

Advanced Technologies and
Laboratories International, Inc.



CY 2012
Voluntary Protection Program
Annual Self-Assessment
WA-MU-12-001

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INTRODUCTION

During the months of October through December 2012, Advanced Technologies and Laboratories International, Inc. (ATL) conducted a self-assessment of the organization's Voluntary Protection Program (VPP) using the Hanford Site VPP self-assessment standardized process. The Assessment Team consisted of a Team Lead (Chemical Technologist and Hanford Atomic Metal Trades Council [HAMTC] Safety Representative), one person from ATL Administration, a Chemical Technologist, and an ATL management sponsor. The Team Leader for the Assessment Team was current in Computer Based Training course 172029, "Assessment Techniques" and provided direction to other Assessment Team members. The self-assessment consisted of three assessment techniques:

Employee Surveys: The Hanford General Employee Training (HGET) VPP/ISMS Safety Culture Survey is completed annually by all employees who have worked for ATL for more than a year. ATL also completed a DOE facilitated Safety Conscious Work Environment (SCWE) Survey. ATL's participation rate in both surveys was nearly 100%.

Team Interviews: At least two Assessment Team members were present in each of 49 interviews conducted with the selected ATL employees, chosen at random from the employee pool. Job positions of those interviewed included four job classifications: Chemical Technologist (18), Exempt (19), Administrative/Non-Exempt (1), and Manager/Supervisor (11). The list of interviewees was divided so as to allow questioning regarding each of the five tenets of VPP. Interviewees were requested to evaluate for activities only observed or conducted in the last 12 months.

Programmatic review of VPP-related Documentation: The Assessment Team reviewed related documentation to match VPP program requirements with ATL implementing documents. Included were ATL-MP-1021, *ATL Voluntary Protection Program Champions Team Charter*, as well as the recently completed ISMS/QA Declaration Report to DOE-ORP, *Advanced Technologies and Laboratories International, Inc Response to the US Department of Energy Request for Fiscal Year 2012 Integrated Safety Management System and Quality Assurance Declaration*. Additionally, assessments conducted for the Worker Safety and Health Program, (WSHP), ISMS, and Lessons Learned, as well as the Monthly Health and Safety Inspections were also reviewed.

ASSESSMENT TEAM

Assessment Team Lead:

T. A. Murphy, Chemical Technologist/HAMTC Safety Representative

Assessment Team Members

M. M. Garcia, Project Management Administrative Assistant/VPP Co-Chair

J. Painter, Chemical Technologist/VPP Co-Chair

W. J. Leonard IV, Environment, Safety and Health Manager/VPP Coordinator

SUMMARY

The U.S. Department of Energy (DOE) awarded ATL a contract in January 2005 to perform the analytical services production functions of receiving, handling, analyzing, storing samples, performing special analyses/tests, and reporting the results of these analyses and tests to the contractors of DOE offices at the Hanford Nuclear Reservation. These functions are currently performed under the oversight of the DOE Office of River Protection (ORP) at the 222-S Laboratory Complex. The 222-S Laboratory Complex was a DOE VPP Star Site at the time of contract assumption. However, since ATL assumed only a portion of the work scope for 222-S, a separate VPP Star status was pursued. ATL was subsequently awarded VPP Star status in March 2008. ATL received this accolade as the only independent small business prime contractor to DOE at that time to achieve VPP Star status. In January 2010 ATL began working under a new contract for analytical work in the 222-S Laboratory Complex; known as the Laboratory Analytical Services & Testing (LAS&T), Contract DE-AC27-10RV15051.

The interface agreements between ATL and the Washington River Protection Solutions LLC require close coordination and communication to run an effective Integrated Safety Management System (ISMS). Generally speaking, ATL is responsible for analytical services and testing, while WRPS is responsible for the facility maintenance and related infrastructure. There are exceptions to each work scope, so daily turnover meetings involving both companies are conducted to establish continuity and safe operations. Often, Laboratory Operation procedures and program aids are jointly-owned. Committees such as As Low As Reasonably Achievable (ALARA) and company safety committees (ATL's Safety Awareness Focus Team/VPP Champions Team and WRPS's Employee Accident Prevention Council) are attended by employees from both companies. ATL has developed and will continue to develop specific safety documents or programs to the extent necessary to carry out its ISMS and VPP Programs.

Since receipt of the DOE VPP Star Site status in 2008, ATL has continued the practice of conducting an annual VPP worker led self-assessment. The VPP Self-Assessment is defined by ATL's Assessment Policy, ATL-MP-1020, *Assessment Program*, as a Worker Assessment. As such, the implementing procedure is ATL-312, Section 9.01, "Performance of Operational Awareness Assessments, Method Assessments, Worker Assessments and Surveillances." In December 2011, ATL conducted the CY2011 VPP self-assessment (WA-ES-11-001). Each of the five tenets scored *Excellent* overall. The results from this year's assessment were compared to last years to determine the overall health of ATL's VPP/ISMS program. Once again, each of the five tenets resulted in an overall score of *Excellent*. The results from this comparison are included below.

