

# **President's and Employee Zero Accident Councils**

**MSC-RD-9982**

**Revision 2**

**Effective Date: December 20, 2011**

**Topic: Worker Protection**

**Approved for Public Release;  
Further Dissemination Unlimited**

# President's and Employee Zero Accident Councils

MSC-RD-9982, Rev.2

Effective Date: December 20, 2011

Page 1 of 9

## 1.0 PURPOSE AND SCOPE

This Level 1 document establishes the requirements for developing and maintaining joint management/worker safety councils. It also includes expected council activities and functions as they relate to implementation and administration of Mission Support Alliance (MSA) safety programs. Such councils are designed to promote a safe and healthful work environment and achieve exemplary safety performance in a cooperative effort, utilizing the elements of the U.S. Department of Energy's Voluntary Protection Program (DOE-VPP) as contained in parts 1, 2, and 3 of DOE/EH 0433. They also contribute to the effectiveness and consistency of safety program implementation.

This document partially implements the ISMS Core Function #5, Provide Feedback and Continuous Improvement; and Guiding Principles #1, Line Management Responsibility for Safety and Environmental Requirements, #8, Worker Involvement and #9, Senior Management Involvement.

This document is a 10 CFR 851 Implementing Document.

## 2.0 REQUIREMENTS

### 2.1 Safety Council Organization

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

#	REQUIREMENT	TYPE V or I	SOURCE
1.	<p>A Presidents' level safety council (e.g., President's Zero Accident Council - PZAC) shall function to provide for Project, Functional Area, and Service Provider representation and participation in the safety and health program. The Council shall, as a minimum:</p> <ul style="list-style-type: none"> <li>• Provide safety information and lessons learned from incidents, close calls, performance trends, concerns, etc.</li> <li>• Recognize noteworthy organizational safety performance and contributions,</li> <li>• Grant awards to individuals/teams for significant safety actions or contributions to include (but not limited to) <ul style="list-style-type: none"> <li>○ MSA President's Star Award,</li> <li>○ Presidents' Life Saving Award, and</li> <li>○ PZAC Safety Honor Roll Award.</li> <li>○ President's Safety Team Award.</li> </ul>           (See Appendix B for description of awards) </li> <li>• Solicit safety suggestions and input for continuous safety improvement,</li> <li>• Provide interpretation and guidance to help assure consistent understanding and implementation of safety requirements,</li> </ul>	I	2010 Labor Agreement between Mission Support LLC and Hanford Guards Union Local 21, (HGU Labor Agreement) Article VII, and 2007 Labor Agreement between Fluor Hanford, Inc. (FH) and Hanford Atomic Metal Trades Council (HAMTC) AFL-CIO (HAMTC Labor Agreement) Article VI

## President’s and Employee Zero Accident Councils

	<ul style="list-style-type: none"> <li>• Track and status accepted PZAC actions,</li> <li>• Publish meeting minutes.</li> <li>• Ad Hoc committees, i.e., Traffic Safety, Soft Tissue Injury Prevention, Safety Expo, PZAC Planning Committee, etc., report progress and initiatives to PZAC as requested.</li> </ul> <p>These and other council topics shall be presented with the intent and objective that they will flow down to the workforce through the lower tier Safety Councils.</p>		
2.	<p>Lower tier safety councils (e.g., EZAC) are made up of members of the natural work groups (BU and non-BU), and shall function to provide for organizational representation and participation in the safety and health program. EZAC’s may develop their own “charter” however they shall, as a minimum include the following activities:</p> <ul style="list-style-type: none"> <li>• Share/distribute the information presented at the monthly PZAC to the project/facility workforce,</li> <li>• Participate in and/or review the results of the Safety and Health Inspections performed for their covered areas,</li> <li>• Participate in, or oversee the development of the project/facility annual Safety Improvement Plan (SIP) and tracking of SIP action status,</li> <li>• Assure appropriate representation at the monthly PZAC,</li> <li>• Maintain a log of safety suggestions/concerns, document actions, and track to closure (see MSC-GD-50606)</li> <li>• Review and approve project/facility-specific safety award and recognition activities,</li> <li>• Share lessons learned from project/facility critiques, incident investigations, fact-finding sessions, etc. with project/ facility personnel.</li> </ul> <p><b>NOTE:</b> <i>Where appropriate, provide an EZAC representative at these meetings to contribute to the meeting and to understand the concerns discussed.)</i></p> <p>These activities will result in the EZAC being an essential element of the project/facility safety program and will help assure continued and effective worker involvement.</p>	I	<p>HGU Labor Agreement Article VII; HAMTC Labor Agreement Article VI</p>
3.	<p>Safety Council membership shall draw from interested volunteers, and be representative of management, bargaining unit employees, non-represented employees, and subcontractors (as applicable). (See Appendix A for suggested leadership election process)</p> <p><b>NOTE 1:</b> <i>Rotation of assignment is encouraged to provide enhanced opportunity for participation.</i></p>	I	<p>10 CFR 851; HGU Labor Agreement Article VII; HAMTC Labor Agreement Article VI</p>

