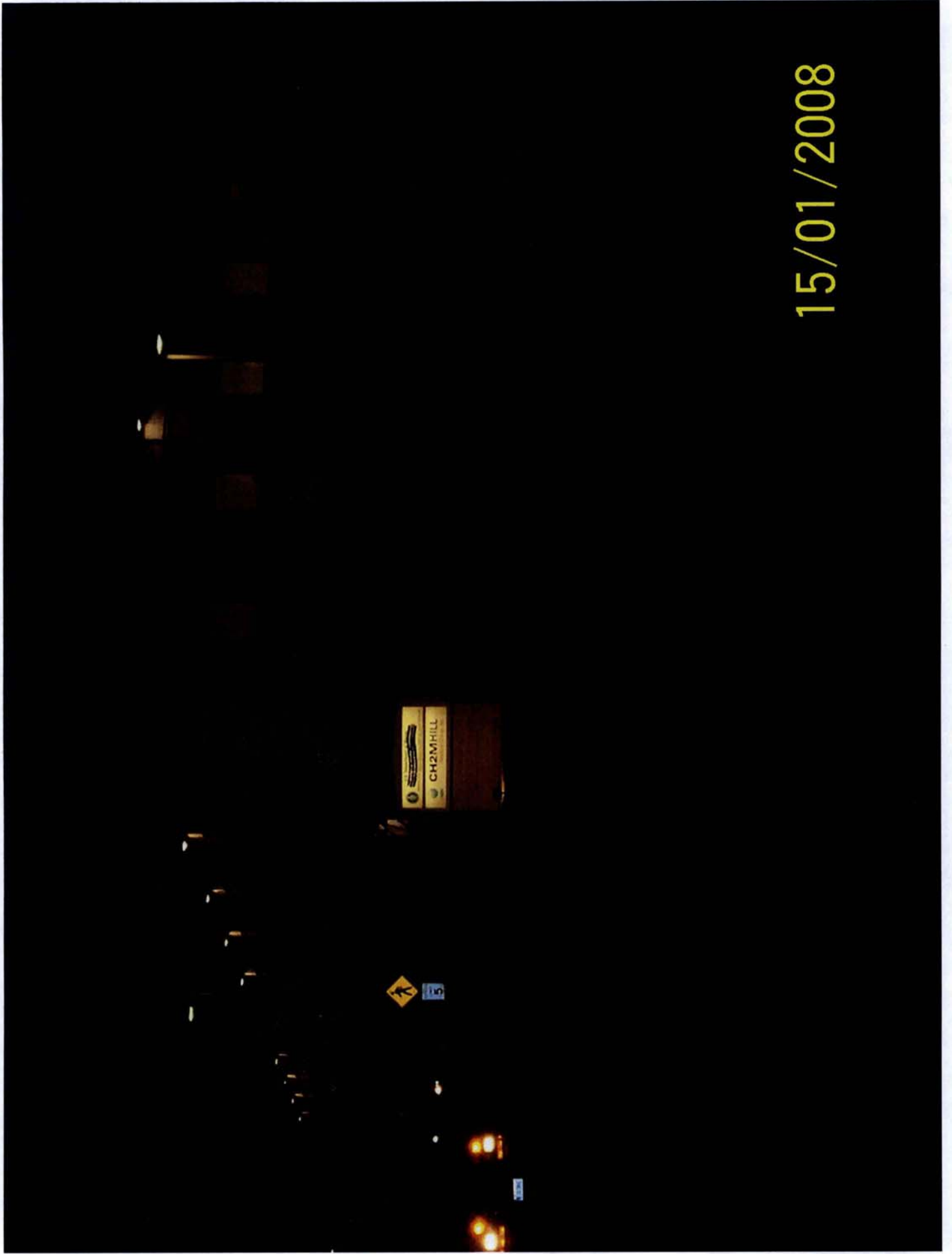
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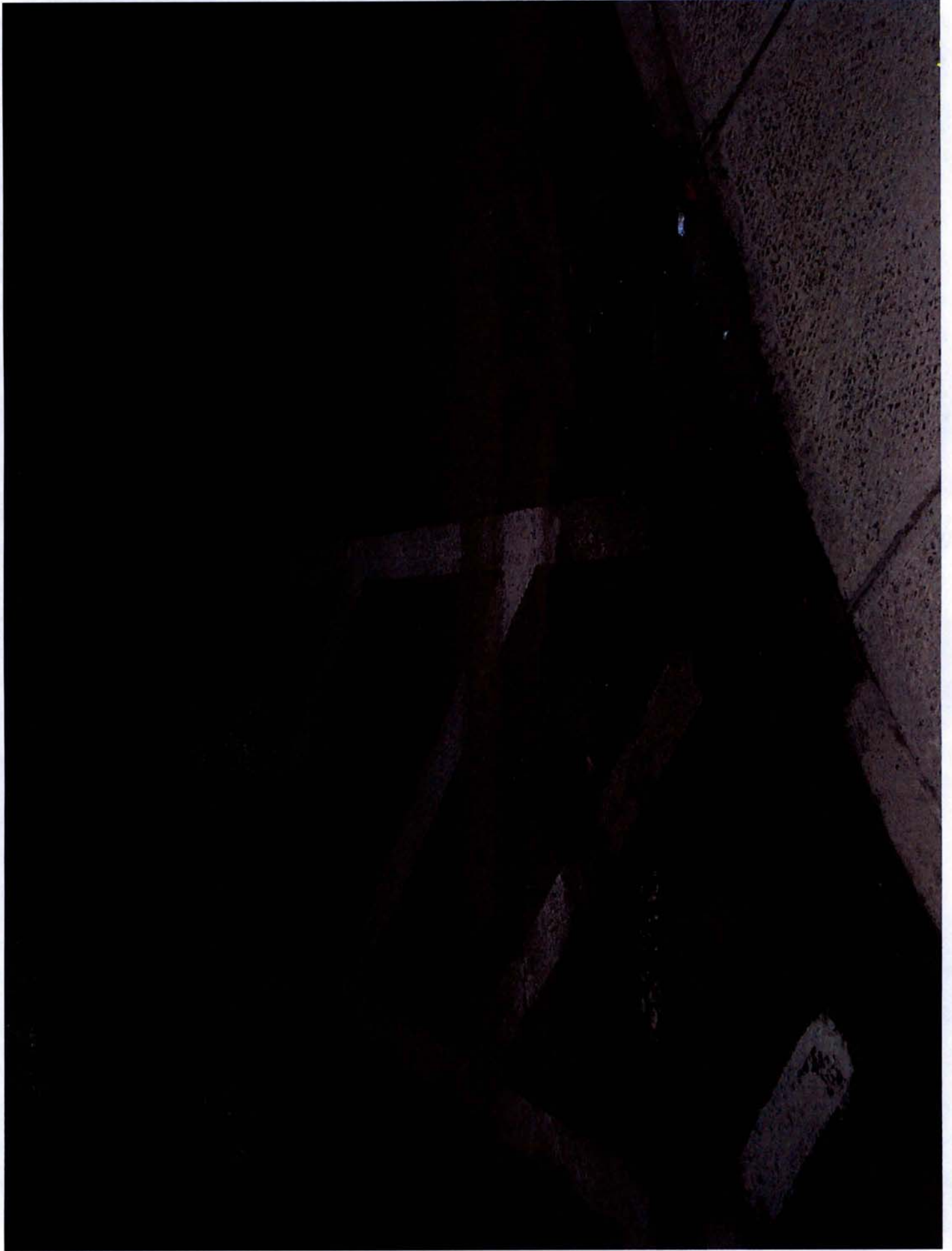
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