ELECTRONIC SURVEY RESULTS

There were two electronic survey data sources this year. The first electronic survey data source came from our Hanford General Employee Training (HGET) VPP/ISMS Safety Culture Survey. This survey provides us the ability to track staff perceptions closer to real time. In the Safety Culture Survey ATL was rated at or near the Agree level across all VPP tenets, with many individual questions receiving a rating between the Agree and Strongly Agree level. A repeat issue rated low once again this year was the question; "Senior management (above your

manager) visits your workplace” was rated neutral (2.9). Similar to last year, this is likely due to ATL’s relatively flat organizational structure where the First Line Managers report directly to the Lab Manager. The overall results of the average scores for CY2012 are included in Table 1 below. It’s important to note that a similar question posed in *The Hanford Site Organizational Climate & SCWE Survey* indicated much higher scores regarding this topic. The Climate Factor “Management Engagement and Time in the Field” scored 4.03.

The second electronic survey was conducted in July 2012 by DOE titled *The Hanford Site Organizational Climate & SCWE Survey* (DOE SCWE Survey). Seventy-seven employees participated in the survey which virtually amounts to a 100% participation rate for ATL. The mean scores are based on a five-point scale for which “1” is the lowest possible score (strongly disagree) and “5” is the highest possible score (strongly agree).

ATL’s ratings for the 4 Focus Areas were as follows:

| | |
|-----------------------------------|------|
| Leadership | 4.07 |
| Employee Engagement | 4.11 |
| Organizational Learning | 4.06 |
| Safety Conscious Work Environment | 4.04 |

The Focus Area scores were derived from the average scores from multiple questions pertaining to Climate Factors and associated Attributes within the Focus Areas. The Climate Factors and their associated scores are included in Table 2 below. As a general rule, the DOE SCWE Survey responses were a bit more positive than the VPP/ISMS Safety Culture Survey

Conclusion: The results from these two electronic surveys indicate that ATL’s VPP Program is strong, a positive Safety Culture exists, and that ATL provides a Safety Conscious Work Environment for its employees. Having said that, ATL constantly strives to improve its performance and will be reviewing the results of both surveys to identify Opportunities for Improvement to be added to the CY 2013 Safety Improvement Plan.

| Table 1. HGET VPP/ISMS Safety Culture Survey Responses | | Relative Score |
|--|--|-----------------------|
| 1 | Efforts to improve safety are encouraged, recognized, and responded to. | 4.1 |
| 2 | Your manager demonstrates a commitment that all accidents can be prevented. | 4.1 |
| 3 | Senior management (above your manager) visits your workplace. | 2.9 |
| VPP Tenet 1: Management Leadership | | |
| Overall Score = 3.7 | | |
| 4 | You are involved in decisions affecting your safety and health. | 4.0 |
| 5 | You are aware of you Safety Council's / Local Safety Improvement Team's activities. | 4.0 |
| 6 | You are knowledgeable of your company's safety and health policies and procedures. | 4.1 |
| VPP Tenet 2: Employee Involvement | | |
| Overall Score = 4.0 | | |
| 7 | Worksite safety inspections are being conducted in your work area. | 4.2 |
| 8 | Responses to your reports of hazards are timely and adequate. | 3.9 |
| 9 | You have been involved with safety analysis e.g. Automated Job Hazard Analysis (AJHA), Ergonomic Evaluations Pre-Job Reviews Enhanced Work Planning (EWP). | 4.0 |
| VPP Tenet 3: Worksite Analysis | | |
| Overall Score = 4.0 | | |
| 10 | Personal Protection Equipment, work practices and/or engineering controls support your ability to work safely. | 4.1 |
| 11 | Workplace rules and standards are known, understood, and applied consistently. | 3.9 |
| 12 | Equipment in your work area is properly/adequately maintained for safe operation. | 3.8 |
| VPP Tenet 4: Hazard Prevention and Control | | |
| Overall Score = 3.9 | | |
| 13 | You are adequately trained to recognize the hazards you are exposed to and how you can protect yourself. | 4.1 |
| 14 | The safety and health training you receive is appropriate for your job. | 4.0 |
| 15 | I am confident my coworkers know what to do and where to go in an emergency at our work location. | 4.0 |
| VPP Tenet 5: Safety and Health Training | | |
| Overall Score = 4.0 | | |
| Additional Questions Relating to VPP and ISMS: | | |
| 16 | ISMS and VPP function together and provide the framework for safe work performance | 4.0 |
| 17 | You use work-related safety principles when dealing with off-the-job hazards | 4.0 |
| Point values: Strongly agree = 5, Agree = 4, Neither Agree or Disagree = 3, Disagree = 2, Strongly Disagree = 1 | | |

