



Document title: **Environment, Safety and Health  
Reporting In Accordance with  
DOE Order 231.1**

Contract number: DE-AC27-01RV14136  
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Document number: 24590-WTP-PL-ESH-01-003, Rev 0  
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Date of issue: 10/29/01  
Issue status: Approved  
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## History Sheet

Rev	Date	Reason for revision	Revised by
0	10/29/01	Initial Issue	M. Rosenthal

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## 1 Purpose

This plan has been developed to meet the applicable reporting requirements contained in the U.S. Department of Energy (DOE) Order 231.1, *Environment, Safety and Health Reporting*, and DOE M 231.1-1, *Environment, Safety and Health Reporting Manual*. The River Protection Project-Waste Treatment Plant (WTP) procedure 24590-WTP-GPP-SIND-040, *Environment Safety and Health Reporting In Accordance with DOE Order 231.1*, implements the referenced order and manual. The procedure establishes a system for Bechtel National, Inc. (BNI) WTP to ensure information pertaining to environment, safety and health statistics are transmitted to the DOE Headquarters. This information will be used to evaluate DOE operations and identify opportunities for improvement in areas of safety, health, and the environment.

## 2 Policy

It is the policy of BNI to implement the requirements set forth in this plan through the implementing procedure 24590-WTP-GPP-SIND-040. Requirements contained in the procedure apply to WTP employees and subcontractors. Requirements contained in the implementing procedure will be assigned to specific cognizant managers relating to their discipline of responsibility or area of expertise.

## 3 Plan

### 3.1 Definitions

**Annual Environmental Report** –Used to report a summary of the site’s environmental data to the Assistant Secretary for Environmental, Safety and Health.

**Annual Summary of Fire Damage Report**- Used to report annual summary of fire damage to the DOE fire protection authority having jurisdiction.

**Appendix G**- DOE Form 5480.7, Individual Occupational Exposure Report.

**Appendix F** –Form used to prepare Annual Summary of Fire Damage Experience Report for the Calendar Year.

**CAIRS Data Coordinator** –A DOE contractor working in EH-7 that coordinate’s the review and use of the CAIRS (Computerized Accident and Incident Reporting System) data.

**DOE F 5484.3, Individual Accident/Incident Report** – Used to report WTP or their subcontractor’s occupational injuries or illnesses, or work related damage or loss of property and vehicles due to accidents. The form will also be used in lieu of OSHA No. 101.

**DOE F 5484.4, Part A, Tabulation of Work Hours, Vehicle Usage, and Property Valuation** – Used to tabulate total work hours by WTP employees and subcontractors (to be submitted for subcontractors with more than \$10,000 in estimated costs).

**DOE F 5484.4, Part B, Tabulation of Work Hours, Vehicle Usage, and Property Valuation** – Used to estimate replacement value of all DOE-owned property under the reporting organization jurisdiction.

**OSHA 101 Supplemental Record of Occupational Injury and Illness** – Record used to describe how the injury or illness exposure occurred.

**OSHA 200 Log and Summary of Occupational Injuries and Illnesses** – Used to log and summarize all occupational injuries and illnesses occurring to employees while performing work at the WTP.

### **3.2 Responsibilities and Activities**

#### **3.2.1 Industrial Safety and Health Manager**

The Industrial Safety and Health Manager is responsible for the following:

- Recording work-related fatalities, injuries, and illnesses occurring to WTP employees in accordance with DOE M 231.1-1, Chapter II paragraph 2b1.
- Using DOE F 5484.3 in lieu of *Supplementary Record of Occupational Injuries and Illnesses* (OSHA No. 101) to record work-related fatalities, injuries, and illnesses in accordance with DOE M 231.1-1, Chapter II paragraph 2b2.
- Using DOE F 5484.3 to record work related property and vehicle damage or loss in accordance with DOE M 231.1-1, Chapter II paragraph 2c.
- Using DOE forms 5484.3 and 5484.4 to report subcontractor accident information in accordance with DOE M 231.1-1, Chapter II paragraph 2d.
- Submitting DOE F 5484.3 quarterly on or before the 25<sup>th</sup> of each April, July, October, and January to the CAIRS Data Coordinator in accordance with DOE M 231.1-1, Chapter II paragraph 2e.
- Using Part A of DOE F 5484.4 to submit work hours and vehicle usage quarterly on or before the 25<sup>th</sup> of each January, April, July, and October in accordance with DOE M 231.1-1, Chapter II paragraph 2f.
- Reporting Annual Summary of Fire Damage to the DOE fire protection authority having jurisdiction by March 31 of the following calendar year using Appendix F in accordance with DOE M 231.1-1, Chapter II, paragraph 3.
- Reporting information for epidemiologic analyses (excess injuries and illnesses) to the Assistant Secretary of Environment, Safety and Health through DOE Office of River Protection (ORP) in accordance with DOE M 231.1-1, Chapter II, paragraph 4.
- Reporting information for epidemiologic analyses Occupational Safety and Health studies in accordance with DOE M 231.1-1, Chapter II, paragraph 5.

- Reporting Performance Indicator data on a quarterly (calendar year) to the Office of Operating Experience Analysis and Feedback (EH-33) in accordance with DOE M 231.1-1, Chapter II, paragraph 6.

### 3.2.2 Procurement and Property Manager

The Procurement and Property Manager is responsible for the following:

- Using Part B of DOE F 5484.4 to report and transmit DOE annual estimated property valuation to the CAIRS data coordinator on or before March 31 in accordance with DOE M 231.1-1, Chapter II, paragraph 2g. A cover sheet shall be used to transmit the report in accordance with Appendix D of DOE M 232.1-1.

### 3.2.3 Project Document and Control Manager

Project Document Control Manager (PDC) is responsible for the following:

- Retaining personnel injury, illness, property, and vehicle damage files in accordance with DOE M 231.1-1, Chapter II, paragraph 2i1. Upon termination of contracts with DOE, accident records shall be rendered to the contract organization assuming occupational safety and health responsibilities in accordance with 48 CFR (DEAR) 970.0407-3, *Access To and Ownership of Records* or as directed by the Contracting Officer.
- Providing access to accident records and reports in accordance with DOE M 231.1-1, Chapter II, paragraph 2i3.

### 3.2.4 Radiation and Fire Safety Manager

The Radiation and Fire Safety Manager is responsible for the following:

- Reporting interim exposure data in accordance with DOE M 231.1-1, Chapter III, paragraphs 1 and 3.
- Reporting annual exposure data in accordance with DOE M 231.1-1, Chapter III, paragraphs 2 and 3.
- Submit radiological exposure reports to individuals in accordance with DOE M 231.1-1, Chapter III, paragraph 4.
- Reporting radiological exposure data using Appendix G in accordance with DOE M 231.1-1, Chapter III, paragraph 3.

### 3.2.5 Environmental Manager

The Environmental Manager is responsible for the following:

- Preparing an integrated Annual Environmental Report annually to the Assistant Secretary for Environment, Safety and Health by October 1 of the following year in accordance with DOE M 231.1-1, Chapter I, paragraph 1.

## 4 Records

Documentation generated by this plan shall be submitted to PDC for logging, issuance, distribution, and records retention to meet project records management requirements.

## 5 References

DOE Order 231.1, *Environment, Safety and Health Reporting*

DOE M 231.1-1, *Environment, Safety and Health Reporting Manual*

24590-WTP-GPP-SIND-040, *Environment Safety and Health Reporting In Accordance with DOE Order 231.1*

48 CFR (DEAR) 970.0407-3, *Access To and Ownership of Record.*