

**Office of Secure Transportation**

**Document Control Information**

**Standard Operating Procedure**

<b>Document Title:</b> Safety Plans Standard Operating Procedure		<b>Document Number:</b> <i>(Assigned by XO office)</i> OST 7.00.06
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<b>Parent Document:</b> ISM Policy, OST Policy 7.06	<b>Notify of Changes:</b> SSEMD Staff	
<b>Referenced Document(s):</b> <i>(Include regulations, DOE Directives, OST Directives, forms – identify by number, title, date)</i>		
<ol style="list-style-type: none"> <li>1. OST Policy 7.06, Integrated Safety Management</li> <li>2. DOE O 440.1A, <i>Worker Protection Management for DOE Federal and Contractor Employees, Department of Energy, 3/27/98.</i></li> <li>3. DOE M 470.3-4, <i>Protective Force, 8/26/05.</i></li> <li>4. OST Worker Protection Management Program, 2/05</li> </ol>		

**Document History**

<b>Rev.</b>	<b>Date</b>	<b>Description of Change</b> <i>(Include name of individual making the revision)</i>
0	August 28, 2006	Draft SOP(Dean Triebel, ESHB)

**Prepared By:**

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**Approved By:**

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Director SSEMD

## **I. Purpose**

This procedure provides a standard method for writing safety plans for OST training and testing events. The Safety, Security, and Emergency Management Division (SSEMD) provides safety support to all Office of Secure Transportation (OST) training and exercise activities and venues. As required by DOE O 440.1A, DOE M 470.4-3, and the OST Integrated Safety Management Program, all exercise, training, and workplace environments shall be analyzed for hazards and suitable preventive and/or mitigative measures shall be identified and implemented to ensure that safety risks are maintained within a level of management acceptance.

## **II. Scope**

This document describes the minimum content requirements and analytical approaches considered essential to establish workplace hazards, accident sequences, environment, safety, and health consequences, and preventive and mitigative controls. This SOP shall be followed for all safety plans developed by Environment, Safety, and Health Branch (ESHB) personnel in support of any and all OST activities, including Operational Readiness Training (ORT), Joint Testing Exercises (JTX), Special Response Force (SRF) training, Unit Training (UT), Agent Candidate Training (ACT), and Special Projects (SP).