**President’s and Employee Zero Accident Councils**

	<b>NOTE 2:</b> <i>Hanford Atomic Metals Trades Council Bargaining Unit membership is selected and sanctioned by the Bargaining Unit President or Designee', and the Bargaining Unit Director of Environment, Safety &amp; Health (Director of Bargaining Unit Safety Representatives).</i>		
4.	Safety Council representatives shall be knowledgeable of their roles and responsibilities. (See section 3.0)	I	10 CFR 851

**2.2 Safety Council Meetings**

1.	Safety Council meetings shall be scheduled on a frequency no less than monthly.	I	HGU Labor Agreement Article VII; HAMTC Labor Agreement Article VI
2.	Safety Council meetings shall be presided over/conducted by a volunteer or elected Chairperson(s).	I	10 CFR 851.20 (a)(4)
3.	Minutes of Safety Council meetings shall be recorded.	I	HGU Labor Agreement Article VII; HAMTC Labor Agreement Article VI

**2.3 Conduct of Safety Council Business**

1.	At a minimum, Safety Council meetings shall be used to share lessons learned, recognize safety accomplishments, discuss safety and health goals/objectives, address and track resolution of safety issues/concerns, and communicate accident experience and trends. (See Section <a href="#">2.1.1</a> and <a href="#">2.1.2</a> above for additional detail.)	I	10 CFR 851; HGU Labor Agreement Article VII; HAMTC Labor Agreement Article VI
2.	Safety Council suggestions and recommendations shall be referred to the responsible management representative for final review and approval, and assignment of necessary resources.	I	48 CFR 970.5223-1, Section (b)(4)
3.	Safety Council activities shall be communicated to the workforce that is represented by the council.	I	HGU Labor Agreement Article VII; HAMTC Labor Agreement Article VI

## President's and Employee Zero Accident Councils

### 3.0 ROLES & RESPONSIBILITIES

The PZAC and EZAC representatives shall be knowledgeable of work processes within their respective work group and be able to contribute to discussions related to the following:

- Share Lessons Learned
- Recognize safety accomplishments
- Discuss safety and health goals/objectives
- Address and track resolution of safety issues/concerns
- Communicate accident experience and trends

#### 3.1 PZAC Planning Committee

- Schedule planning meetings as needed to adequately plan the agenda for the monthly PZAC, including presentation, speakers, and action item reports
- Provide a forum for addressing the safety issues and suggestions of the workforce
- Ensure injuries and incidents are presented to the council in a timely fashion
- Review award nominations to determine appropriate award and compensation if any
- Ensure logistics of PZAC meeting are adequate

#### 3.2 PZAC Members

- Attend monthly PZAC
- Present applicable safety topics as assigned
- Participate in discussion of best practices and lessons learned
- Present safety issues to the PZAC that are not corrected at the local EZAC
- Bring information presented at PZAC meetings back to individual EZAC for dissemination and discussion

#### 3.3 EZAC Representatives

- Schedule Council meetings and develop agendas, based on representative input
- Actively promote worker involvement/participation in Council activities
- Provide a forum for addressing the safety issues and suggestions of the workforce it serves
- Allot time for Council representative participation in meetings and assignments
- Provide a climate which focuses on positive outcomes and supports an open forum of communication
- Encourage members to acquire the knowledge and skills to help them effectively discharge their responsibilities
- Benchmark and incorporate best practices and successes of other safety councils
- Develop objectives designed to accomplish specific Council goals
- Provide leadership and coordination in support of an Integrated Safety Management System (ISMS) and Voluntary Protection Program (VPP)
- Help foster participation in VPP activities
- Implement effective safety and health awareness programs
- Support the development of solutions to identified issues (See MSC-GD-50606)
- In a timely manner, disposition and track to closure those issues brought forward into Council

## President's and Employee Zero Accident Councils

- Recognize exemplary performance, significant safety achievements, and similar contributions to accident prevention
- Serve as an advisory body and primary communications link to upper management in areas involving safety and health
- As needed, obtain technical support and guidance from within the MSC to assist in issue resolution and ensure informed decision-making
- As determined appropriate by the Council, participate in special safety and health campaigns, inspections, and program reviews
- Communicate safety performance information/data relating to injury/illness occurrences, trends, and lessons learned
- Establish and maintain EZAC bulletin boards to include the following:
  - Master Safety Rules
  - Worker's Bill of Rights
  - PZAC meeting minutes
  - Local EZAC meeting minutes
  - MSC-RD-9982
  - Monthly injury summary and injury statistics
  - Safety topics
  - Safety Improvement Plans (SIPs)
  - Stop Work Poster
- Assist the organization in the development, preparation, and execution of Safety Improvement Plans (SIPs).

### 4.0 FORMS

([A-6005-652](#)), *PZAC Nomination Form*

### 5.0 RECORDS

All records are generated, processed, and maintained in accordance with MSC-PRO-10588, *Records Management Processes*.

