

Decisions on work delays, early releases based on safety

During inclement weather, the Hanford Site Occurrence Notification Center gathers information on weather and road conditions from available sources such as the Hanford Meteorological Station, Hanford Patrol, road maintenance crews and local law enforcement agencies. Senior Department of Energy and contractor managers then make decisions about work delays or cancellations, early releases and site closures according to approved procedures. The decisions are also based on hazardous road conditions on the Hanford Site, concern for your safety and the safety of others.

When the decision is made to delay the start of work because of weather or road conditions, site communications personnel will notify area radio stations. The target time for making work delay or closure decisions is 4 a.m., but these decisions could be made at any time because of changing weather or road conditions.

Most radio stations broadcast work delays, but employees should tune to the official Emergency Alert System stations, KONA at 610 AM or 105.3 FM, and the Yakima Valley's KFFM at 107.3 FM for the most timely information. You can also log onto KONA's Web page at www.konaradio.com to view site and school delays or closures.

Hearing-impaired individuals and those who require alternative methods for receiving information regarding work delays, closures or early releases should notify their EEO/diversity or human resources office immediately.

The radio messages provide direction to site employees of the following companies:

- DOE Office of River Protection and Richland Operations Office
- Battelle Memorial Institute
- Bechtel Hanford
- CH2M HILL Hanford
- CH2M HILL Hanford Group
- Duratek Federal Services of Hanford, Inc.
- Eberline Services Hanford
- Fluor Hanford
- Hanford Environmental Health Foundation
- Johnson Controls, Inc.
- Numatec Hanford Corporation
- Protection Technology Hanford
- DOE-RL General Support Service contractors.

Employees of enterprise companies and other subcontractors should consult their company's policies regarding applicability of site work delays and early releases. Employees should obtain guidance on charging and compensation issues from their managers or their human resource policies or supervisors.

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Information will be provided to all site contractors when a decision is made for an early release of employees from work because of severe weather conditions. Depending on the time of day, priority messages will be distributed and the site crash alarm telephone system may be used.

Once an early release is announced, employees are not to leave work until released by their supervisors or managers.

Early release notifications to employees working on swing or graveyard shifts will be made via radio announcements or by their management.

The Hanford Site covers a large area and adverse weather conditions may affect separate parts of the site differently. In these cases, the work delay or early release may only apply to those employees working in the affected areas. For example, an announcement might indicate that employees in the 100 and 200 Areas have a two-hour delay, while employees working south of the Wye Barricade are expected to report at their normal starting time. It is very important for you to listen to weather-related announcements carefully.

On a very limited basis, managers can delay, release, or relocate their employees by facility for health and safety reasons. Facility managers should notify ONC at 376-3030 if they take any of these actions so similar actions for other affected areas can be considered.

Line managers must inform employees if they are essential staff members as a normal course of business. Essential staff members are those "individuals required to provide necessary services or support to maintain facilities or equipment in a safe operational or shutdown mode." Check with your supervisor or manager if you don't know whether you are considered an essential or non-essential staff member.

During inclement weather, employees should be cautious of road conditions and drive accordingly. Employees are always responsible for their individual safety. If you feel that driving conditions from your home to work are unsafe during inclement weather, contact your manager immediately to discuss not reporting to work because of driving conditions. Once you feel driving conditions are safe, proceed to work.

Vanpool riders should pre-plan their travel arrangements by coordinating with drivers and other riders.

Site management organizations may request a presentation of this process by sending an e-mail message to ^Hanford EOC. ♦