| Table 2. Safety Conscious Work Environment Survey Responses | | Relative Score |
|--|---|----------------------------|
| 1 | Demonstrated Safety Leadership | 4.1 |
| 2 | Management Engagement/Time in the Field | 4.0 |
| 3 | Open communication and fostering an environment free from retribution | 4.1 |
| 4 | Clear expectations and accountability | 4.0 |
| Focus Area: Leadership | | Overall Score = 4.1 |
| 5 | Teamwork and Mutual Respect. | 4.0 |
| Focus Area: Employee Engagement | | Overall Score = 4.1 |
| 6 | Credibility, trust and reporting errors and problems | 4.3 |
| 7 | Effective resolution of reported problems | 4.2 |
| 8 | Performance monitoring through multiple means | 4.3 |
| 9 | Questioning Attitude | 3.8 |
| Focus Area: Organizational Learning | | Overall Score = 4.1 |
| Focus Area: Safety Conscious Work Environment | | Overall Score = 4.0 |
| Point values: Strongly agree = 5, Agree = 4, Neither Agree or Disagree = 3, Disagree = 2, Strongly Disagree = 1 | | |

EMPLOYEE INTERVIEW RESULTS

Following question formats from the VPP Assessment Guides, the VPP Assessment Team conducted 49 interviews (approximately 65% of current staff) from each of the following four job classifications: Chemical Technologist (18), Exempt (19), Administrative/Non-Exempt (1), and Manager/Supervisor (11). The interview questions involved each of the five VPP tenets that comprise an effective VPP Program. Generally speaking, there are thirty-two sub-elements that define the content of all five VPP tenets. Two of the sub-elements were considered not to be applicable to ATL’s Safety and Health Program at 222-S. These sub-elements are: 1) Sub-element 11: Subcontractor Employee Coverage and 2) Sub-element 26: Ongoing monitoring and preventive/predictive maintenance. Each of these two sub-elements’ topics falls outside the scope of ATL’s responsibilities. ATL hires no subcontractors to do analytical work within 222-S and by contract defers all maintenance work to the 222-S Facility Operator, i.e., WRPS.

The resultant interview ratings (as reviewed and condensed by the VPP Assessment Team) are largely based on the interview responses. Each sub-element is given a rating from 1 to 10. A key for what those ratings indicate is displayed below.

| RATING | NUMBER |
|-----------|--------|
| Poor | 0-1 |
| Fair | 2-4 |
| Good | 5-7 |
| Excellent | 8-10 |

The CY 2012 combined scores for each of the five tenets is shown below. A comparison to the CY 2011 scores is included.

| VPP TENET | SCORE | LAST YEAR SCORE |
|-----------------------------|------------|-----------------|
| Management Leadership | 8.9 | 9.4 |
| Employee Involvement | 8.6 | 9.5 |
| Worksite Analysis | 8.2 | 8.6 |
| Hazard Prevention & Control | 9.0 | 9.2 |
| Safety and Health Training | 9.5 | 9.9 |
| Overall Average. | 8.8 | 9.3 |

This year’s VPP self-assessment results indicate that ATL has seen a slight decrease in overall scores when compared to last year. This may be the result of a “leveling off” after there was much effort in CY 2011 to bring in a new Health and Safety Staff (a manager and a safety professional). With these new resources came a concerted effort to take a fresh look at the safety programs, ergonomics, and potential chemical hazards. As a result of many of the completed Safety Improvement Plan (SIP) actions, the next challenge was to make even more improvements. It was observed during the scoring of the tenets that the VPP Assessment Team were fairly self-critical (as was observed and commented on by the DOE-ORP VPP Point-of-

Contact sitting in on some scoring sessions), perhaps even more so than in the previous year. Although the rating is still *Excellent*, ATL is a learning organization and will continue to strive to improve on the tenets of VPP, which will result in an improvement in the overall Safety Culture of ATL.

What was noteworthy about the rating results from the VPP Self-Assessment this year was that the assessment occurred at a time when ATL was undergoing contract negotiations with the bargaining unit, along with the uncertainty of funding. See additional details below for each of the VPP Tenets evaluated during this year's worker led VPP Self-Assessment.

SUMMARY OF RESULTS FOR EACH VPP TENET AND ITS SUB-ELEMENT

Management Leadership

8.9 - Excellent

The following sub-elements were reviewed and scored during this assessment:

| | |
|---|-----|
| 1. Policy/Commitment | 8.6 |
| 2. Goals and Objectives | 6.0 |
| 3. Planning | 8.6 |
| 4. Written Safety and Health Program | 10 |
| 5. Adequacy | 8.5 |
| 6. Responsibilities Assigned and Communicated | 9.8 |
| 7. Responsible Personnel Have Authority | 9.0 |
| 8. Line Accountability | 9.8 |
| 9. Visible Management Involvement | 8.0 |
| 10. Site Orientation and Accountability | 10 |
| 11. Subcontractor Employee Coverage | N/A |
| 12. Safety and Health Program Evaluation | 10 |

ATL's Management Team, including First Line Managers and Field Work Supervisors, consistently demonstrated ownership of the Health and Safety programs. Not surprisingly this was more evident when it came to laboratory operations activities where the safety programs are designed to deal with higher hazard conditions. However, that being said, office workers expressed confidence in management as well regarding their leadership in implementing the Health and Safety programs. All managers demonstrate responsibility for health and safety for themselves, as well as their employees. One of the biggest strengths identified was that employees felt empowered by their managers to resolve health and safety concerns.