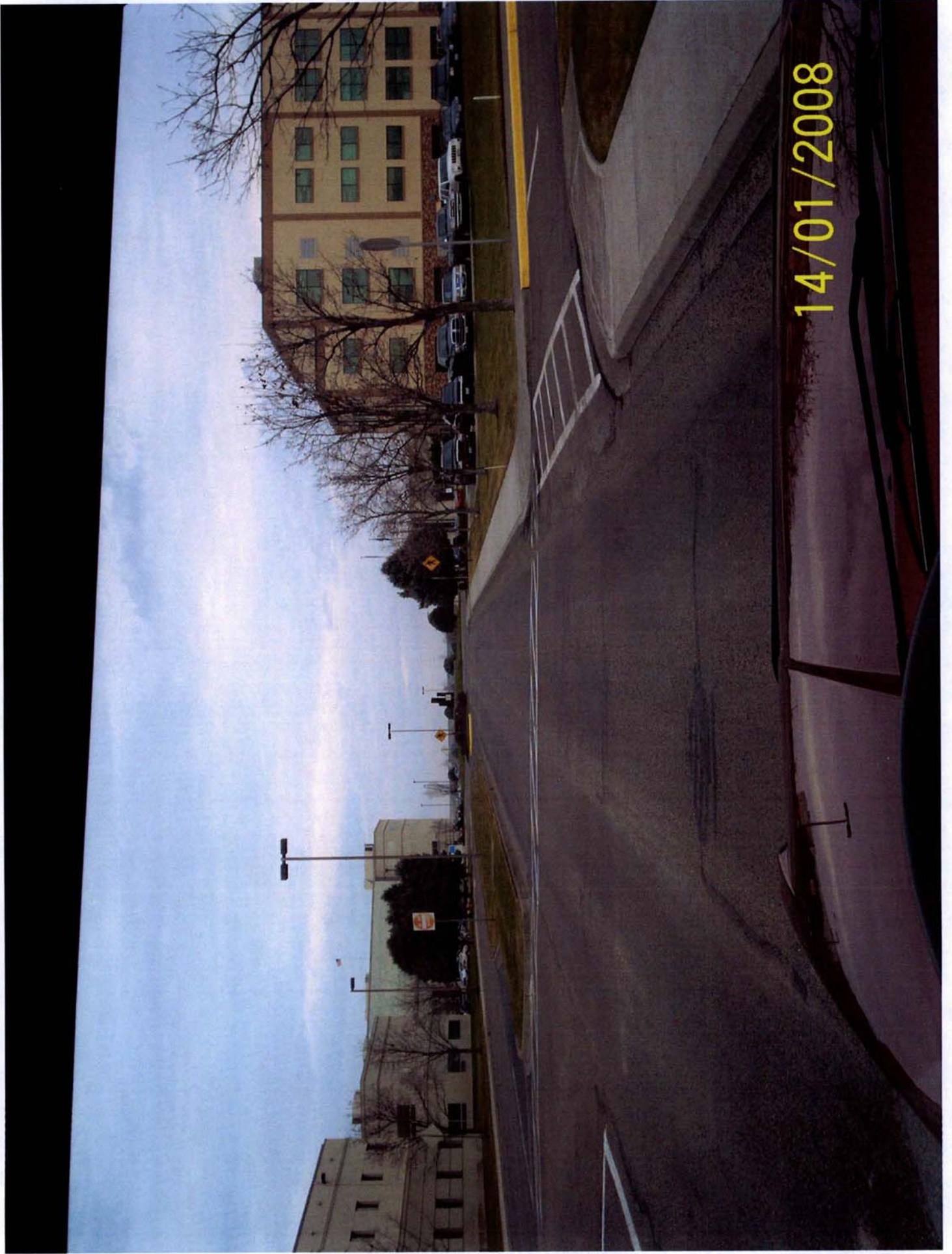
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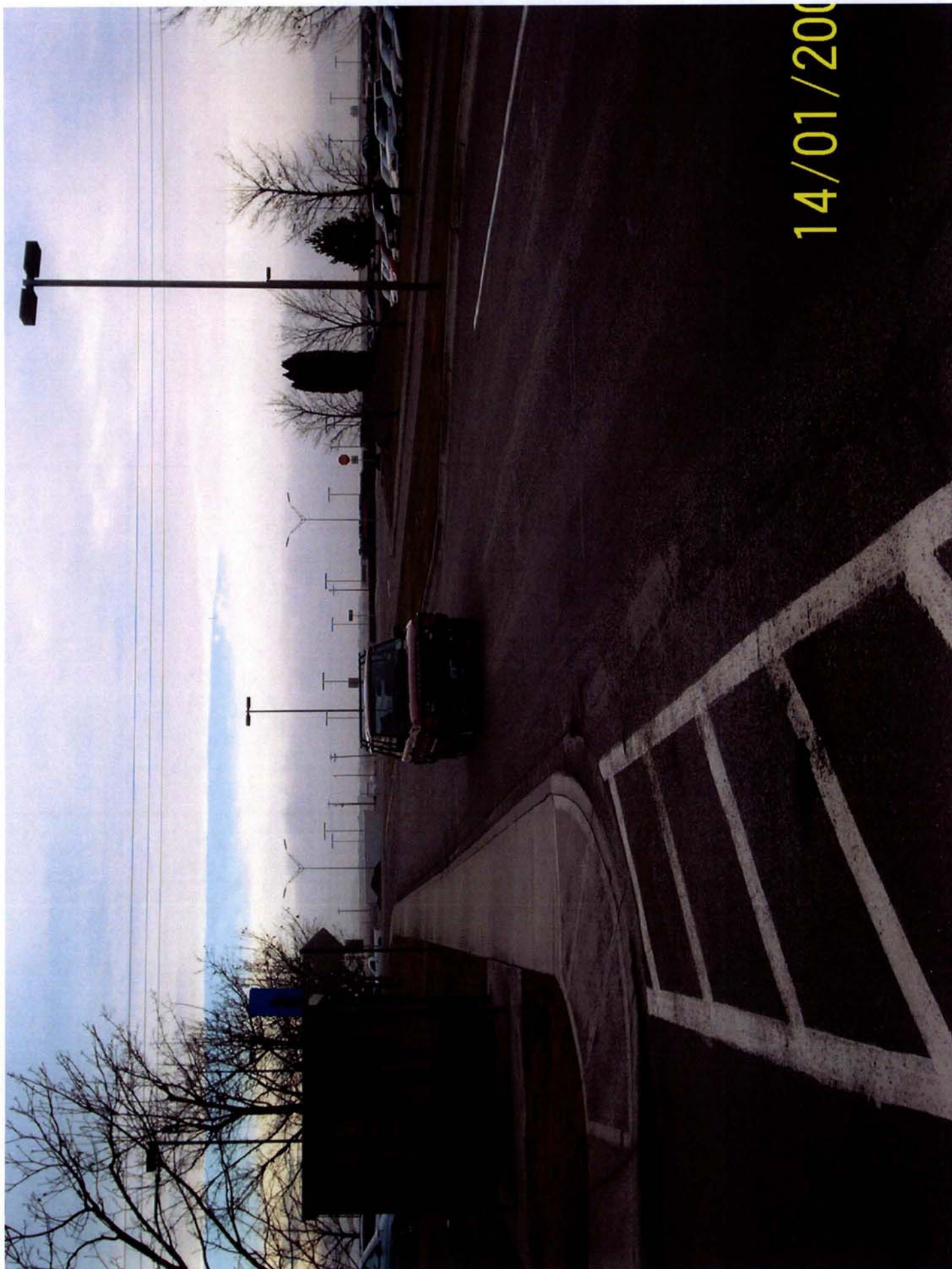


