

Ownership matrix	RPP-27195
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## 1.0 PURPOSE AND SCOPE

This procedure integrates worksite safety and health inspections that occur on a scheduled and unscheduled basis into an overall safety and health inspection process. All areas of the Tank Operations Contractor (TOC) are inspected for Occupational Safety & Health Administration (OSHA) compliance. Safety and health inspections occur routinely in accordance with Section 4.0. Safety and health inspections can be general area/facility, special emphasis area, subcontractor oversight, heavy and miscellaneous equipment, or in response to recognized trends.

Safety and health inspection results are documented through the Safety and Health Field Surveillance database (SHFSD), which automatically logs health and safety inspection data points and results into the Integrated Document Management System (IDMS) for records retention. Data points gathered while performing and documenting safety inspections are generated to identify leading indicator data for efficient and effective management decisions regarding worker safety.

This procedure **does not** apply to Building Manager inspections, elevated work platform inspections, or powered industrial truck inspections. Building Managers and safety are directed to follow the guidelines in TFC-BSM-FPM\_PR-C-17, TFC-BSM-FPM\_PR-D-08, TFC-ESHQ-S\_IS-C-07, and TFC-ESHQ-S-STD-12 to perform their required inspections.

## 2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

## 3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

## 4.0 PROCEDURE

(7.1.4)

This procedure provides direction for planning, conducting, and documenting safety and health inspections. Safety and health inspections and assessments are part of the Voluntary Protection Program (VPP) element “Worksite Analysis” (for direction on safety and health topical area assessments, refer to TFC-PLN-119).

The guiding principles and core functions of the Integrated Safety Management System (ISMS) establish the minimum requirements for:

- Conducting and documenting general safety and health hazard inspections of the workplace, subcontractor field inspections, and equipment inspections. The purpose of these inspections is to identify existing and potential safety and health hazards and noncompliances with U.S. Department of Energy (DOE)-prescribed safety and health standards and TOC procedures and requirements.
- Assessing safety and health impacts associated with proposed facility changes. The purpose of an assessment is to identify safety and health requirements necessary to ensure hazards are not introduced into the workplace as a result of change. An assessment does

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not pertain to the performance of formal readiness reviews for the startup or restart of facilities (see TFC-PLN-41).

The term “facility” is meant to be all inclusive and to encompass operations and related activities, as well as physical facilities, and tank farms. Care should be taken to include support activities as part of a facility to ensure they are not overlooked.

See Figure 1 for general flow process for safety inspections.

#### **4.1 Planning Safety Inspections**

1. Safety and health inspections are performed routinely to ensure compliance, at the request of management, or to address employee concerns, as required. (See Attachment A for areas to consider in developing the inspection plan.)

Safety professionals may (and should) encourage all staff and management to participate in safety inspections that are subject to work, or similar type work, within areas of their purview.

2. Safety and health inspections are performed by safety and/or health professionals or in association with an inspection team. If an inspection is at the request of management or due to an employee concern, the requesting employee or manager shall be given the opportunity to participate in the inspection and shall receive a copy of any reports and Action Requests (ARs) generated.
3. A Facility Configuration Assessment (see TFC-PRJ-PM-C-26) will be required for any facility that transitions to “Closure” status and remains under the control of TOC. (7.1.1)
4. Document items identified during inspections in the SHFSD to allow for tracking and trending.
5. Corrective actions for identified hazards should be coordinated with the manager or supervisor responsible for the area inspected. However, corrective actions for identified safety issues that meet the reporting criteria outlined in TFC-ESHQ-Q\_C-C-01 shall be documented by submitting an AR into the integrated Contractor Assurance System (iCAS).
6. For imminent safety issues, stop work if any activity or condition is believed to be unsafe, and follow the process outlined in the Hanford Site Stop Work Procedure, DOE-0343, as required.

#### **4.2 Conducting Inspections**

The role of safety professional(s) supporting Safety Council (i.e., Employee Accident Prevention Councils [EAPC]) safety inspections, is to assist the committee members regarding procedure compliance and definitions thereof. SHFSD survey submittals may be performed by a designated EAPC member.

