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## 1-1 CHARTER

### 1-1.1 Purpose

This charter describes the function and role of the Hanford Site Hoisting and Rigging Committee (HSHRC). The HSHRC serves as an advisory body to help ensure the safe performance of hoisting and rigging (H&R) activities at the Hanford Site.

### 1-1.2 Function

The HSHRC is established to maintain a single Site-wide H&R program manual and provide technical advice to Hanford Site contractors in development of policy, requirements, and guidance relating to safe implementation of activities. In fulfillment of this mission, the HSHRC will perform the following functions:

1. Review, evaluate, and approve actions necessary to ensure that the *Hanford Site Hoisting and Rigging Manual* (HSHRM), DOE-RL-92-36, remains current and is consistent with U.S. Department of Energy (DOE) guidance and source standards (e.g., U.S. Occupational Safety and Health Administration (OSHA) regulations, including Title 29 *Code of Federal Regulations* (CFR) Part 1910 and 29 CFR 1926; and the American Society of Mechanical Engineers (ASME) B30 and American National Standards Institute (ANSI)/ITSDF B56 series of standards).
2. Act as the preparing body for HSHRM interpretations, and H&R bulletins addressing Hanford Site H&R activities.
3. Practice and promote cooperation between other technical and safety committees or councils in areas of common interest.
4. Review and recommend solutions to H&R safety issues at the Hanford Site arising from incidents, appraisals, assessments, lessons learned, and technical assistance reviews.
5. Conduct special-interest projects. Typical projects include the following:
  - a. Analyze Hanford Site H&R accident and incident data to identify trends.
  - b. Research and review available code and standard interpretations to assist in the resolution of H&R safety-related issues.
  - c. Research available literature and develop recommended solutions for situations where little or no H&R guidance is available.
  - d. Perform technical assistance visits to facilities to help evaluate conditions and provide input on H&R matters.

### 1-1.3 Operation

The following principles will govern the committee's operation:

#### 1-1.3.1 Balance of Interests

Activities undertaken by the HSHRC will ensure representation from all disciplines that relate to the subject matter.

**1-1.3.2 Due Process**

All individuals or organizations at the Hanford Site who believe that an action or inaction of the HSHRC causes unreasonable hardship or potential harm shall have a fair hearing of their concerns with management from the DOE Hanford Field Office (DOE-HFO).

**1-1.4 Membership****1-1.4.1 Member Selection**

HSHRC voting members shall be limited to Hanford Site contractors whose contract scope includes activities addressed in the HSHRM. This may include direct participation, management, engineering, or operational direction of H&R operations at the Hanford Site. Members will be appointed by their management on the basis of technical expertise in matters relating to hoisting and rigging and their ability to participate in committee activities. HSHRC membership should, to the greatest extent possible, provide a fair and balanced representation of the entire population of Hanford Site workers.

The representing DOE-HFO members have full veto power, but no voting privileges.

**1-1.4.2 Alternate Members**

At the option of the responsible organizations, alternate members may be appointed. When a member is unavailable to attend a meeting or vote on a letter ballot, alternate members will have full authority and responsibility of the member, including voting privileges. For voting and meeting participation, when a member is represented by an alternate, the member is not counted absent or “not voting” for purposes of tenure (Section 1-1.4.5, “Tenure”).

**1-1.4.3 Eligibility**

Participation in policy, guidance, and HSHRM development will be open to persons who are directly and materially affected by the activity in question. HSHRC membership shall be open to the following:

1. A member representing each Hanford Site contractor  
NOTE: A contractor may provide more than one representative where contractor operations include multiple projects and/or services
2. A member representing the Hanford Atomic Metal Trades Council (HAMTC)
3. A member representing the Building and Construction Trades Council, AFL-CIO
4. A member representing DOE-HFO

#### 1-1.4.4 Member Responsibilities

Members (and alternates) serve on the HSHRC on behalf of their company, project, or appointing organization (herein called their organization). In this capacity, members represent the HSHRC within their organization and shall perform the following functions:

1. Attend and participate in committee meetings, being prepared to act on behalf of their organization
2. Serve as the main communication link between the HSHRC and their sponsoring organization
3. Identify issues of concern for committee consideration
4. Respond in a timely manner to issues placed before the committee by means of the balloting process
5. Keep the HSHRC aware of H&R-related matters of interest within their organization. Matters of interest include the following:
  - a. “High visibility lifts” that require extraordinary attention
  - b. Accidents and incidents
  - c. Near misses
  - d. Lessons learned
  - e. Unique use of equipment
  - f. New technologies
  - g. H&R problems experienced by the organization
  - h. Assessment results
  - i. Recommendations on HSHRM revisions
  - j. Other H&R related issues that may be of interest to the HSHRC or for which the HSHRC may be of assistance to the member and his/her organization.
6. Elevate HSHRC proposals to their organization for comment and resolution when a letter ballot is open for committee consideration. A member’s vote must reflect the technical position of his/her organization. Members should be able to explain the technical basis of proposed HSHRM revisions if questions arise within their organization.
7. Coordinate activities with their organization’s alternate(s), as necessary.

#### 1-1.4.5 Tenure

There is no maximum term for membership. Members may resign from the HSHRC by notifying the chairperson in writing (e-mail is acceptable). Members may be replaced by organization management. If a member becomes unable to remain active on the HSHRC for any reason, the member should request replacement from his/her sponsoring organization. Members who fail to attend three consecutive monthly committee meetings with no alternate representation or who fail to vote on four consecutive letter ballots with no alternate representation will be removed from the committee roster, with voting privileges revoked.