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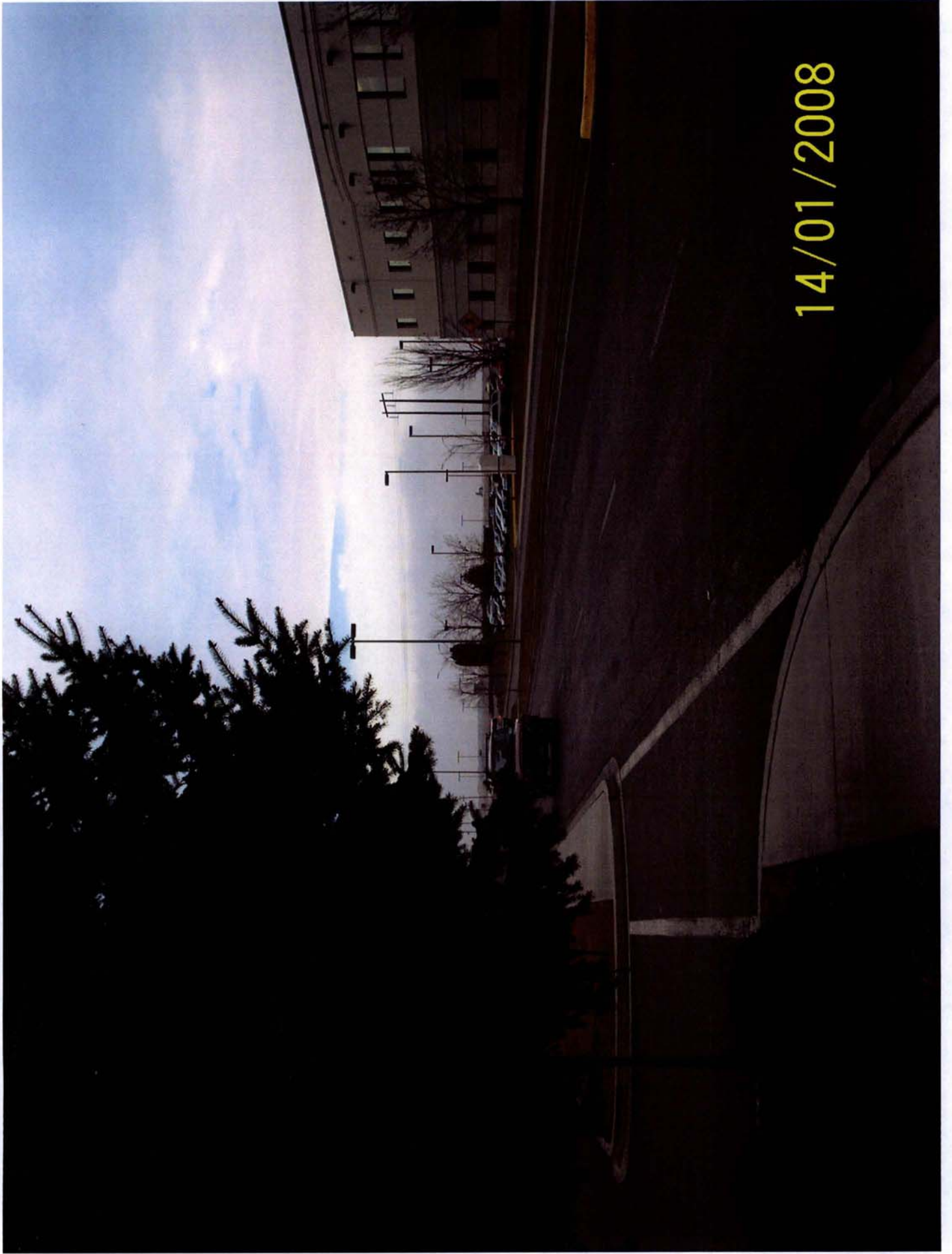
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