

Accident Prevention Training and Education

MSC-PRAC-30461

Revision 0

Effective Date: November 30, 2009

Topic: Safety and Health

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PURPOSE This practice identifies a key aspect of the Safety and Health (S&H) program, and establishes the requirements and processes for safety and health orientation, training, and education.

SCOPE This practice includes the following major sections:

- General Requirements
- Manager/Supervisor Leadership Training
- Safety Meetings
- Specific Safety and Health Training

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*.

At the time of hire, employees are given a general orientation to company- and worksite-specific policies, safety and health requirements, and the Voluntary Protection Program (VPP) (if applicable).

NOTE: *On the Hanford Site, Hanford General Employee Training (HGET) is required for all employees who require access on site for 7 or more consecutive days, including temporary and contract employees.*

New unescorted employees, including temporary and contract employees, managers, supervisors, and visitors receive a documented project or office-specific safety orientation before being granted access to work areas. Forms [A-6004-310](#) (craft) and [A-6004-311](#) (supervisor/manager) are used by projects to orient field construction employees.

Transferred employees (including temporary and contract employees), managers, and supervisors are briefed on safety, emergency preparedness, security, and other relevant information/expectations for the new work location. Signing the applicable job safety analysis (JSA[s]/AJHA), if any, is the only documentation required.

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Training is developed and presented for those employees who perform specific types of work addressed by Occupational Safety and Health Administration (OSHA) or company requirements (such as prejob planning, hoisting and rigging, confined space, lock and tag, fall protection, hazard recognition, or employee concerns). For the most part, this type of training is specified in applicable practices contained in the S&H Program manual.

Meetings, to include safety meetings, with 5 or more people begin with a safety and a value creation topic.

NOTE: *Safety and value creation “topics” at the beginning of a meeting are intended to help attendees focus on 2 basic values of MSA as the subject of the meeting are discussed. However, a safety “topic” does not constitute a safety “meeting” (as required below).*

MSA safety and health reviews MSA employee-required reading of S&H practice requirements at least every 2 years, and makes recommendations for modifications to MSA line management.

All training is documented on form [A-6004-244](#) (or equal) and tracked (by training coordinators if MSA, on the project site if subcontractor or sub-tier contractor).

<p style="text-align: center;">EXCEPTION</p>

<p><i>Transferred employee briefings and procedure/practice briefings at prejob or safety meetings.</i></p>

When a written examination is required as part of formal safety training, 70 percent is the minimum passing score.

Employees who perform activities involving processes, tools, motorized equipment, or special tasks are considered safety and health trained and qualified when at least one of the following requirements has been met:

- An employee has received instruction directly related to the activity from a trade school, college, or university, or successfully completes an apprenticeship program in the field/trade responsible for performing the activity.

NOTE: *Employees currently participating in an apprenticeship program are under the supervision of a journeyman or other qualified employee.*

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- An employee can show by documentation (such as a resume or certificate) clear evidence of training through experience.
- In cases where the activity is proceduralized, each affected employee completes the training specified in the practice (and competent person criteria if required) to ensure familiarization with prescribed requirements/processes.

MANAGER AND SUPERVISOR LEADERSHIP TRAINING

Ongoing and routinely scheduled safety training (such as Supervisor Safety Leadership) is conducted to prepare construction supervisors for utilization of safety observation techniques, prejob planning, job safety analysis, and/or accident investigation procedures, as appropriate, to control, reduce, and/or eliminate unsafe acts and conditions in the workplace.

NOTE: *Formal orientation to the MSA S&H program and completion of a 10-hour OSHA-sanctioned construction hazards recognition course (accepted by MSA) are required for subcontractor and major sub-tier contractor designated safety and health representatives (key supervisors) and safety supervisors prior to the start of work.*

The 10-hour initial OSHA course covers OSHA regulations for construction, ladders/stairways, scaffolds, floor openings/open-sided work surfaces, industrial health/hygiene, hazard communication, confined space entry, excavation/trenching, general hoisting and rigging, fire protection, hand and power tools, personal protective equipment, lockout/tagout, electrical, fall protection, construction equipment, compressed gases, and welding/cutting/heating (hot work). A 10-hour refresher is required every 2 years, and covers any changes in OSHA regulations or applicable compliance interpretations, a brief review of OSHA standards applicable to construction, and other applicable safety topics chosen by the instructor or course attendees.

