

Responsibility, Authority, and Accountability

MSC-PRAC-30453

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Topic: Safety and Health

Responsibility, Authority, and Accountability

PURPOSE This practice identifies a key aspect of the Safety and Health (S&H) program, and defines the responsibility, authority, and accountability of Mission Support Alliance (MSA) employees, subcontractors, and sub-tier contractors regarding S&H requirements. It is not intended to be all-inclusive of the responsibilities, functions, duties, and tasks that are required; therefore, knowledge of and training to the specific S&H practices as applicable by the persons/groups affected are paramount.

SCOPE This practice includes the following major sections:

- General Requirements
- Roles and Responsibilities

The requirements of this practice are consistent with the requirements published in the Hanford Mission Support Contract (MSC) Safety and Health virtual manual.

APPLICATION This practice applies to MSA construction personnel.

GENERAL REQUIREMENTS Records generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package* and [MSC-PRAC-30376](#), *Construction Document Control*.

MSA establishes and implements practices to provide and assist in the uniform application of responsibilities for accident prevention during all phases of work throughout the company.

ROLES AND RESPONSIBILITIES

Employees Employees are responsible for their own safety and health and that of their coworkers, and for protecting the environment.

Each MSA employee has stop-work authority and is responsible to stop any activity believed to be unsafe, including activities being performed by coworkers and others.

NOTE: *As a minimum, subcontractor employees have stop-work authority for IMMEDIATE DANGER situations and activities.*

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Each employee is responsible for becoming sufficiently knowledgeable, trained, and skilled to perform work in accordance with approved procedures and methods, and for complying with all requirements and practices pertaining to S&H.

Employees are accountable for developing and maintaining a safety-first attitude and culture in performing their work safely.

Specific additional responsibilities for each employee include the following:

- Observe master safety rules and practices outlined in the S&H program manual.
- Correctly wear and use personal protective equipment (PPE) identified for work tasks.
- Actively support programs designed to protect the employee against workplace hazards.
- Report all injuries, illnesses, and any medically imposed work restrictions to the employee's immediate supervisor/manager as soon as possible.
- Perform all activities safely.
- Report to work fit for duty and in condition to perform duties safely.
- Undertake only those assignments the employee fully understands and is trained and qualified for.
- Refuse to perform any assignment or tasks the employee feels is unsafe, regardless of the supervision/management level issuing such direction.
- Immediately notify supervision/management of potential hazards and conditions that may result in a violation of an S&H requirement.
- Elevate safety problems through the management chain of command (up to the MSA president & general manager if necessary) when the employee feels the problem(s) are not being resolved.

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- Be knowledgeable of emergency procedures, report emergencies, and respond to warning signals in the event of fire, radiation, and other emergencies.
- Maintain a safe work area, free of fire and other hazards, through good housekeeping practices.

MSA President & General Manager

The MSA president & general manager ensures implementation of company S&H policies and practices, and for the protection of employees and subcontractors, facilities, and government property. The MSA president & general manager has the authority for ultimate decisions with regard to implementation, enforcement, and disciplinary actions in S&H matters.

Functional Directors

Functional Directors are responsible for:

- The direct day-to-day activities of the project's S&H team through the MSA S&H Group Lead.
- The financial resources necessary to maintain an effective project safety team.
- The communication of safety and health needs to S&H, safety committees, line management, and the employees.

Construction Manager

The construction manager (CM) is responsible and accountable for the following:

- Put employee safety and health first in assigning work and directing activities.
- Support a safety-first attitude and culture.
- Assist employees in performing their safety and health-related responsibilities.
- Respond immediately to employee concerns on safety, health, and environment.
- Exercise stop-work authority when necessary.
- Become sufficiently knowledgeable of S&H requirements and practices to ensure that they are properly executed.

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- Ensure that subordinates receive the necessary training to perform the duties and tasks to which they are assigned.
- Designate Competent Persons.
- Ensure that construction supervisors/superintendents (CS/S) are aware of their responsibilities as outlined in form *Supervisor Safety Responsibilities*, [A-6004-284](#). New-hire CS/Ss and those employees promoted to CS/S are required to read and sign this form, or equal.

NOTE: New projects should begin using this form (or equal) at project start-up. Human Resources is responsible for securing this form, monitoring the signing of the form, and maintaining the complete forms in the personnel file. The CM may ensure communication of this information in alternate ways as long as it is communicated effectively.

- Develops and maintains effective communication with and among the function directors, S&H, safety committees, engineering, and the employees.