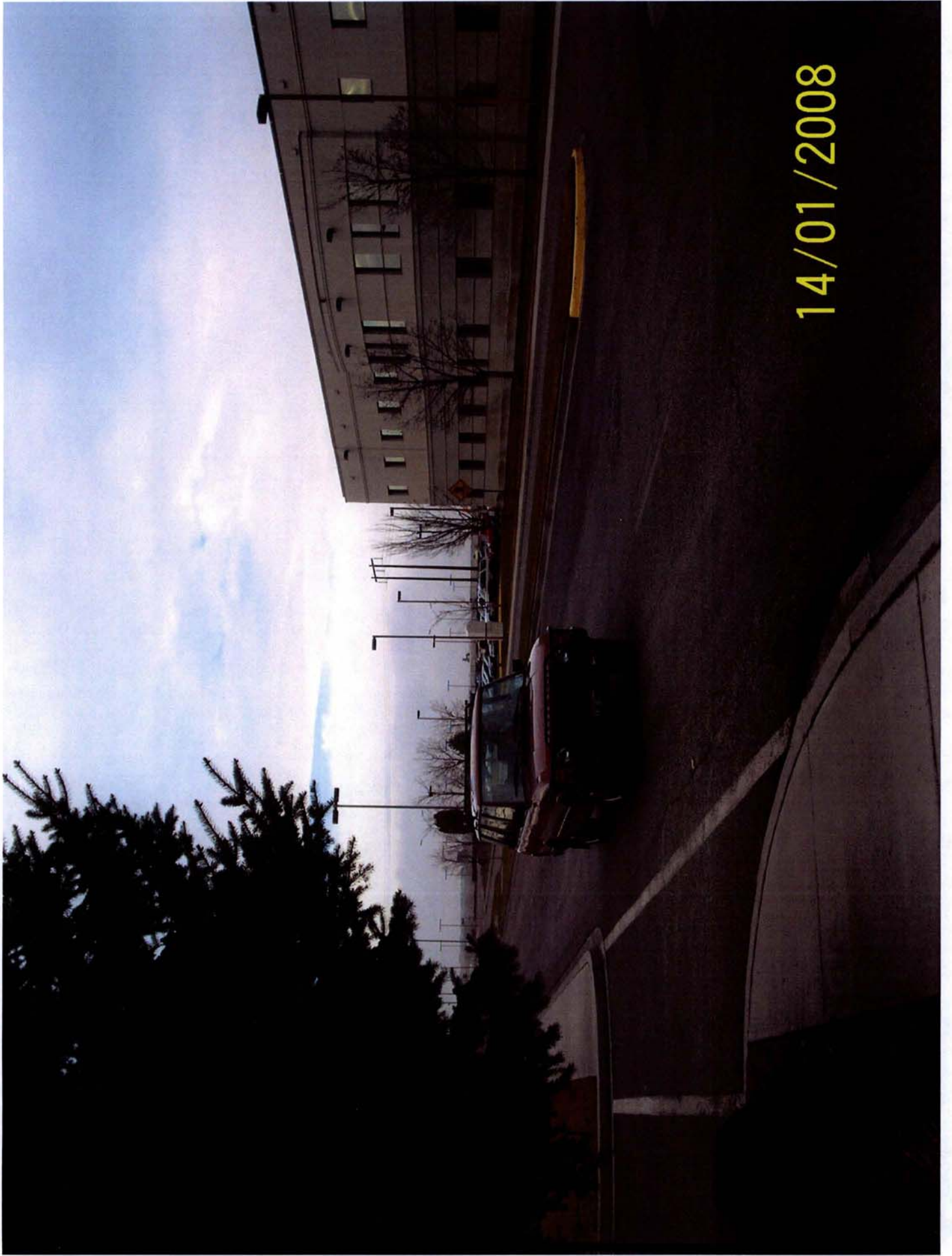
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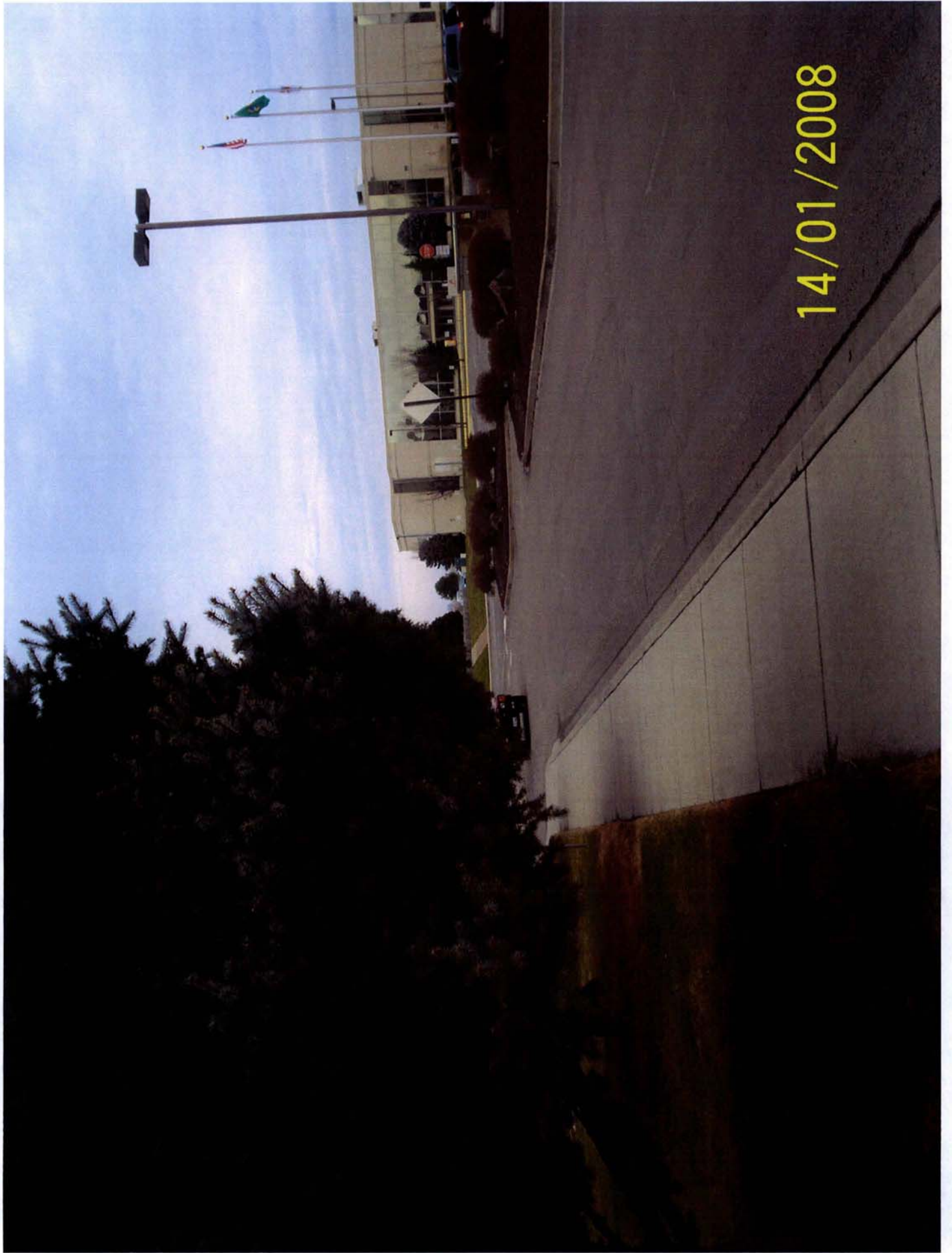