The orientation (to the MSA S&H program) is required annually. This orientation covers an overview of the program, policies, orientation and training requirements, prejob planning/JSAs, emergency responses, reporting events, inspections, and safety meetings. Site-specific requirements for confined space entry, lockout/tagout, electrical, hoisting and rigging, protection, hot work, and environmental compliance also are covered. Changes in OSHA regulations also are reviewed.

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SAFETY MEETINGS

Project safety distributes a weekly safety communication document to provide updated information to employees. Topics covered are relevant to safety and health issues, both on and off the job. The communication is distributed throughout the company and is to be used in safety meetings.

Daily “Take-Ten-for-Safety” Meetings

Construction projects (including subcontractors and their sub-tier contractors) hold “Take-Ten-for-Safety” meetings at least daily at the beginning of the shift. The meetings are conducted by the immediate supervisor. Topics covered at these meetings may include:

- Discussion of the day’s job/task assignments relative to safety and health issues.
- Lessons learned from the previous days’ work.
- Job/task-specific training from the prejob plan or associated procedures.
- Review of client-specific requirements, applicable to the job/task.
- Other safety and health issues specific to the group.
- Any specific worksite emergency procedures.

Weekly “Tool Box” Safety Meetings

Construction projects (including subcontractors and their sub-tier contractors) hold “tool box” safety meetings for craft at least weekly. The meetings are conducted by the immediate supervisor. Form [A-6004-290](#) is used for the agenda.

Monthly “All Hands” Safety Meetings

Construction projects (including subcontractors and their sub-tier contractors) hold a monthly safety meeting for all MSA project construction employees (craft and noncraft). General subcontractors bring together all construction employees currently working at the project site under the general subcontract (for example, lower- and sub-tier contractor craft and supervisor/managers). Form [A-6004-277](#) is used for the agenda.

Quarterly “Office” Safety Meetings

For office staff (defined as those employees who work almost exclusively in an office environment, such as clerks/secretaries, engineers, and administrative personnel) safety meetings are conducted by the immediate supervisor, at least quarterly. Safety meetings may be conducted as part of “staff” meetings — in which case the safety meeting is an agenda item for the staff meeting.

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Weekly, Monthly, and Quarterly Safety Meeting Topics

Safety meetings regularly cover the following (as applicable to the group):

- Review of compliance/management safety inspections conducted since the last safety meeting.
- Review of any violations to assist in correction of hazards.
- Evaluation of any accident investigation conducted since the last safety meeting to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
- Review of injury/illness experience.
- Review safety communications.
- Review pertinent announcements, correspondence, notes from supervisor meetings.
- Lessons learned from events and root causes.
- Review current job-specific job safety analyses (JSAs).
- Review upcoming JSAs.
- Review specific job safety concerns (“shop talk”).
- Review Material Safety Data Sheet (MSDS) information.
- Practices and/or client-specific work procedures applicable to the project; name and revision number of practices discussed are documented on the agenda.

NOTE: *Only items applicable to work scope need to be covered.*

- Other topics specifically relating to the group, department, organization, or project are imparted to affected employees in addition to the safety communication. Other topics covered are documented on the agenda.

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Issues from Weekly, Monthly, and Quarterly Safety Meetings

Safety issues identified by employees during safety meetings are documented on the agenda, and immediate steps are taken toward evaluation and resolution of the issue(s). All issues are tracked (in writing) to resolution. Feedback to the individual or group is required. Feedback may be done in the next meeting, through a written response communication, or one-on-one, as appropriate.

NOTE: Issues are submitted to safety and health if manager/supervisors require assistance with resolution.

Documentation of Safety Meetings

Documentation for safety meetings (except Take-Ten-for-Safety meetings) is required, and attendance is verified by the attending employee's signatures on a sign-in roster (such as form [A-6004-297](#)). Completed safety meeting agenda and sign-in rosters are retained by each project, office group, or subcontractor or sub-tier contractor.

SPECIFIC SAFETY AND HEALTH TRAINING

Emergency Preparedness

Emergency preparedness training is conducted for emergency response personnel and other employees in accordance with the MSA Emergency Preparedness Program (refer to practice [MSC-PRAC-30459](#), *Emergency Preparedness*).