Last year's VPP Self-Assessment identified "Planning" (8.1) and "Line Accountability" (8.0) as the lowest rated sub-elements in this tenet. It was noted by the assessment team that both sub-elements scored much better this year at 8.6 and 9.8 respectively. "Goals and Objectives" scored considerably less this year (6.0) when compared to last year (10) with comments indicating that we could do a better job of communicating the status of our Safety Improvement Plan actions as well as communicating ATL's overall Safety Goals with its employees.

The following Opportunities for Improvement were identified:

- Communicate the status of Safety Improvement Plan (SIP) actions to employees on a quarterly basis.
- Improve the communication of ATL’s Safety Goals to employees.
- Provide communications/leadership training to new managers.

Employee Involvement

8.6 - Excellent

The following sub-elements were reviewed and scored during this assessment:

- | | |
|---|-----|
| 13. Employees involved in H&S program and decisions | 9.5 |
| 14. Employees participate in Safety Committees, Safety Inspection Teams, etc. | 7.3 |
| 15. Employees identify and help resolve issues | 9.0 |

Overall employees felt involved in ATL’s Health and Safety Program, especially in regards to a feeling of ownership regarding the program. They participate in resolving health and safety issues, they participate in the monthly safety inspections throughout the 222-S Complex, they help organize and participate in the Annual Safety Expo, and schedule, facilitate, and attend the monthly SAF*Team/VPP Champions Team (Safety Committee) meetings. They appreciate that ATL has a strong recognition program that rewards employees for their involvement in Health and Safety activities. One improvement noted in this year’s assessment was that employee participation and attendance at the monthly SAF*Team/VPP Champions Team meetings has increased. The sub-element “Employees participate in Safety Committees, Safety Inspection Teams, etc.” received a lower score (7.3) when compared to last year (9.1). This appears to be the result of a more detailed assessment that indicated some employees feel the SAF*Team and VPP Champions Team Charters are not well communicated to team members and that there does not appear to be adequate direction or training given to the Co-Chairs or committee members regarding their roles, responsibilities, and expectations.

The following Opportunities for Improvement were identified:

- Communicate the SAF*Team/VPP Champions Team Charters to committee members and Co-Chairs, with an emphasis on roles, responsibilities and expectations as well as support and direction provided by management.
- Improve communications with employees regarding their reported safety issues and actions taken to close them in the Safety Issues Log.

Worksite Analysis

8.2 - Excellent

The following sub-elements were reviewed and scored during this assessment:

- | | |
|--|-----|
| 16. Health and safety surveys | 9.0 |
| 17. Potential hazards identified for new systems, equipment, and processes | 7.1 |
| 18. Safety inspection process | 9.5 |
| 19. System for reporting hazards without fear of reprisals | 8.6 |
| 20. Accident investigation system | 5.9 |
| 21. Trend analysis to identify problems | 9.3 |

This tenet rated slightly lower this year. While improvement was seen in the CY 2012 sub-elements “Health and safety surveys”, “Safety inspection process”, and “Trend analysis to identify problems” over the CY2011 assessment results, a decrease was noted for the sub-elements “Potential hazards identified for new systems, equipment, and processes”, “System for reporting hazards without fear of reprisals”, and “Accident investigation system”. Employees indicated that the hazards analysis process (Laboratory Worksite Hazards Analysis) is currently done in a fragmented way, rather than a group effort and that better familiarization of the process is needed. Also, while employees indicated they did not fear reprisal for reporting concerns, some indicated that negative comments were communicated to them about who they voiced their safety concerns to. Lastly, employees indicated that we needed to provide better feedback on: the results of investigations of workplace injuries and the communication of relevant lessons to be learned from them; and, we need to improve the timeliness of issuing formal investigation reports resulting from Fact Findings.

A recognized accomplishment in CY2012 was the completion of a comprehensive chemical sampling strategy that was the result of an extensive exposure assessment conducted in CY2011. Positive feedback was received by ORP Industrial Hygiene personnel for identifying and implementing a sound technical basis for the chemical sampling strategy. This sampling activity was completed in August 2012 to support analyzing worksite conditions, with the results used as a basis for creating the FY 2013 chemical sampling strategy.

Room owners continue to conduct walk-throughs of their assigned areas of responsibility, analyzing worksite conditions and taking action to correct identified issues. In addition to this periodic inspection, all ATL employees working at the 222-S Complex get an opportunity to participate in the Monthly Health and Safety Inspections facilitated by the WRPS H&S Professional. The results of these inspections have self-identified various H&S issues requiring corrective action.

The electronic Safety Issues Log generated and posted on the ATL website continues to provide employees the ability to see what safety concerns and issues had been reported and to check the status of actions taken. This action was taken in response to a previous VPP Self-Assessment which indicated that employees were reporting safety issues, but did not know the status or were unaware of actions taken to address their issue. While the Safety Issues Log continues to be an excellent tool to record employee reported safety issues and concerns, continued improvement is needed to ensure all employees can locate the Safety Issues Log on the website, as well as ensure that actions taken to resolve issues are communicated to the employee.

