

# **Safety Communications**

**MSC-RD-10743**

**Revision 3**

**Effective Date: March 27, 2013**

**Topic: Worker Protection**

Approved for Public Release;  
Further Dissemination Unlimited

# Safety Communications

## 1.0 PURPOSE AND SCOPE

This document establishes the basic requirements for maintaining safety awareness, and communicating safety-related information to employees. Use of the term "safety" in this document is intended to include environment, safety, and health.

The requirements herein address the expectations for conducting and documenting employee safety meetings, posting safety notices, and providing safety training. This Level 1 Requirements Document is applicable to Hanford Mission Support Contract (MSC) employees involved in MSC scope of work.

This document partially implements the ISMS Guiding Principle #1, Line Management Responsibility for Safety and Environmental Requirements.

## 2.0 REQUIREMENTS

### 2.1 Manager/Supervisor Requirements

**NOTE:** For the tables in this section under the requirement "type" column, "V" means verbatim, and "I" means interpreted.

#	REQUIREMENT	TYPE V or I	SOURCE
1.	All scheduled meetings (e.g., 5 or more employees) shall begin with a safety or compliance topic.	I	48 CFR 970.5223-1, Section (c)(5)
2.	Safety information shall be communicated to employees.	I	10 CFR 851.20(a)(5)
3.	Safety meetings shall be conducted at least weekly with employees engaged in active Construction and D&D (Deactivation & Decommissioning) work activity.	I	10 CFR 851.25(b)(3)
4.	Safety meetings shall be conducted at least monthly.  <b>NOTE:</b> A meeting or sponsored activity with established safety agenda and conducted in accordance with Sections 2.1 and may be used to meet the requirements of Sections 2.1.3 through 2.1.4.	I	48 CFR 970.5223-1, Section (c)(5)
5.	Safety information presented at safety meetings shall be relevant to employee hazard exposures on or off the job.  <b>NOTE:</b> Examples include new tools or equipment, personal protective equipment, injury/illness statistics/trends, environmental protection, seasonal concerns, off-the-job activities, lessons learned, national campaigns, occurrence reports, near miss events, employee safety issues.	I	48 CFR 970.5223-1, Section (c)(5)

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6.	<p>Safety meeting documentation shall include the following:</p> <ul style="list-style-type: none"> <li>• Meeting time, date, and location,</li> <li>• Identity of those who attended,</li> <li>• Description of topics presented/discussed.</li> </ul> <p><b>NOTE:</b> See appendix A for an example of an agenda that may be used for a safety meeting.</p>	I	48 CFR 970.5223-1, Section (c)(5)
7.	<p>Appropriate action must be taken on the safety issue (s) reported, to include tracking thru resolution.</p> <p><b>NOTE:</b> A Safety/Security Meeting Report (Site Form <a href="#">BC-6001-558</a>) is available as an option for documenting items 2.1.6.</p>	I	10 CFR 851

### 2.2 Requirements for Employees

1.	<p>Employees are to use safety meetings to contribute ideas, suggestions, safety concerns, lessons learned, and near miss information to improve safety conditions and enhance safety awareness. Employees may also use the safety meetings to identify hazards in the workplace and suggest hazard controls.</p>	I	10 CFR 851.20 (a)(4)
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### 2.3 Postings

1.	<p>10 CFR 851 "You have a right to a Safe and Healthful Workplace IT'S THE LAW" poster shall be posted.</p>	I	10 CFR 851
2.	<p>The Master Safety Rules shall be posted (Ref. <a href="#">MSC-RD-7085</a>, <i>Safety Responsibilities</i>, Appendix A).</p>	I	10 CFR 851
3.	<p>The Worker's Bill of Rights shall be posted (Ref. MSC-RD-7085, Appendix B).</p>	I	10 CFR 851
4.	<p>The Hanford Site "STOP WORK" Responsibility poster shall be posted (Ref. <a href="#">DOE-0343</a>, <i>Stop Work</i> current version).</p>	I	10 CFR 851
5.	<p>The Summary of Work-Related Injuries and Illnesses (OSHA No. 300A Log Annual Summary) shall be posted from February 1 through April 30 of each year.</p> <p><b>NOTE:</b> Postings are most effective when displayed at official bulletin boards locations.</p>	I	29 CFR 1904.32

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### 2.4 Training

1.	<p>Safety training is required to be provided to employees to provide them the ability to understand, recognize, and correct/control the hazards of their job.</p> <p><b>NOTE 1:</b> <i>Basic safety training should provide the employee with a working knowledge of safe work practices, as well as a level of understanding sufficient to ensure their personal safety for the scope of work they perform.</i></p> <p><b>NOTE 2:</b> <i>Examples of safety training include Hanford General Employee Training (HGET), Project/Facility specific training, and training required by procedures.</i></p>	I	10 CFR 851; 29 CFR 1926.21 (a)
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### 3.0 FORMS

Safety/Security Meeting Report, [BC-6001-558](#)

### 4.0 REFERENCES

#### 4.1 Source Requirements

10 CFR 851, *Worker Safety and Health Program*

29 CFR 1904.32, *Annual Summary, Recording and Reporting Occupational Injuries and Illnesses*

29 CFR 1926.21, *Safety Training and Education*

48 CFR 970.5223-1, DOE Acquisition Regulation (DEAR), *Integration of Environment, Safety and Health into Work Planning and Execution*

#### 4.2 Working References

[DOE-0343](#), *Stop Work*

[MSC-RD-7085](#), *Safety Responsibilities*

# Safety Communications

## Appendix A Safety Meeting Agenda

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Attendees: \_\_\_\_\_

\_\_\_\_\_

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- Safety Topic
  
- Review minutes from last Safety Meeting
  
- PZAC/All EZAC Chair meeting information review
  
- Applicable Lessons Learned
  
- Review of recent injuries
  
- Upcoming safety activity calendar review
  
- Safety Improvement Plan (SIP) review
  - Items completed
  - Items ongoing
  
- Safety Log review
  - Items completed
  - Review of action items
  - New submittals review, determination of applicability, mitigation actions, Resolution review
  
- Safety award nominations
  
- Open Discussion