The CM ensures that the following activities are properly executed on all jobs:

- Job hazard analyses properly completed and implemented in accordance with practice [MSC-PRAC-30462](#), *Prejob Safety Planning*
- Hazard prevention and control processes in place
- Jobsite hazard inspections scheduled regularly
- Employees physically capable of, and have medical clearances required for, performing their assigned tasks; all medical work restrictions enforced
- Employees provided, have available, and trained in the usage of PPE; employees wear the PPE identified for the work activity they are performing
- Appropriate disciplinary action(s) for violations of safety and health rules

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- Corrective action for resolving deficiencies identified during appraisals, audits, and surveillances; timely resolution to all deficiencies
- Accident investigations conducted in accordance with practice [MSC-PRAC-30467](#), *Event Investigation and Reporting*.

Construction Supervisors/ Superintendents

MSA construction supervisors/superintendents (CS/S) perform the following functions for their assigned areas:

- Familiarize themselves with S&H requirements and practices and accept the responsibility for implementation.
- Ensure that each employee has received a project/area-specific safety orientation.
- Explain applicable safe practice rules and regulations to employees and ensure that each employee understands the rules and regulations.
- Enforce safety regulations and rules consistently.
- Supervise the instruction and training of new employees either personally or through delegated experienced craftsmen until the employees satisfactorily demonstrate the ability to perform work in a safe and efficient manner.
- Be responsible for housekeeping and for the use and maintenance of personal protective devices, equipment, and safeguards.
- Notify the direct supervisor and S&H concerning work areas where potential safety and health hazards exist.
- Report to the employee's supervisor all cases of employees who, in their opinion, are not qualified for the work to which they have been assigned or who engage in unsafe practices.
- Perform routine safety inspections in accordance with practice [MSC-PRAC-30460](#), *Safety and Health Compliance Inspection and Management Walkthroughs*.

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- Report to the employee's supervisor those cases where employees lack sufficient room or space to perform their work or where ventilation, heat, illumination, sanitation or other facilities are inadequate.
- Attend and participate in supervisors' safety meetings.
- Conduct "toolbox" accident prevention meetings for employees in accordance with practice [MSC-PRAC-30461](#), *Accident Prevention Training and Education*.
- Report immediately all accidents in which personal injury or property damage occurs. Report near miss events in a timely manner.
- Accompany injured/ill employees to the health care service center in accordance with practices [MSC-PRAC-30467](#), *Event Investigation and Reporting* and [MSC-PRAC-30497](#), *Worksite First Aid*.
- Assist in event investigations and submit reports in accordance with practice [MSC-PRAC-30467](#), *Event Investigation and Reporting*.
- Periodically analyze work methods in detail for the purpose of job simplification and for the establishment of safe work methods.
- Participate with S&H in the preparation of project safety rules.
- Forward to his/her supervisor requests, suggestions, and complaints made to them along with comments they may make with regards to safe working conditions and corrective measures that may be necessary or required.

Safety and Health

Safety and Health (S&H) supports the function directors and CM, CS/S, and assists in the implementation and development of the safety requirements within assigned projects. S&H coordinates issues relative to industrial safety, industrial hygiene, radiological control, and emergency preparedness.

Performance Assurance

Performance Assurance ensures that company illness, injury, and other event records are properly maintained.

Subcontracts & Procurement

Subcontracts & Procurement ensures that appropriate language is contained in contracts, notifying subcontractors of specific S&H requirements and practices pertaining to their work scope.

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Engineering

Engineering uses established, approved engineering methods (through design) to minimize exposure to harmful environmental factors, stresses, and safety hazards. Engineering notifies S&H whenever new operations, processes, or modifications are to be introduced so that potential safety and health hazards may be evaluated in the design and planning stage, and obtains approval for new installations and equipment prior to their initial use.

FORMS

Supervisor Safety Responsibilities, [A-6004-284](#)

RECORDS IDENTIFICATION

Records Capture Table

| Name of Document | Submittal Responsibility | Retention Responsibility |
|---------------------------------------------------------------------------|-------------------------------------------|---------------------------------|
| <i>Supervisor Safety Responsibilities</i> , A-6004-284 | Construction Supervisor/Superintendent | Project Document Control |

REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*
[MSC-PRAC-30376](#), *Construction Document Control*
[MSC-PRAC-30460](#), *Safety and Health Compliance Inspection and Management Walkthroughs*
[MSC-PRAC-30461](#), *Accident Prevention Training and Education*
[MSC-PRAC-30462](#), *Prejob Safety Planning*
[MSC-PRAC-30467](#), *Event Investigation and Reporting*
[MSC-PRAC-30497](#), *Worksite First Aid*