ATL’s HAMTC Safety Representative previously received “Accident Investigation Techniques” training and supported investigations conducted this past year. Having this individual trained in investigation techniques aided in the conduct of effective interviews of employees to understand the facts associated with adverse conditions and to ensure a complete understanding of the events and their causes.

Trending is conducted for all injuries/illnesses, to include First Aid, Recordable, and DART cases on a monthly basis. This information is provided to the SAF*Team/VPP Champions Team

during our monthly meetings. The Safety Issues Log is also reviewed periodically to look for trends associated with safety issues and other potential hazards. A Quarterly Performance Analysis Report is issued each quarter that looks at trends associated with Issues Management, specifically looking at trends associated with event type, cause, and key words.

A noted improvement made in CY2012 was the tracking and reporting of IH sampling to ensure employees were notified of the results.

The following Opportunities for Improvement were identified:

- Improve the development of LWHA’s by conducting them as a group (Chemist, Chemical Technologist, and Safety Professional) whenever possible.
- Ensure employees are aware of their scheduled performance of the Monthly Health and Safety Inspections.
- Improve communication of employee injury events and the lessons to be learned.
- Improve the timeliness for issuing formal Event Investigation Reports.

Hazard Prevention and Control

9.0 - Excellent

The following sub-elements were reviewed and scored during this assessment:

| | |
|--|-----|
| 22. Certified safety and industrial hygiene professionals | 9.0 |
| 23. Appropriate level of hazard control | 9.0 |
| 24. Administrative controls | 9.1 |
| 25. Programs for reward and discipline | 9.6 |
| 26. Ongoing monitoring and preventive/predictive maintenance | N/A |
| 27. System for initiating and tracking hazards | 6.5 |
| 28. Emergency response program | 9.8 |
| 29. Occupational medical program | 10 |

There was no significant change in this tenet’s rating from CY2011 to CY2012. The sub-element “Administrative controls” was rated at 6.1 last year compared to this year’s rating of 9.1. The significantly improved score appears to be associated with the recognition of health and safety program requirements. However, included in this sub-element is the development and use of procedures to implement hazard controls to protect employees. Recent trending has identified unsatisfactory performance due to a series of non-compliances with requirements. In many cases these non-compliances are the result of personnel not consulting the “Reference Use” procedure when performing activities and were unaware that their actions were in non-compliance with the requirements. A concerted effort is underway to address this negative trend, including all employee briefings to provide refresher training in Conduct of Operations and procedure compliance expectations, as well as a Common Cause Analysis to analyze the non-compliances, identify their underlying causes, and develop a corrective action plan.

A decrease was seen in score for the sub-element “System for initiating and tracking hazards” (from 9.6 in CY2011 to 6.5 in CY2012). This appears to be due to employees communicating that they are not always aware of the resolution of identified hazards, and not all employees are familiar with our corrective action management system (CAMPATS) and how to use it for submitting issues into the system. Also, some employees are still unaware of the existence of

our Safety Issues Log (used for tracking potential hazards requiring action) and it's availability on the ATL website.

Regarding the sub-element "Emergency response program", this year's rating was high indicating that employees have a high regard for the Emergency Preparedness Program at the 222-S Complex. And, while additional Operational Drills were developed and performed to ensure ATL employees maintain proficiency in responding to laboratory upset conditions, they also indicated that they would like to see more drills be performed. This effort will continue in CY2013.

Sub-element "Occupational medical program" also scored high this year by ATL employees in recognition of the Hanford Sites Occupational Medical Program, which includes an active role by our Case Manager in conducting a comprehensive assessment of workplace injuries, as well as a proactive approach towards the performance of laboratory and office ergonomic evaluations and implementation of corrective actions to prevent injuries to our employees. Employees commented that we do a great job in identifying and correcting the causes of workplace injuries and specifically cited an example of ergonomic problems being followed up on and effectively managed.

The following Opportunities for Improvement were identified:

- Improve the use of procedures to reduce the rate of non-compliances.
- Improve employee knowledge of the electronic Safety Issues Log, including where to find it and its purpose.
- Communicate the results of actions taken to resolve safety issues and concerns to the employees who identified the issue.
- Provide information to Chemical Technologists on the existence of CAMPATS and how to enter an issue into the system.

Safety and Health Training

9.5 - Excellent

The following sub-elements were reviewed and scored during this assessment:

- | | |
|---|-----|
| 30. Management understanding of safety and health responsibilities | 9.9 |
| 31. Supervisory understanding of safety and health responsibilities | 9.9 |
| 32. Employees receive training sufficient to identify hazards | 8.9 |

The scoring for this tenet remained consistent with last year. Employees indicated that management, and specifically that First Line Managers and Field Work Supervisors, have an excellent understanding of their safety and health roles and responsibilities, and set a good example on how to be safe.