Safety Professional Training

Training to qualify, certify, or increase the professional expertise of the project safety staff is conducted on an "as-needed" basis.

Hazardous Materials/Wastes

Employees acting as originators for the shipment of hazardous waste material (radioactive and nonradioactive) are trained and qualified to sign manifests and shipping documents. Drivers of vehicles carrying hazardous waste material shipments are also trained and qualified in accordance with federal and state regulations.

Managers, supervisors, and employees performing tasks involving hazardous waste at remediation sites or treatment, storage, and disposal facilities are trained in accordance with applicable federal and state standards.

Employees whose duties involve asbestos abatement and/or potential exposure to asbestos fibers/dusts due to their workplace assignment complete prerequisite training in accordance with applicable federal and state standards.

A hazard communication program is maintained, and all employees receive information and instructions regarding hazardous substances in the workplace.

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Employees whose duties involve potential exposure to airborne lead are trained in accordance with applicable federal and state standards.

Employees whose duties involve potential exposure to hexavalent chromium are trained in accordance with applicable federal and state standards.

CPR/First Aid

First-aid and CPR instructions are provided in accordance with practice [MSC-PRAC-30497](#), *Worksite First Aid*.

Fire Protection

Employees receive an annual orientation on the use of fire extinguishers.

Employees assigned to fire watch duties receive additional training in fire protection/prevention upon initial assignment, and annually thereafter.

Occupational Health

Employees whose work requires the use of respiratory protection devices are trained and qualified to use these devices in accordance with practice [MSC-PRAC-30510](#), *Respiratory Protection*.

Employees whose duties or exposure to noise require them to be included in the hearing conservation program receive initial and annual refresher training in accordance with practice [MSC-PRAC-30504](#), *Hearing Protection*.

Employees occupationally exposed to bloodborne pathogens receive training in accordance with practice [MSC-PRAC-30511](#), *Infectious Disease (Bloodborne Pathogens)*.

Subcontractor and Lower-Tier Contractor Training Equivalency and Adequacy

MSA safety and health (with assistance from MSA training specialist and/or subject-matter experts, at safety and health's discretion) makes the determination that sub- and lower-tier contractor training programs are equivalent to and/or meet content requirements specified in S&H practices or references therein.

Job-/Task-Specific Training

Other ongoing safety training for specific job- and task-related qualification is conducted by "competent" or "qualified" persons on an as-needed basis for affected employees.

Signature on the JSA signoff sheet constitutes documentation of job- or task-specific training provided that the following 2 conditions apply:

- The training may be performed "informally."
- The job/task is sufficiently described in the prejob safety planning document(s).

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FORMS

Training Attendance Record, [A-6004-244](#)
Monthly Safety Meeting Agenda, [A-6004-277](#)
Weekly Safety Meeting Agenda, [A-6004-290](#) Safety Meeting Sign-In Roster, [A-6004-297](#)
Employee Safety and Health Orientation (Hanford Project), [A-6004-310](#)
Manager/Supervisor Safety and Health Orientation (Project-Specific), [A-6004-311](#)

RECORDS IDENTIFICATION

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
<i>Training Attendance Record, A-6004-244</i>	Construction Engineer	Construction Document Control
<i>Monthly Safety Meeting Agenda, A-6004-277</i>	Construction Engineer	Construction Document Control
<i>Weekly Safety Meeting Agenda, A-6004-290</i>	Construction Engineer	Construction Document Control
<i>Safety Meeting Sign-In Roster, A-6004-297</i>	Construction Engineer	Construction Document Control
<i>Employee Safety and Health Orientation (Hanford Project), A-6004-310</i>	Construction Engineer	Construction Document Control
<i>Manager/Supervisor Safety and Health Orientation (Project-Specific) A-6004-311</i>	Construction Engineer	Construction Document Control

REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*
[MSC-PRAC-30376](#), *Construction Document Control*
[MSC-PRAC-30459](#), *Emergency Preparedness*
[MSC-PRAC-30497](#), *Worksite First Aid*
[MSC-PRAC-30504](#), *Hearing Protection*
[MSC-PRAC-30510](#), *Respiratory Protection*
[MSC-PRAC-30511](#), *Infectious Disease (Bloodborne Pathogens)*

APPENDICES

None