



## ***Administrative Procedure***

# **PRC-PRO-SH-40499**

# **Safety & Health Inspections**

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**Project: CH2M HILL Plateau Remediation Company  
Topic: Occupational Safety & Health**

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**CHANGE SUMMARY**

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**Description of Change**

Rev 0-0: This is a new procedure converting the requirements document (PRC-RD-SH-7652) to an implementing procedure.

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## 1.0 INTRODUCTION

### 1.1 Purpose

The purpose of this procedure is to establish minimum requirements for conducting and documenting general safety and health inspections, to identify and correct existing and potential workplace hazards, and unsafe acts/behaviors.

### 1.2 Scope

This level 1 procedure integrates worksite safety and health inspections that occur on a scheduled basis into one overall inspection process. The scope of the procedure includes:

- Conducting and documenting general hazard inspections for the workplace to identify existing and potential safety and health hazards and non-compliances with Department of Energy (DOE)-prescribed Occupational Safety and Health (OSHA) standards, and
- Assessing safety and health impacts associated with proposed facility changes to ensure the potential for any new hazards being introduced into the workplace as a result of change are adequately identified and addressed, and
- Conducting and documenting general observations of safe behaviors in the workplace, and providing on-the-spot coaching when an unsafe act/behavior is observed.

- NOTE:**
- *These inspections are not intended to include the performance of formal readiness reviews used in preparation for startup or restart of facilities (refer to PRC-PRO-OP-055, Startup Readiness), management assessments (refer to PRC-PRO-QA-246, Management Assessment), Fire Protection assessments (refer to PRC-PRO-FP-40420, Fire Protection Analyses, and PRC-STD-FP-40404, Fire Protection Program), or building administrator property inspection (refer to PRC-PRO-PMT-475, Real Property Asset Management).*
  - *Projects/Organizations participating in DOE-Voluntary Protection Program should consult DOE Document No. DOE/EH-0433, Part I, Program Elements for Worksite Analysis requirements defined by the Department of Energy Voluntary Protection Program (DOE-VPP).*

This document implements the PRC-MP-MS-003, *Integrated Safety Management System/Environmental Management System Description*, Core Function of identifying hazards and requirements, analyzing hazards and implementing controls, and providing feedback and continuous improvement.

IH Baseline Hazard Assessments are not covered under this procedure. The requirement for conducting IH Baseline Hazard Assessments is contained in PRC-PRO-SH-17916, *Industrial Hygiene Baseline Hazard Assessment*.

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### **1.3 Applicability**

This procedure is applicable to CH2M HILL Plateau Remediation Company (CHPRC) Team employees and other CHPRC subcontractors performing work under CHPRC work scope.

### **1.4 Implementation**

This procedure is effective upon publication.

## **2.0 RESPONSIBILITIES**

All responsibilities associated with this procedure are identified in the process steps.

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**3.0 PROCESS**

| <b>Actionee</b> | <b>Step</b> | <b>Action</b>  |
|-----------------|-------------|--|
| Line Management | 1.          | <p>SCHEDULE formal safety and health inspections for work areas and activities under assigned area of responsibility.</p> <p>The minimum frequency for performance of formal safety and health inspections shall be as follows:</p> <ul style="list-style-type: none"> <li>• All Office Areas - Quarterly</li> <li>• Shops &amp; Storage Areas - Monthly</li> <li>• All Field Operations, Maintenance - Weekly</li> <li>• All Demolition or Deconstruction (D&amp;D) - Weekly</li> <li>• All Construction (during periods of active construction) – Daily</li> </ul> |

- NOTE:**
- *The project/organization, in consultation with the Occupational Safety and Industrial Hygiene (OS&IH) Manager may increase the frequency of such inspections based on levels of risk and complexity of work scope and conditions, or decrease the frequency during periods of initial mobilization, inactivity, or site shutdown.*
  - *As part of the safety and health inspections, the User should consider performing a Human Performance Observation (HPO). An example of a HPO check list is located in PRC-GD-SH-28975, Best Management Practices in Occupational Safety and Health.*

2. ASSIGN Personnel who possess the requisite skill and knowledge to perform formal safety and health inspections, have an understanding of the safety and health regulatory requirements relating to the scope of the inspection, and have authorization to have the hazards corrected.

**NOTE:** *Employee participation is encouraged, and should be solicited.*

3. ENSURE that construction contractors have designated representatives who are knowledgeable of the project's hazards, who have full authority to act on behalf of the construction contractors and who have the ability to make frequent and regular inspections of the worksite.
4. DOCUMENT Formal safety and health inspections to identify workplace hazards.
5. SUBMIT completed formal safety and health inspections for review to the Project OS&IH Office for review.

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| <b>Actionee</b> | <b>Step</b> | <b>Action</b>  |
|-----------------|-------------|--|
| Project OS&IH   | 6.          | ASSIST Line Management in the safety and health inspection process and provide recommendations.  |
|                 | 7.          | REVIEW results of safety and health inspections for the purpose of tracking and trending issues. |
|                 | 8.          | COMMUNICATE results of safety and health inspection performance to Project Management.           |
| Line Management | 9.          | INITIATE a condition report where required by PRC-PRO-QA-052, <i>Issues Management</i> .         |
|                 | 10.         | CONDUCT informal safety and health inspections routinely in all work areas.                      |

**NOTE:** *Such reviews need not be documented, and are designed to maintain a safe work environment during the course of normal daily activities, and as a readiness for the documented period inspections.*

Project OS&IH 11. MENTOR supervisory staff in effective performance of safety and health inspections on an as-needed basis.

**4.0 FORMS**

The OS&IH web site provides checklists and forms that can be used to document inspections. <http://prc.rl.gov/rapidweb/OSIH/index.cfm?PageNum=27>

**5.0 RECORD IDENTIFICATION**

All records are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes*. OCRWM records are also managed in accordance with PRC-PRO-QA-19579, *OCRWM Records Management*.

**Records Capture Table**

| <b>Name of Record</b>              | <b>Submittal Responsibility</b> | <b>Retention Responsibility</b> | <b>OCRWM Retention Schedule (If OCRWM Related)</b> |
|------------------------------------|---------------------------------|---------------------------------|--|
| Formal Safety & Health Inspections | Project Management              | Project OS&IH                   | N/A  |

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## **6.0 SOURCES**

### **6.1 Requirements**

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*.  
29 CFR 1910, U.S. Department of Labor, *Occupational Safety and Health*  
*2007 Labor Agreement Between Fluor Hanford, Inc. and Hanford Atomic Metal Trades Council*  
(HAMTC) AFL-CIO

### **6.2 References**

PRC-GD-SH-28975, *Best Management Practices in Occupational Safety and Health*  
PRC-MP-MS-003, *Integrated Environment, Safety, and Health Management System*  
*Description*  
PRC-PRO-FP-40420, *Fire Protection Analyses*  
PRC-PRO-IRM-10588, *Records Management Processes*  
PRC-PRO-OP-055, *Startup Readiness*  
PRC-PRO-PMT-475, *Real Property Asset Management*  
PRC-PRO-QA-052, *Issues Management*  
PRC-PRO-QA-246, *Management Assessment*  
PRC-PRO-SH-17916, *Industrial Hygiene Baseline Hazard Assessment*  
PRC-PRO-QA-19579, *OCRWM Records Management*  
PRC-STD-FP-40404, *Fire Protection Program*

## **7.0 APPENDIXES**

NONE