**Records Capture Table**

<b>Name of Document</b>	<b>Submittal Responsibility</b>	<b>Retention Responsibility</b>
<i>PZAC Nomination Form</i>	Originator	SH&Q Secretary

## President's and Employee Zero Accident Councils

### 6.0 REFERENCES

#### 6.1 Source References

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

Labor Agreement, Mission Support Alliance (MSA) and Hanford Atomic Metal Trades Council (HAMTC), 2007

2010 Labor Agreement between Mission Support LLC and Hanford Guards Union Local 21, (HGU Labor Agreement)

10 CFR 851, *Worker Safety and Health Program*

[MSC-GD-40148](#), *Safety Award and Recognition Program*

#### 6.2 Working References

[MSC-GD-50506](#), *Safety Logs*

[MSC-PRO-10588](#), *Records Management Processes*

## President's and Employee Zero Accident Councils

### APPENDIX A

EZACs may opt to conduct annual elections to support rotational opportunities to serve the organization in an EZAC leadership role (Chair or Co- Chair). The following is the suggested election process:

- Nominations for EZAC positions will be held in November, the elections will be held in December, and the newly elected EZAC leaders will begin their assignments in January – the elections are conducted at the EZAC meetings for the work group. The results of the elections must be in the minutes of the EZAC meetings.
- Nominees must voluntarily accept the opportunity to serve; Bargaining Unit (BU) groups require either the Chair or Co-Chair be from the BU members of the committee. All BU volunteers wishing to serve as Chair or Co-Chair must be pre-approved by their Local Union and *Bargaining Unit* via their *Bargaining Unit* Safety Rep prior to the election.
- If no nominations are made, and the current leadership would like to remain, then no further actions are required beyond recording this action in the meeting minutes.
- If an EZAC person steps down and a Co-Chair exists on the council, then that person steps into the role of Chair. The EZAC then uses the election process to determine a Co- Chair.
- If no individual volunteers to be a Chair – then the decision to fill the position is determined by the organization's Vice President (VP) and the *Bargaining Unit* Safety Rep director or representative – the organization's *Bargaining Unit* safety rep will fill the role until a Chair is elected or appointed.
- If a person is removed from a Chair or Co-Chair position, due process (issues may arise that may not allow an individual to serve) will be used again using the VP and *Bargaining Unit* safety rep directors involvement.
- The election process described above may be used for organizational level EZAC committees.

## President's and Employee Zero Accident Councils

### APPENDIX B PZAC Awards

This appendix provides guidance for determining the various awards that the PZAC may wish to bestow on MSA employees and subcontractors.

#### **President's Star Award**

##### Criteria

This award is presented to an employee who demonstrated self-sacrificing behavior in the rescue of another (specific event) or who has demonstrated a pattern of safety service to others (sustained behavior). The award may recognize a worker beyond their normal duties as a Hanford employee (e.g., community service, volunteerism). Nominations will be received and evaluated by the PZAC Planning Committee, and a selection recommended to the President's Office for concurrence.

- Describe the event whereby this individual, without regard for his own comfort or wellbeing, responded to the immediate needs of another, or
- Describe how this individual has demonstrated a pattern of voluntary commitment to the care and safety of others.
- Describe the value of this individual's contribution to safety and/or quality of life of others.

##### Award

Award will include public recognition and celebration, possibly an article to the Tri-City Herald, an individual plaque, and a monetary award up to \$1000.00 (\$250 minimum).

##### Number of Awards

One to two per year but may have years when there are none. Nominations will be received and evaluated by the PZAC Planning Committee, and a selection recommended to the President's Office for concurrence.

#### **President's Lifesaving Award**

##### Criteria

This is an award for recognizing and honoring employees who have demonstrated caring and courage by taking immediate action directly attributable to saving a life.

- Would the individual(s) likely have died without this intervention?
- Is the action directly credited with saving a life? Explain.
- Was the action correct and proper? Explain.
- Was the action timely and prompt? Explain

##### Award

Public (PZAC) recognition, cash (\$150 minimum) and individual plaque

## President's and Employee Zero Accident Councils

### Number of Awards

Awards will be given to as many as are nominated, who meet the criteria, and are reviewed/ approved by the PZAC Planning Committee.

### **PZAC Safety Honor Roll Award (aka "PZAC Answering the Call Award")**

#### Criteria

This is an award for recognizing and honoring employees who have demonstrated commitment to safety through some heroic, or "safety significant" action short of actually saving a life.

- Explain how this act contributed to the safety of others, resulted in a safer work environment or work practices, or demonstrated a strong safety culture.
- Do you view this act or performance to be above and beyond normal safety expectations? Explain.

#### Award

Award will include public (PZAC) recognition, \$100 minimum cash, and framed certificate of recognition/appreciation.

### Number of Awards

As many are nominated that meet the criteria for heroic acts. All nominees will be reviewed/approved by the PZAC Planning Committee.

### **President's Safety Team Award**

#### Criteria

Designed to recognize a team that has made a significant contribution to safety. The team can be a work team, department or organizational team, committee, or an ad hoc team. The significant contribution can be an improved process, providing a safety model in having a high safety standard in their teaming approach, and/or being recognized for leading a safety initiative.

#### Award

Award will include public (PZAC) recognition and non-monetary gift or celebration and certificate(s).

### Number of Awards

As many as are nominated that meet the criteria. All nominees will be reviewed/approved by the PZAC Planning Committee.