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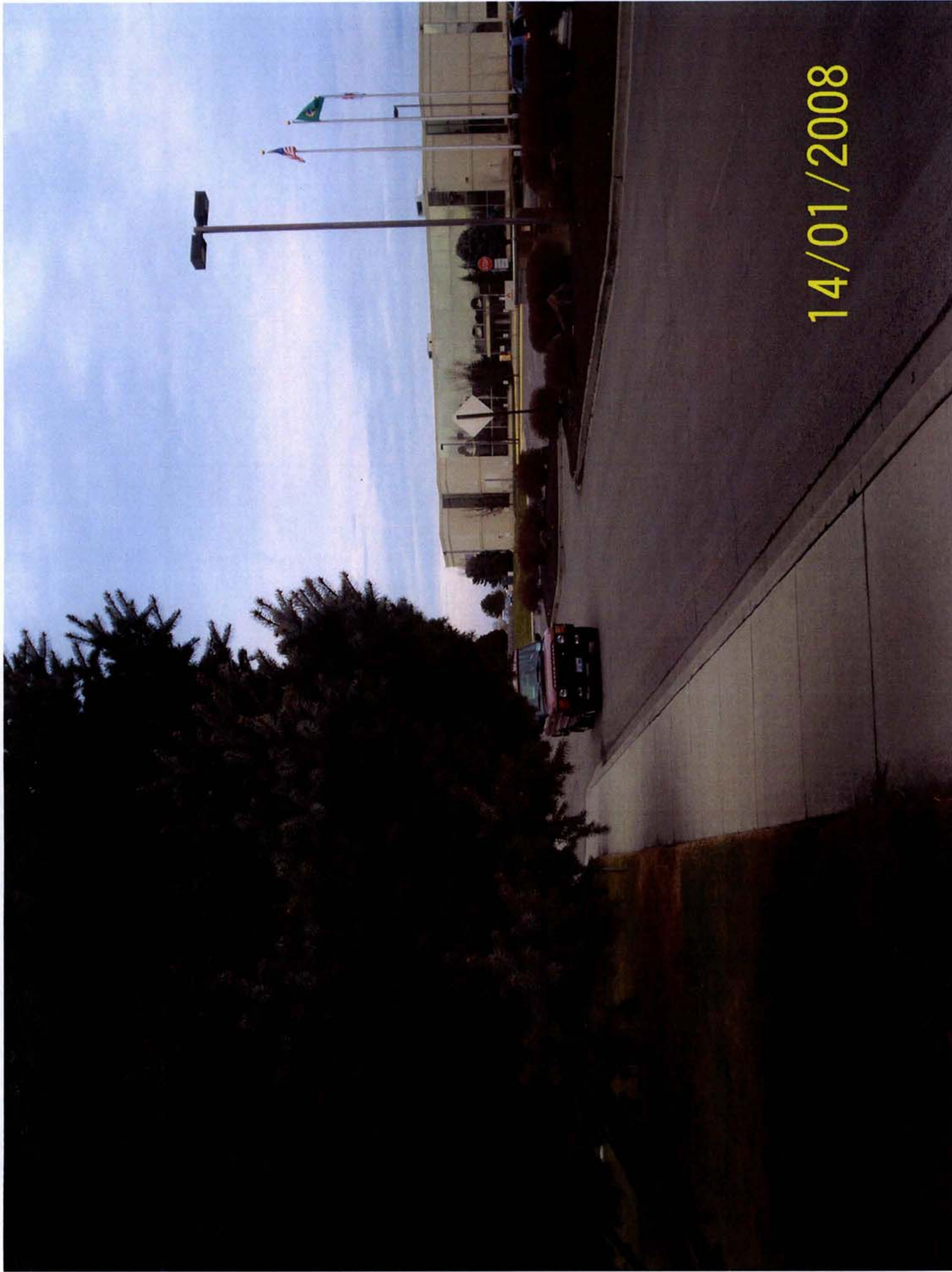
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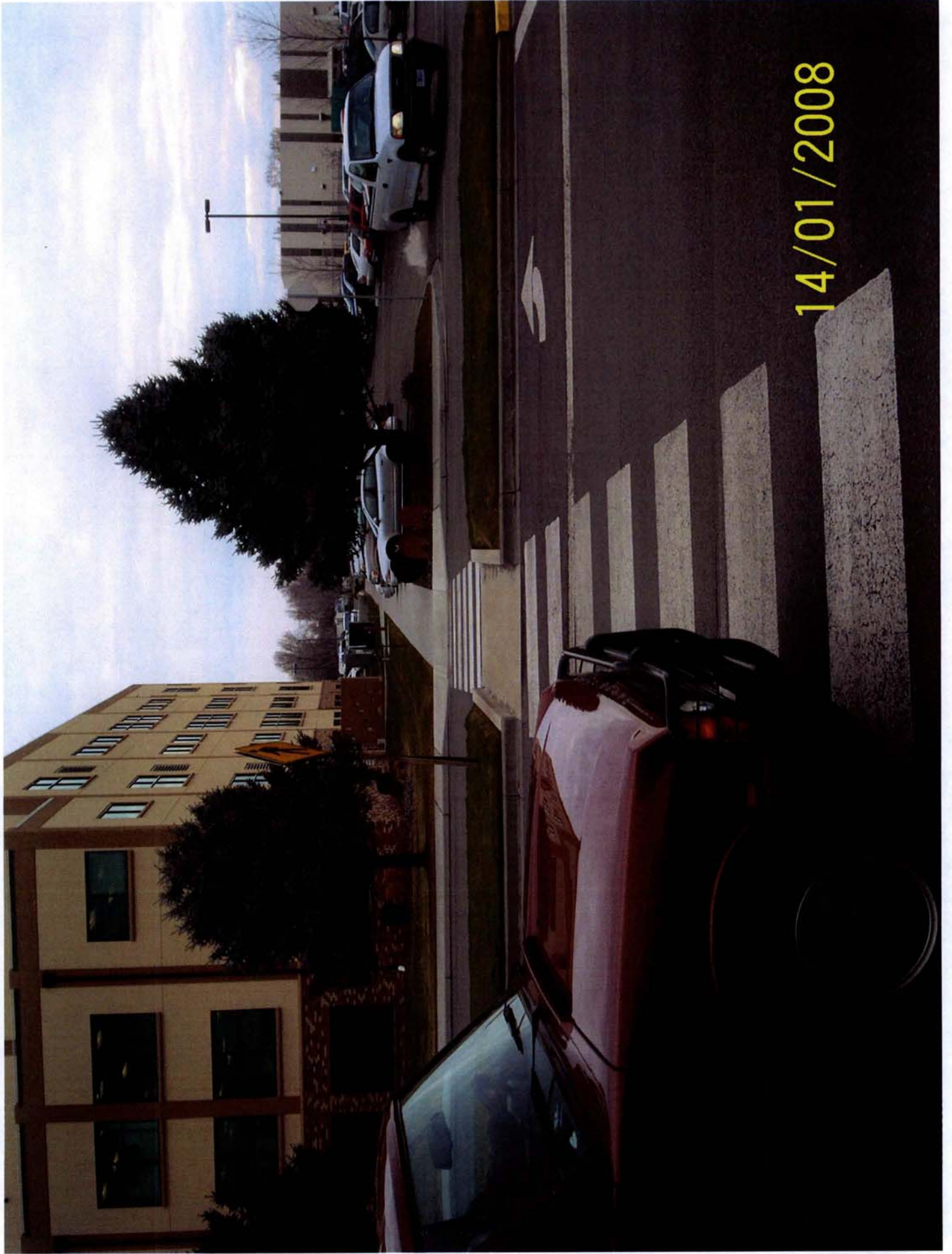