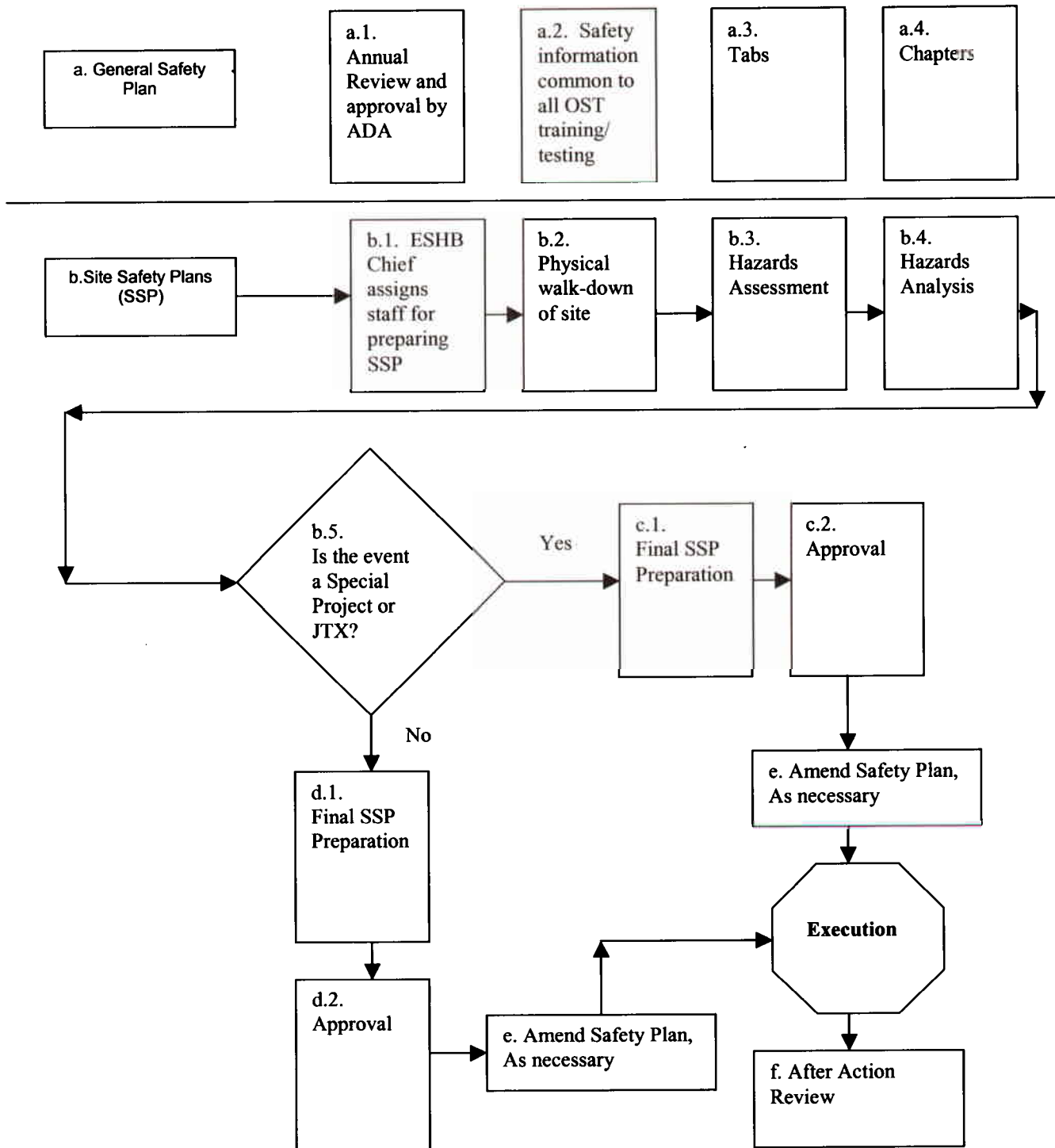
## **III. Responsibility**

- a. The Director, SSEMD, is responsible for implementing this procedure.
- b. The Chief, Environment, Safety and Health Branch (ESHB), is responsible for ensuring that ESHB personnel comply with this SOP.
- c. ESHB personnel are responsible for complying with this SOP

## **IV. Definitions**

- a. The ESHB Command Safety Professionals – Safety staff deployed at each of the command locations to help ensure the safety of Federal Agent facilities, training, and operations.
- b. ESHB Command Safety Team – The team which includes the Command Safety Professionals, lead by a Team Leader in OST Headquarters, Albuquerque.
- c. ESHB Special Projects Leader – The ESHB staff member deployed to support Special Projects Branch.

## V. Procedures Diagram



## VI. Procedures

### a. **General Safety Plan**

The General Safety Plan is a reference document that will be distributed to the training instructors to be included in their reference manual book.

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1. Annual Revision	Approved by the ADA
2. Common Information	Contains general safety information that is common to all OST training/testing activities. Does not duplicate information that may be found in other sources, i.e. Controller Training Manual.
3. Tabs	OST Firearms Safety Policy, OST Inclement Weather Criteria, Explosive Safety Standards, and others, as needed.
4. Chapters	1.0 Summary 2.0 Scope 3.0 Responsibilities 4.0 Personnel Safety 5.0 Emergency and Medical Response 6.0 Natural Phenomena 7.0 Fire Safety 8.0 Laser Safety 9.0 Vehicle Safety 10.0 Weapons, Munitions and Explosive Safety 11.0 End of Exercise Activities 12.0 Hazard Assessment

### b. **Initial Preparation of all Site Safety Plans (SSP)**

For each Training/Testing event to be conducted in OST a site safety plan (SSP) needs to be developed that contains site-specific and event specific safety information. The SSP is part of the overall execution plan for an OST training/testing event.

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1. Preparation	The ESHB Chief will designate staff to initiate the preparation of the SSP for an OST training/testing event.
2. Physical Walk-down	i. The assigned ESHB staff will participate in a site visit to physically walk-down the training/testing site. ii. Coordinate site visits with other personnel in the training division and internally to SSEMD iii. The site visit should be conducted in sufficient time prior to the event to allow for the preparation of a quality SSP. iv. Use of ESHB cameras and other equipment is encouraged to produce a quality and accurate SSP.
3. Hazards Assessment	i. Should be conducted as described in the GSP, Chapter 12 ii. The preliminary Hazards Checklist, located in the GSP should be used to identify hazards.

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4. Hazard Analysis	<p>Refer to the Exercise Plan or Execution Plan for a detailed description of the event to be able to assess hazards associated with the activity</p> <p>Use hazard control tables, to analyze the hazards for the training event. (Refer to the GSP for examples)</p>
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**c. Special Projects and Joint Testing Exercise SSP**

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1. Final Preparation	The ESHB Special Projects Leader will finalize the SSP, normally 60 days prior to the training/testing event.
2. Approval	<ul style="list-style-type: none"> <li>i. The SSP will be signed by the Special Projects Leader as “reviewed by.”</li> <li>ii. The SSP will then be submitted to the event director for approval.</li> </ul>

**d. Operational Readiness Training, Special Response Force and Unit Training SSP.**

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1. Final Preparation	<ul style="list-style-type: none"> <li>i. The draft SSP should be turned over to the CST Leader 75 days before the start of the event.</li> <li>ii. CST Leader will finalize the SSP, normally 60 days prior to the training/testing event.</li> </ul>
2. Approval	<ul style="list-style-type: none"> <li>i. The SSP will signed by the CST Command Safety Professional lead assigned to the event as “reviewed by.”</li> <li>ii. The CST Leader will also sign as “reviewed by”</li> <li>iii. The SSP will then be submitted to the event director for approval.</li> </ul>

**e. Amending Safety Plans**

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1. Amendment	Utilize the Amendment process as described the “Amending Safety Plans” addendum to the 2006 General Safety Plan.
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**f. After Action Review**

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1. After Action Review	After the execution of all training/testing venues, where ESHB staff member (S) acted as safety controller (s), the lead safety controller will prepare an After Action Review of the Safety Plan for the event.
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