The following safety inspections require safety and health personnel support and participation.

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#### 4.2.1 Heavy Miscellaneous Equipment Inspections

When notified by equipment custodian that a newly purchased and rented piece of heavy equipment (yellow iron) or other miscellaneous equipment (light plants and generators) has arrived onsite, a safety inspection on the item is initiated. Miscellaneous equipment is intended to be limited to those items that are towed behind motorized conveyance.

- |                                |   |
|--------------------------------|---|
| Safety and Health Professional | <ol style="list-style-type: none"> <li>1. Conduct safety inspection on newly purchased and rented equipment.</li> <li>2. Before conducting the inspection: <ol style="list-style-type: none"> <li>a. Arrange for field representative to meet at equipment location.</li> <li>b. Verify time and location of inspection.</li> <li>c. When possible, have operator available to run equipment.</li> </ol> </li> <li>3. Conduct the initial receipt safety inspection.</li> <li>4. Document inspection by creating a report in the SHFSD. <ol style="list-style-type: none"> <li>a. Notify the equipment custodian when the inspection is complete.</li> <li>b. Remove from service any equipment that is not in proper operating condition.</li> </ol> </li> </ol> |
|--------------------------------|---|

#### 4.2.2 Scheduled Safety Council and Safety Team Inspections (7.1.3)

Safety councils are chartered to conduct workplace safety observations as scheduled within their council, with the expectation of inspecting all facilities quarterly. Teams should consist of (at a minimum) a team leader, council members, an area/facility representative, and a safety professional. (See TFC-CHARTER-02, which covers WRPS safety councils.)

- |                |  |
|----------------|--|
| Safety Council | <ol style="list-style-type: none"> <li>1. Define the scope of the safety and health inspection.</li> <li>2. Before conducting the safety and health inspection: <ol style="list-style-type: none"> <li>a. Plan areas and routes.</li> <li>b. Review incident records for the area to be inspected.</li> <li>c. Consider focus areas such as seasonal issues (e.g., ice melt, portable heaters).</li> <li>d. Notify affected personnel of the safety and health inspection schedule.</li> </ol> </li> <li>3. Conduct general site inspection using the Workplace Safety Observation Checklist (A-6004-023) as field notes.</li> </ol> |
|----------------|--|

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4. Document inspection by creating a survey report in the SHFSD.
  - a. Upload and attach any detailed field notes (A-6004-023) and associated or pertinent electronic files, pictures, etc., to sufficiently document unsatisfactory or noncompliant issue observed during the inspection.
5. Initiate corrective actions for identified safety issues that meet the reporting criteria outlined in TFC-ESHQ-Q\_C-C-01.
  - a. For unsatisfactory item(s) identified during the survey that do not meet AR reporting criteria (e.g., building repairs, water dispenser repair/replacement, lighting repairs), perform the following:
    - 1) Make contact with the building owner and/or maintenance organization and formally submit a written request/ticket.
    - 2) Write the request/ticket number or pertinent information into the “unsatisfactory” comments section on the SHFSD survey.
    - 3) For WRPS maintenance organizations, submit a work ticket to WRPS facilities maintenance by emailing details to the ^WRPS help desk.
    - 4) For 222-S Laboratory, if unsure, make contact with the 222-S Facility Operations Manager to assign appropriate maintenance organization.
    - 5) For Effluent Treatment Facility (ETF), if unsure, notify ETF Facility Manager or Operations Manager to assign appropriate maintenance organization.
- Safety and Health Professional 6. Submit an AR for noncompliant work configuration(s), condition(s), or situation(s) in a state of noncompliance with an administrative procedure or DOE-recognized safety standard.
7. Provide a post-inspection briefing and a copy of the inspection results and findings to the manager responsible for the facility or activity.
- Responsible Manager 8. Use inspection report results to improve facility conditions and reduce facility hazards.