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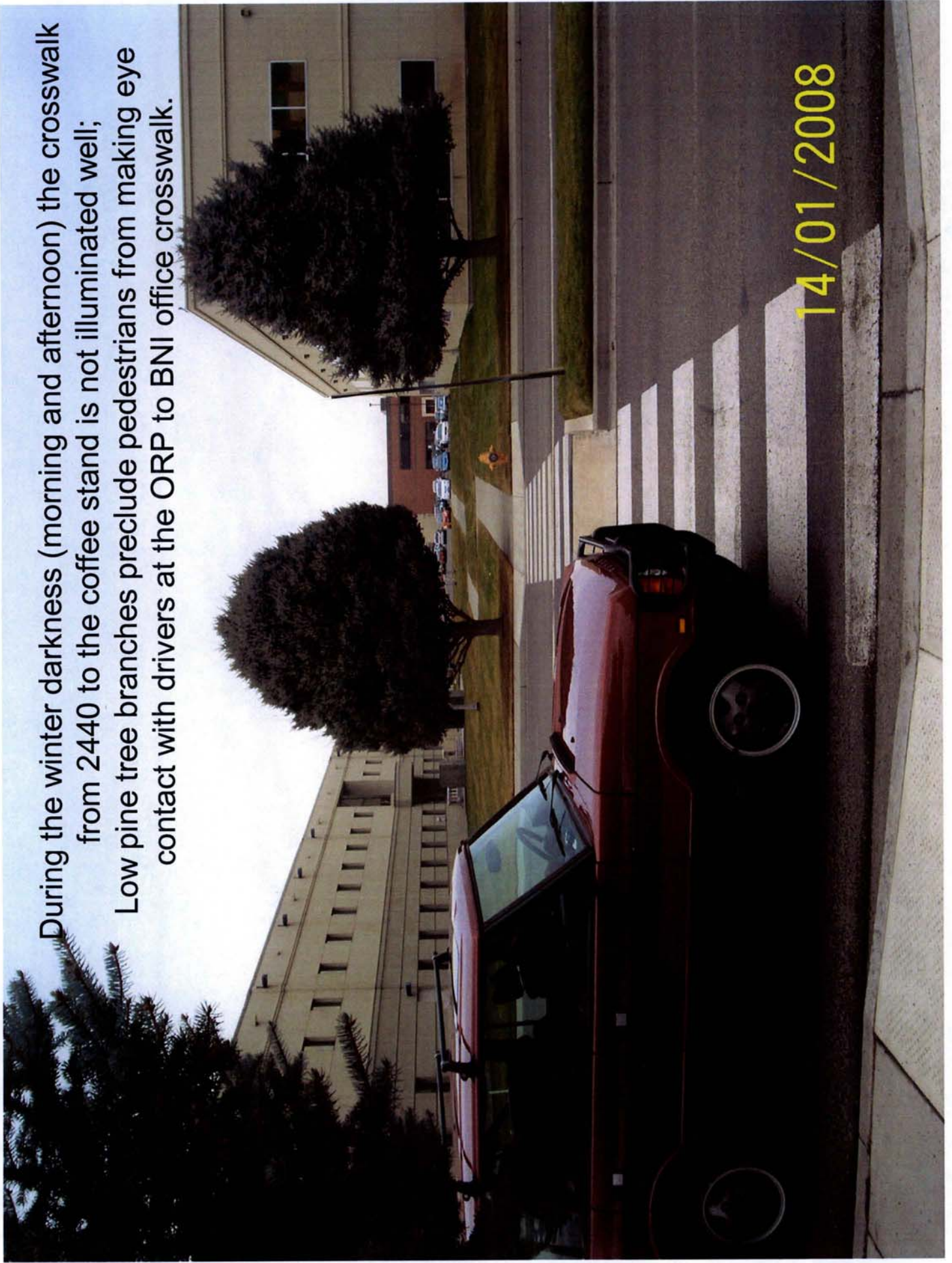