Former members requesting reinstatement will require written request from their manager to the chairperson. (For tenure consideration; members returning letter ballots with an “abstain” vote will be counted as voting.)

### **1-1.5 Offices**

#### **1-1.5.1 Hanford Site DOE-HFO H&R Representative**

The Hanford Site DOE-HFO H&R representative will ensure that the HSHRC operates in accordance with this charter. The DOE-HFO H&R committee member is the Authority Having Jurisdiction (AHJ) for the HSHRM.

#### **1-1.5.2 HSHRC Chairperson**

The chairperson shall be a contractor employee. The chairperson shall attend DOE, Headquarters, Senior Technical Advisory Committee meetings, and actively participate with ASME code and standards committees involved with the Safety Standard for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings. The chairperson's duties are as follows:

1. Convene and preside over HSHRC meetings
2. Call special meetings as may be required to resolve matters of immediate concern
3. Delegate special tasks to HSHRC members and ad hoc subcommittees
4. Develop and operate a balloting process to allow members to vote on pending proposals (e.g., HSHRM revisions, interpretations, and bulletins). The balloting process will provide a formal voting record while allowing voting members to document their approval, disapproval, or comments on issues before the committee.
5. Ensure that issues and actions brought before the HSHRC are documented and tracked to completion
6. Arrange for the meeting room and other logistics for regular committee meetings
7. Prepare and distribute agendas and minutes of regular committee meetings
8. Maintain the HSHRM and the Hanford Site H&R Intranet web site
9. Retain a history file of HSHRC activities

In the event of a permanent chairperson vacancy from the position, the Vice Chairperson and responsible contractors shall convene a session of the HSHRC within 3 working days to initiate the process for selecting a chairperson.

#### **1-1.5.3 HSHRC Vice Chairperson**

The committee shall elect a Vice Chairperson, from the active voting members of the committee, whose company will support the appointment. The Vice Chairperson shall perform as the Chairperson during any absences and shall serve as the Chairperson in the event of a permanent vacancy, until such a time that a new Chairperson is appointed and approved by the HSHRC. The Vice Chairperson shall vote as a member of the committee, except when fulfilling the duties of the Chairperson. The Chairperson shall provide the Vice Chairperson necessary mentoring and access to files to fulfill responsibilities.

## **1-1.6 Meetings**

### **1-1.6.1 Frequency**

Regular meetings will be planned once each month and will be formally called, via the Sitewide e-mail system, by the chairperson. Meeting frequency may be adjusted based on current activities and/or needs (e.g., special meetings).

### **1-1.6.2 Agenda**

An agenda will be developed for each meeting based on input from the members, pending assignments, etc. Written notices of the meeting and the agenda will be prepared and communicated to HSHRC members in advance of the meeting.

### **1-1.6.3 Subcommittees**

For specific tasks, ad hoc subcommittees may be developed. Subcommittee membership and chairmanship shall be approved by a majority vote of the HSHRC. Volunteers will be encouraged. Individuals from outside the committee may be solicited to participate as subcommittee members, but the subcommittee must be chaired by an HSHRC member. Subcommittees will report their findings to the HSHRC. Subcommittee proposals will be subject to HSHRC voting procedures. Subcommittees automatically will dissolve when their assigned task is complete.

### **1-1.6.4 Guests**

Guests are welcome to attend committee meetings. Guests may accompany members or may attend on their own. Guests will be encouraged to express their opinions on matters before the committee, but cannot vote on committee business.

## **1-1.7 Voting**

### **1-1.7.1 Regular Meetings**

Changes to the HSHRM shall be managed through a letter ballot process. Other issues presented to the HSHRC at the regular meetings may be resolved during the meeting, provided a quorum (50 percent of the HSHRC membership) is present. The chairperson may call a vote of members present to resolve these issues.

1. A count of the votes will be recorded in the meeting minutes. If a member chooses to offer comments to accompany a vote, the member's name and comments will be included in the minutes.
2. A simple majority approval of members present at the time of the vote is required for an issue to pass during a meeting.

### 1-1.7.2 Letter Ballots

The chairperson will seek committee approval to revise the HSHRM and issue HSHRM written interpretations and HSHRC-related bulletins. The following guidelines will govern the letter ballot process:

1. Ballots will be sent via e-mail or plant mail to HSHRC members and alternates. The letter ballot shall have four voting choices:
  - a. Approved [  ]
  - b. Approved with Comment [  ]\*
  - c. Disapproved with Comment [  ]\*
  - d. Abstain [  ]

*\*Reason/comment must be stated*

2. Any letter ballot not completed and returned by the established deadline will be documented as “not returned.”
3. **Rules for First Ballot Consideration.** One or more “disapproved” votes will cause the ballot to fail, unless the “disapproved” vote is changed to “approved” or “approved with comment” during comment resolution. If substantial change is made during comment resolution, a follow-up ballot shall be prepared under the rules for “first ballot consideration.”
4. **Rules for Second Ballot Consideration.** If a first ballot consideration is disapproved or fails, and no substantial change is made in the balloted document, the matter will move to second ballot consideration. Approval of no less than 90 percent of the members is required for a second ballot to pass.
5. After a letter ballot closes, the chairperson shall issue a ballot status report outlining voting results. This report shall be distributed to HSHRC members, alternates, and other interested parties.

### 1-1.8 Funding

All prime contractors signatory to the HSHRM shall share in the funding of the manual administration and chairperson activities, allocating such funds to the appropriate entity. Each contractor’s share of the cost shall be based on their respective contract value.