

Safety Communications

MSC-RD-10743

Revision 1

Effective Date: April 27, 2011

Topic: Worker Protection

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, health, and security topical areas.

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.

NOTE: *Safety meeting lesson plans/topics and other useful safety information are located on the [Occupational Safety and Health Intranet Web Site](#).*

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.	Brief safety messages must be conveyed at staff meetings.	I	48 CFR 970.5223-1, Section (c)(5)
2.	Safety information shall be communicated to employees.	I	10 CFR 851
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
4.	Safety meetings shall be conducted at least monthly with Plant forces personnel (e.g., Operations, Maintenance, Radiation Protection).	I	48 CFR 970.5223-1, Section (c)(5)
5.	Safety meetings shall be conducted at least quarterly with Administrative personnel. NOTE: <i>A meeting or sponsored activity with established safety agenda and conducted in accordance with Sections 2.1.6 and 2.1.7 may be used to meet the requirements of Sections 2.1.3 through 2.1.5.</i>	I	48 CFR 970.5223-1, Section (c)(5)
6.	Safety information presented at safety meetings shall be relevant to employee hazard exposures on or off the job.	I	48 CFR 970.5223-1, Section (c)(5)

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	NOTE: <i>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>		
7.	Safety meeting documentation shall include the following: <ul style="list-style-type: none"> • Meeting time, date, and location, • Identity of those who attended, • Description of topics presented/discussed. 	S	48 CFR 970.5223-1, Section (c)(5)
8.	Appropriate action must be taken on the safety issue (s) reported, to include tracking thru resolution. NOTE: <i>A Safety/Security Meeting Report (Site Form BC-6001-558) is available as an option for documenting items 2.1.7 and 2.1.8.</i>	I	10 CFR 851

2.2 Requirements for Employees

1.	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.	I	10 CFR 851
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2.3 Postings

1.	The Occupational Safety and Health Protection for DOE Contractor Employees at Government-Owned, Contractor-Operated Facilities poster (No. 79105063.1) shall be posted.	I	10 CFR 851
2.	The Master Safety Rules shall be posted (Ref. MSC-RD-7085 , <i>Safety Responsibilities</i> , Appendix A).	I	10 CFR 851
3.	The Worker's Bill of Rights shall be posted (Ref. MSC-RD-7085, Appendix B).	I	10 CFR 851
4.	The Hanford Site "STOP WORK" Responsibility poster (No. G01050078.2) shall be posted (Ref. DOE-0343 , <i>Stop Work</i>).	I	10 CFR 851
5.	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. NOTE: <i>Postings are most effective when displayed at official bulletin boards locations.</i>	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>NOTE 1: <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>NOTE 2: <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*