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During the winter darkness (morning and afternoon) the crosswalk from 2440 to the coffee stand is not illuminated well; Low pine tree branches preclude pedestrians from making eye contact with drivers at the ORP to BNI office crosswalk.



14/01/2008

Enclosure B

# FEOSH Office Safety Checklist

Point of Contact: Employee's Supervisor/Manager

For Technical Safety/Health Questions: Contact Paul Hernandez at 376-2209

## **Office Furniture and Equipment**

\_\_\_\_\_ Office furniture, equipment and electrical appliances are arranged to obtain maximum safety and use of installed facilities, such as overhead lighting, wall outlets, telephones, and other services.

\_\_\_\_\_ Desk and file drawers are closed after use.

\_\_\_\_\_ Weight is distributed in file cabinets so that upper drawer contents do not create a top-heavy condition.

\_\_\_\_\_ Cabinets, bookcases, and shelves are secured to building surfaces to prevent their falling over.

\_\_\_\_\_ Faulty desks, chairs, or other office equipment are repaired or taken out of service.

\_\_\_\_\_ Adequate and sufficient lighting is provided in all working areas.

\_\_\_\_\_ Paper cutter blades are in locked position when not in use.

\_\_\_\_\_ Knife blades have guards when not in use.

## **Aisles and Floors**

\_\_\_\_\_ Aisle clearance is adequate for two-way traffic and for unobstructed access to all parts of the office and building.

\_\_\_\_\_ Office arrangement allows easy egress under emergency conditions.

\_\_\_\_\_ Wastebaskets, briefcases, or other objects are placed where they are not a tripping hazard.

\_\_\_\_\_ Floors are clear of pencils, bottles, and other loose objects.

\_\_\_\_\_ Tripping hazards from electrical cords, phone outlets, or other protrusions on the floor are prevented by arrangement of furniture or other means.

\_\_\_\_\_ Floors are free of loose tiles and projections that create a tripping hazard.

\_\_\_\_\_ Carpeting is in good condition and not badly worn or torn.

# FEOSH Office Safety Checklist

## Electrical Equipment

- \_\_\_\_\_ Electric fan blades are protected to prevent contact with fingers.
- \_\_\_\_\_ Cords and plugs are in good condition.
- \_\_\_\_\_ Multi-outlet strips (surge protection devices (SPDs) are not plugged into other SPDs.
- \_\_\_\_\_ High amperage electrical appliances, such as refrigerators, microwaves, etc. are not plugged into SPDs.
- \_\_\_\_\_ Extension cords are not plugged into other extension cords.
- \_\_\_\_\_ Extension cords are arranged so that they are not placed through doorways or under rugs.
- \_\_\_\_\_ Space heaters are UL-listed.
- \_\_\_\_\_ Space heaters have automatic shut-offs that will actuate if the heater tips over.
- \_\_\_\_\_ Space heaters are plugged directly into a wall receptacle.
- \_\_\_\_\_ Space heaters are located at least 3 feet from combustible material.
- \_\_\_\_\_ Electrical devices show no signs of overheating.