Employees indicated that they are well aware of the hazards associated with the work that they perform. Some employees indicated that they could use some training in assessing hazards. Employees understand the need for, and use of, PPE to protect against identified hazards. They ensure their safety through the use of RWPs that identify radiological hazards and the associated controls needed to protect them from those hazards. Employees are trained how to respond to

emergency situations and are involved in emergency and operational drills to practice and develop proficiency in responding to abnormal events.

The following Opportunities for Improvement were identified:

- Evaluate the current training for conducting Laboratory Worksite Hazards Analysis.
- Conduct additional Operational Drills to provide training to laboratory employees on their response to laboratory upset conditions.

PROGRAM HIGHLIGHTS

Statistical Injury/Illness Performance

| ATL Injury/Illness CY 2012 Year End Statistics with Repetitive Motion Cases | | | |
|---|-------|-------|-------|
| | Goal | CYTD* | PTD** |
| Total Recordable Case Rate (TRC) | <3.6 | 0.0 | 2.45 |
| Days Away, Restricted, or on Job Transfer (DART) | <1.35 | 0.0 | 1.22 |
| ATL Injury/Illness CY 2012 Year End Statistics without Repetitive Motion Cases | | | |
| | Goal | CYTD* | PTD** |
| Total Recordable Case Rate (TRC) | <3.6 | 0.0 | 1.63 |
| Days Away, Restricted, or on Job Transfer (DART) | <1.35 | 0.0 | 0.61 |
| *Calendar year to date (January through December 2012) | | | |
| **Performance to date (May 2005 through December 2012) | | | |

There were no recordable or lost workday cases reported in CY2012. The last recordable injury was February 12, 2011. ATL has worked 258,843 hours (688 days) since the last recordable or lost workday case. This is the best performance by ATL since coming to the Hanford Site in May 2005. A celebration is planned in February 2013 to recognize this accomplishment. While it's important to celebrate these important accomplishments, a concerted effort must be made to ensure employees report "all" work related injuries and illnesses so proper action can be taken at the lowest event level possible (first aid events) to prevent more serious events from occurring.

VPP Program Continuous Improvement

VPP Continuous Improvement is sought and implemented through four main avenues of implementation, as prescribed in ATL-MP-1021, *ATL VPP Champions Team Charter*:

- Formal Joint Commitment Goal: The VPP Champions Team is based on interactions with the workforce, the SAF*Team, and with management. The combined SAF*Team/VPP Champions Team monthly meetings have had some changes in its agenda, focusing more on identification and resolution of health and safety issues and identification of opportunities for improving the program through the development of

VPP and Safety Awareness Campaigns. This meeting is also used to status the Safety Improvement Plan, assessing the actions in progress to determine their continued validity and determine if additional actions are needed. Injuries and illnesses are also discussed along with actions taken (or to be taken) and feedback is provided by employees regarding any additional actions that might be needed. Additionally, this meeting discusses the progress made in implementing the IH chemical sampling strategy; as well as reviewing the status of safety issues and concerns documented on the Safety Issues Log for any new and completed items. A summary of these topics are documented in meeting minutes and disseminated to all ATL employees as well as occasionally presented to all employees at scheduled All Employee Meetings. Lastly, this meeting is used to identify/recognize employees who have actively participated in ATL’s Health and Safety Program, earning STARZ points that enable them to earn STARZ Certificates and gift cards as a reward for their contribution to safety.

- Self-Assessment: ATL has a commitment to perform VPP self-assessments of the Health and Safety Program annually. Electronic surveys are conducted and employees are selected at random for interviews. Both are conducted with assured anonymity. The assessment also includes a review of past year’s Room Owner walk-throughs, Monthly Health and Safety Inspections, and a review of other Health and Safety program related assessment results, including ISMS and the Worker Safety and Health Program (WSHP). The results from these assessments are considered when developing the annual VPP Self-Assessment Report. This report is provided to the SAF*Team and VPP Champions Team for consideration in the development of the Safety Improvement Plan.
- Safety Improvement Plan (SIP): In conjunction with the SAF*Team, the results of the VPP Self-Assessment are merged into a SIP and each improvement opportunity is tracked to completion through ATL’s corrective action management system. Last year’s VPP Self-Assessment, ISMS Assessment and WSHP Assessment resulted in 21 SIP actions, and has grown into 69 actions when you count those that are monthly recurring actions. All but 3 were closed as of 12/31/12 and these actions will be candidates for the CY 2013 SIP. The CY 2012 SIP and status are included below:

| ATL Calendar Year (CY) 2012 Safety Improvement Plan (SIP) (Distributed by ATL SAF*Team March 2012) | | | |
|--|------------|-------------------------------------|--|
| Management Leadership | Actionee | Due Date | CAMPATS Number |
| 1. Establish, track, and trend First Aid Cases, Total Recordable Cases (TRC) and Days Away, Restricted, or on Job Transfer (DART) Cases. <ul style="list-style-type: none"> • Goal: ZERO Injuries Every Day • TRC PI: < 3.69 per 200,000 hours • DART PI: < 1.35 per 200,000 hours | DeLaughder | COMPLETED 12/31/12 | ATL-2012-0039.1 Reference POMC SC-1.1 and SC-1.2 |
| 2. Establish, track, and trend radiological exposure to ALARA: <ul style="list-style-type: none"> • Whole Body Exposure ≤ 1.0 Person Rem | Schroeder | COMPLETED 12/31/12 | ATL-2012-0039.2 Reference POMC SC-2.4 |

