

1.0 Preliminary Hazard Assessment

1.1 Purpose

This procedure establishes the requirement that proposed Contractor work will be reviewed for hazard identification and control prior to initiation of any on-site work. The program requires the Contractor to describe and document proposed work practices and requires PNNL Safety & Health subject matter experts review work practices and controls. The Contractor is responsible for incorporating recommended controls prior to initiating any on-site work. The provisions of this procedure apply to on-site work activities associated with tasks performed by Battelle-Pacific Northwest Division (PNWD) Contractors.

1.2 Definitions

Graded approach is a methodology incorporated into the work planning and control process that determines the rigor for implementing these work planning and control attributes based on the importance/significance and associated consequences of the activity. The graded approach considers the safety classification of the equipment impacted by the work (e.g., Safety Class or Safety Significant), and the assumptions concerning equipment availability, operation, and performance documented in applicable facility safety basis documents (e.g., DSA, SER, facility hazards analyses).

Preliminary Hazard Assessment (PHA) is a broad hazard-screening tool that includes a review of the work that will be performed in a facility and identifies the hazards associated with the work and the facility. The results of the PHA are used to determine the need for additional, more detailed hazard analysis, serve as a precursor documenting that further analysis is deemed necessary, and serve as a baseline hazard analysis where further analysis is not indicated.

1.3 Requirements

Preliminary Hazard Assessment Process

Using a graded approach, the Contractor will identify potential hazards that could adversely impact Battelle and Contractor staff, the public, the environment, the facility and its equipment, or the Laboratory's mission are documented and analyzed for severity/significance.

In consultation with Battelle Subject Matter Experts (SMEs) and System Engineers (SEs), the Contractor will develop hazard control methods and mitigation and identify the mechanism by which Battelle will evaluate the adequacy of those controls.

The Contractor will complete either a Preliminary Hazard Assessment Form or an acceptable equivalent (i.e. a Job Hazard Analysis) by:

- Providing a summary of the scope of work;
- Selecting the potential hazards that could affect Battelle and Contractor staff, the public, and the environment and listing the applicable sections of the Contractor Environment, Safety, and Health Manual in the space next to each potential hazard selected;

- Selecting the mechanism for documenting the hazard assessment and or the mechanism that Battelle contract representatives or designee will use to evaluate the adequacy of selected controls; and
- Signing the applicable hazard assessment documentation and returning it to the designated Battelle Contract Representative who will route it to the appropriate Battelle SME(s) for review and concurrence.

The Contractor is prohibited from performing on-site work without authorization from the Battelle Contract Representative.

General Requirements

The Contractor is responsible for understanding the scope of work in sufficient detail to plan work, to identify hazards associated with the work, and to develop necessary schedules, priorities, and work instructions.

Work activities need to be understood to a level of detail to ensure acceptable results given the complexity of the work, the significance of the work, the hazards associated with the work, and worker knowledge and experience. The quality of work planning activities must be sufficient to ensure safe and reliable performance of work. Work planning procedures should provide clear guidance on how to apply the graded approach in a manner that ensures thorough planning and worker safety, but allows appropriate flexibility to accomplish work without imposing overly conservative or unnecessary restrictions, costs, or burdens.

Prior to the initiation of any on-site work, the Contractor shall submit a completed Preliminary Hazard Assessment Form (or acceptable equivalent) for review and concurrence by Battelle. Using a graded approach, the Contractor will develop a hazard assessment document that incorporates the following elements of effective job planning:

- the scope of work to be performed;
- potential hazards to Battelle and Contractor staff the public and environment created by the work performed;
- hazard control methods and mitigation; and
- mechanism to evaluate the adequacy of those controls.

1.4 References

10 CFR 851 Worker Safety and Health Program

1.5 Records

Preliminary Hazard Assessment Form

1.6 Attachments

Attachment 1 - [Preliminary Hazard Assessment Form](#)