## Housekeeping

- \_\_\_\_\_ Good housekeeping is maintained to minimize accidents.
- \_\_\_\_\_ Paper, books and materials are stored properly.
- \_\_\_\_\_ Cleaning fluids are used only in small quantities and are stored in closed containers that are kept in well-ventilated areas. If flammable, they are not used near a flame or an open heating element.
- \_\_\_\_\_ Staff are familiar with emergency signals and procedures, and emergency equipment (i.e., fire extinguisher, pull station) usage in the building.
- \_\_\_\_\_ Staff are familiar with the 2440 Stevens Place Emergency Response procedure. (From ORP home page; click on Directives/Policies; click on 2440 Stevens Place Response.)
- \_\_\_\_\_ Emergency numbers are prominently posted.

<b>Task# ORP-ESQ-2008-0025</b>
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E-STARS<sup>®</sup> Report  
Task Detail Report  
02/14/2008 1154

**TASK INFORMATION**

<b>Task#</b>	ORP-ESQ-2008-0025		
<b>Subject</b>	CONCUR:08-ESQ-024; RESULTS FROM THE DOE ORP ANNUAL FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH WORKPLACE INSPECTION JANUARY 14 THROUGH 25, 2008		
<b>Parent Task#</b>		<b>Status</b>	CLOSED 02/14/2008
<b>Reference</b>	08-ESQ-024	<b>Due</b>	
<b>Originator</b>	Gano, Becky (Gano, Becky)	<b>Priority</b>	High
<b>Originator Phone</b>	(509) 376-6004	<b>Category</b>	None
<b>Origination Date</b>	02/11/2008 0839	<b>Generic1</b>	
<b>Remote Task#</b>		<b>Generic2</b>	
<b>Deliverable</b>	None	<b>Generic3</b>	
<b>Class</b>	Long Term	<b>View Permissions</b>	Normal
<b>Instructions</b>	<p>Correspondence is being routed for concurrence via hard copy instead of electronically. Once you receive the correspondence, please approve or disapprove electronically via E-STARS and route to next person on the routing/concurrence list.</p> <p>BCC: ESQ OFF FILE ESQ RDG FILE P.P.CARRIER, ESQ P.R.HERNANDEZ, ESQ W.J.TAYLOR, ESQ</p> <p>RECORD NOTE:</p>		

**ROUTING LISTS**

1	Route List	Inactive
	<ul style="list-style-type: none"> <li>● Hernandez, Paul G - Review - Withdrawn - 02/11/2008 0846 <i>Instructions:</i></li> <li>● Carier, Patrick P - Review - Concur - 02/14/2008 0757 <i>Instructions:</i></li> <li>● Taylor, William - Approve - Approved - 02/14/2008 1104 <i>Instructions:</i></li> <li>● Hernandez, Paul R - Review - Concur with comments - 02/11/2008 1616 <i>Instructions:</i></li> </ul>	

**ATTACHMENTS**

Attachments	<ol style="list-style-type: none"> <li>1. 08-ESQ-024 att Inspection Notes-Feosh 2008.doc</li> <li>2. 08-ESQ-024 ORP Memo Annual FEOSH Workplace Inspection Memo.doc</li> </ol>
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**COLLABORATION****COMMENTS**

<b>Poster</b>	Hernandez, Paul R (Hernandez, Paul R) - 02/11/2008 0402
	Concur
	OK

**RECEIVED**

**FEB 14 2008**

**DOE-ORP/ORPCC**





**Task# ORP-ESQ-2008-0025**

E-STARS<sup>R</sup> Report  
 Task Detail Report  
 02/11/2008 0843

**TASK INFORMATION**

<b>Task#</b>	ORP-ESQ-2008-0025		
<b>Subject</b>	CONCUR:08-ESQ-024; RESULTS FROM THE DOE ORP ANNUAL FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH WORKPLACE INSPECTION JANUARY 14 THROUGH 25, 2008		
<b>Parent Task#</b>		<b>Status</b>	Open
<b>Reference</b>	08-ESQ-024	<b>Due</b>	
<b>Originator</b>	Gano, Becky (Gano, Becky)	<b>Priority</b>	High
<b>Originator Phone</b>	(509) 376-6004	<b>Category</b>	None
<b>Origination Date</b>	02/11/2008 0839	<b>Generic1</b>	
<b>Remote Task#</b>		<b>Generic2</b>	
<b>Deliverable</b>	None	<b>Generic3</b>	
<b>Class</b>	Long Term	<b>View Permissions</b>	Normal
<b>Instructions</b>	Correspondence is being routed for concurrence via hard copy instead of electronically. Once you receive the correspondence, please approve or disapprove electronically via E-STARS and route to next person on the routing/concurrence list.  BCC: ESQ OFF FILE ESQ RDG FILE P.P.CARIER, ESQ P.R.HERNANDEZ, ESQ W.J.TAYLOR, ESQ  RECORD NOTE:		

**ROUTING LISTS**

1	Route List	Active
	<ul style="list-style-type: none"> <li>Hernandez, Paul  - Review - Awaiting Response - Due Date  <i>Instructions:</i>  2/13/08</li> <li>Carier, Patrick P - Review - Awaiting Response - Due Date  <i>Instructions:</i>  2/14/08</li> <li>Taylor, William - Approve - Awaiting Response - Due Date  <i>Instructions:</i>  2/14/08</li> </ul>	

**ATTACHMENTS**

Attachments	1. 08-ESQ-024 att Inspection Notes-Feosh 2008.doc 2. 08-ESQ-024 ORP Memo Annual FEOSH Workplace Inspection Memo.doc
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**COLLABORATION**

**COMMENTS**

No Comments

**TASK DUE DATE HISTORY**

No Due Date History

**SUB TASK HISTORY**