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| | | | |
|--|-----------------|-------------------------------|---|
| <ul style="list-style-type: none"> Extremity Exposure ≤ 10.6 Person Rem | | | |
| 3. Improve communication of key safety and health information (Injury/Illness statistics, Lessons Learned, Blips, Event Investigation Reports, Industrial Hygiene Monitoring, Safety Logbook, and Safety Issues Log, etc.) | Leonard | COMPLETED 12/31/12 | ATL-2012-0039.3 |
| 4. Establish a process to ensure that Industrial Hygiene Monitoring Results are communicated to employees in a timely manner following sampling. | Wilkerson | COMPLETED 6/25/12 | ATL-2012-0039.4 |
| 5. Evaluate the dissemination of information being communicated during the morning turnover meetings that is not applicable to ATL employees. | Duchsherer | COMPLETED 10/11/12 | ATL-2012-0039.5 |
| Employee Involvement | Actionee | Due Date | CAMPATS Number |
| 1. Post SAF*T/VPP meeting minutes by the end of each month to applicable SAF*T/VPP ATL webpage | Stultz | COMPLETED 12/31/12 | ATL-2012-0039.6 |
| 2. Send out meeting reminder notices to SAF*Team and VPP Champions Team members to improve attendance at the monthly meetings. | Stultz | COMPLETED 12/31/12 | ATL-2012-0039.7 |
| 3. Support at least two ATL employees in attending a regional or higher VPPPA conference. | Leonard | COMPLETED 8/23/12 | ATL-2012-0039.8 |
| 4. Evaluate and status ATL SIP initiatives quarterly at the monthly SAF*Team/VPP Champions meetings. | Hexum | COMPLETED 12/31/12 | ATL-2012-0039.9 |
| 5. Recruit additional employees to become members of the SAF*Team/VPP Champions Team, including the addition of a new VPP Co-Chair. | Murphy | COMPLETED 8/14/12 | ATL-2012-0039.10 |
| Worksite Analysis | Actionee | Due Date | CAMPATS Number |
| 1. Complete IH sampling strategy for constituents of concern. | DeLaughder | COMPLETED 8/14/12 | ATL-2012-0039.11 Reference ATL-2011-0013 |
| 2. ATL employees to participate in the monthly safety inspections facilitated by WRPS Safety. | Leonard | COMPLETED 12/31/12 | ATL-2012-0039.12 |
| 3. Evaluate revision to Laboratory Worksite Hazard Analysis (LWHA) Form based on relevant updates to the Chemical Hygiene Plan or as a result of other issues requiring improvements to the LWHA. | Wilkerson | COMPLETED 7/24/12 | ATL-2012-0039.13 Reference POMC WP-1.1.1 |

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| 4. Perform monthly safety inspections for the 1979 Snyder Richland office and communicate the results to the Richland office staff. | Camp | COMPLETED 12/31/12 | ATL-2012-0039.14 |
| Hazard Prevention and Control | Actionee | Due Date | CAMPATS Number |
| 1. Modify the Room 2B storage cell latches to improve operability and reduce the potential for employee injury. | Massie | INCOMPLETE Add to CY2013 SIP | ATL-2012-0039.15 |
| 2. Modify the Single Sample Carrier tools to provide more positive control of samples to prevent spill events, and/or improve ergonomics (for comfort and usability). | Massie | INCOMPLETE Add to CY2013 SIP | ATL-2012-0039.16 |
| 3. Work with the FLMs to encourage Chem Techs to periodically perform Reference Use procedures as Continuous Use to identify any procedure content errors and/or prevent procedure non-compliances. | Schroeder | COMPLETED 2/5/13 | ATL-2012-0039.17 |
| 4. Work with WRPS to address issue associated with PPE occasionally not being available (specifically, right size gloves, lab coats, etc.) | Leonard | COMPLETED 5/30/12 | ATL-2012-0039.18 |
| Safety and Health Training | Actionee | Due Date | CAMPATS Number |
| 1. Produce a video re-enacting past spill events and demonstrating proper chemical/sample handling techniques. | Murphy | INCOMPLETE Add to CY2013 SIP | ATL-2012-0039.19 Reference POMC OP-1.3.3 |
| 2. Conduct Operational Drills to improve employee proficiency in responding to abnormal events and conditions. | Leonard | COMPLETED 12/31/12 | ATL-2012-0039.20 Reference POMC SC-2.2.7 |
| 3. Conduct a minimum of 2 VPP Campaigns. | Garcia | COMPLETED 5/10/12 | ATL-2012-0039.21 Reference POMC SC-2.2.3 |
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- **VPP Awareness Activities:** The awareness activities are the fourth avenue for VPP continuous improvement. Maintaining STAR status is not just about compliance; ATL's VPP program must continue exhibiting excellence in its safety programs and Safety Culture. VPP awareness activities include (but are not limited to) the following three categories:

1) **VPP Awareness Campaigns:** These campaigns can encompass various VPP awareness activities for presentation, implementation and feedback opportunities. This past year ATL initiated a "Safety in the Lab" campaign to emphasize that our staff are the experts when it comes to what is going on in the various lab areas; what to do if a spill occurs; responsibilities of the employees during a spill in the hood or in the room; response to odors in the lab, and the need to ensure that other employees are not affected. Another campaign was "I Make A Difference." This campaign came out

of the Region X VPP Conference. Employees were given stickers that read “I Make A Difference” to hand out to others who have had a positive influence on their lives. A Skin Cancer Awareness Campaign was also developed to educate employees about what it is, the year round risks associated with skin cancer, the causes and actions that can be taken to prevent skin cancer. In another attempt to demonstrate Safety 24/7, ATL’s VPP Champions Team initiated a Zombie Safety Campaign just before Halloween to demonstrate family members being safe when dressing up in Halloween costumes and demonstrating good safety practices. Lastly, with the onset of the Pertussis Epidemic last year, an Awareness Campaign was initiated with the development and dissemination of a Safety Bulletin on Pertussis (Whooping Cough), what it is (symptoms) and how to prevent it, including information about the vaccine.

2) SAF*Team/VPP Champions Team recruitment activities: Increased participation/attendance at the monthly SAF*Team/VPP Champions Team meetings occurred this past year. In CY2012 a new VPP Co-Chairperson was recruited replacing Andrew Getz. JimaLee Painter came on board and provided valuable participation at the monthly meetings, as well as supporting this year’s VPP Self-Assessment as an assessment team member.

3) VPP training and learning opportunities: Involvement in the Hanford Site VPP Champions Team has enabled ATL to partner with the other Prime Contractors to glean VPP lessons learned, share VPP awareness campaign ideas, and learn how to conduct the VPP Self-Assessment. Also, ATL sent two individuals to the VPP Region X Conference in Boise, Idaho and one individual to the Annual VPPPA National Conference in Anaheim, California to learn more about VPP and how other DOE sites are implementing VPP. ATL’s VPP Co-Chairs presented information to the VPP Hanford Site Champions Team on Skin Cancer Awareness, as well as the “I Make A Difference” campaign.

MANAGEMENT REVIEW

ATL uses its Management Review Assessment process to self-assess the maturity of various programs, including Environment, Safety, and Health (includes VPP/ISMS/WSHP/LL). This comprehensive Management Assessment (reference report MA-MU-12-001) is conducted on a fiscal year basis. Some accomplishments cited during the presentation were:

- Reduced First Aid Cases
- Reduced Recordable and Lost Workday Cases
- Revised the Laboratory Worksite Hazards Analysis process to provide better linkage between the identified hazards and the associated controls
- Improvements in the Ergonomics Checklists for the lab and office areas
- Completed a Lessons Learned Program Assessment
- Revised the Injury/Illness response and reporting procedure to better identify corrective actions and consideration of Lessons Learned.
- Developed new metrics for monitoring the ATL Safety Culture
- Completed development of Human Performance Improvement computer based training

- Conducted 11 Operational Drills to ensure staff proficiency in responding to abnormal events
- Facilitated a “Fun With Chemistry” booth at this year’s Safety Expo

DOCUMENTS REVIEW

- ATL-MP-1021, *ATL Voluntary Protection Program Champions Team Charter*
- WA-ES-11-001, *CY 2011 VPP Self-Assessment Report*
- WA-ES-12-002, *Integrated Safety Management System – Safety Conscious Work Environment Self-Assessment Report*
- PA-WH-12-005, *Lessons Learned Program Assessment (including WSHP, ISMS, and Conduct of Operations)*
- ATL-2013-07, *Advanced Technologies and Laboratories International, Inc Response to the US Department of Energy Request for Fiscal Year 2012 Integrated Safety Management System and Quality Assurance Declaration.*
- Monthly Health and Safety Inspections for CY 2012
- Electronic employee HGET VPP/ISMS Safety Culture Survey results for CY 2012
- *The 2012 Hanford Organizational Climate and Safety Conscious Work Environment Survey*
- Employee interview notes/results
- VPP Self-Evaluation Guide notes/results

WHAT’S NEXT?

ATL-MP-1021, Section 4.3 states, “The improvement initiatives that result from the annual VPP self-assessment will be provided to the SAF*Team for inclusion in the SIP. The VPP initiatives included in the SIP shall be entered into the corrective action management system and will have a unique identifier for tracking.” This assessment report has identified Opportunities for Improvement (OFI) throughout the report. Nothing was observed to be of a non-compliance nature that would require causal analysis. Each OFI will be reviewed by the SAF*Team for consideration in the development of the CY2013 Safety Improvement Plan (SIP). SIP actions will be entered into CAMPATS for tracking purposes (Reference CAMPATS ATL-2013-0024). A copy of this assessment can be found in the Assessment Program files or in the website ATL-Data folders for Worker Assessments.