#### 4.3 Documenting Field Safety and Health Professional Inspections

Industrial safety and health professionals routinely conduct safety and health inspections or observations as requested by management to address employee concerns. Observations made by the health and safety professional during these inspections are documented with the SHFSD.

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New facilities, and modifications or additions to existing facilities, will be reviewed routinely and inspected by competent persons designated by management to ensure compliance with 29 CFR 1926.20 and 10 CFR 851.21. (7.1.1, 7.1.2)

NOTE: Form A-6004-156 is a direct reflection of the input screen of this database and its use is highly encouraged for consideration for field notes.

Safety and Health Professional

1. Conduct routine safety and health inspections, and document observations of workplace activities in SHFSD.
2. Before conducting the inspection:
  - a. Plan areas and routes.
  - b. Vary time of inspection.
  - c. Review incident records for the area to be inspected.
3. Conduct the safety and health inspection.
4. Document inspection by creating a report in the SHFSD.
  - a. Upload and attach any detailed field notes and associated or pertinent electronic files sufficiently to document each issue observed during the inspection in the created SHFSD report.
5. Initiate corrective actions for identified safety issues that meet the reporting criteria outlined in TFC-ESHQ-Q\_C-C-01.
  - a. For unsatisfactory item(s) identified during the survey that do not meet AR reporting criteria (e.g., building repairs, water dispenser repair/replacement, lighting repairs), perform the following:
    - 1) Make contact with the building owner and/or maintenance organization and formally submit a written request/ticket.
    - 2) Write the request/ticket number or pertinent information into the “unsatisfactory” comments section on the SHFSD survey.
    - 3) For WRPS maintenance organizations, submit a work ticket to WRPS facilities maintenance by emailing details to the ^WRPS help desk.
    - 4) For 222-S Laboratory, if unsure, make contact with the 222-S Facility Operations Manager to assign appropriate maintenance organization.
    - 5) For ETF, if unsure, notify ETF Facility Manager or Operations Manager to assign appropriate maintenance organization.

- b. Submit an AR for noncompliant work configuration(s), condition(s), or situation(s) in a state of noncompliance with an administrative procedure or DOE-recognized safety standard.
- 6. Provide a post-inspection briefing and a copy of the inspection results and findings to the manager responsible for the facility or activity.
- Responsible Manager 7. Use inspection report results to improve facility conditions and reduce facility hazards.
- 8. Evaluate all inspections and surveillance information for process improvements or lessons learned.

#### 4.4 Documenting Subcontractor Field Safety and Health Inspections

A TOC Industrial Safety or Industrial Hygiene professional in conjunction with field workers conducts inspections on a routine basis for general safety and compliance or to address employee concerns. Detailed descriptions of all issues identified during these inspections shall be documented with the creation of a report in the SHFSD.

Form A-6004-156 is a direct reflection of the input screen of this database and its use is highly encouraged for consideration for field notes.

An inspection of each subcontractor work location shall be performed and documented weekly or as specified in contract documents.

- Subcontractor Designated Safety and Health Professional
  - 1. Before conducting a subcontractor work site inspection:
    - a. Plan areas and routes.
    - b. Vary time of worksite inspection.
    - c. Review incident records for the area to be inspected.
  - 2. Conduct the subcontractor work site inspection.
  - 3. Provide pre-inspection briefings to participants of the worksite inspection.
  - 4. Conduct safety and health inspection.
  - 5. Document inspection in a SHFSD survey.
    - a. Ensure the subcontractor's name is on the SHFSD survey.
      - 1) Detailed field notes (PDF) may be attached to SHFSD survey, along with associated or pertinent electronic files, pictures, etc., sufficient to clearly document each issue observed during the inspection.
  - 6. Submit copy of SHFSD form to ^WRPS Procurement.

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7. Initiate corrective actions for identified safety issues that meet the reporting criteria outlined in TFC-ESHQ-Q\_C-C-01.
    - a. For unsatisfactory item(s) identified during the survey, which do not meet AR reporting criteria (e.g., building repairs, water dispenser repair/replacement, lighting repairs, etc.), perform the following:
      - 1) Make contact with the building owner and/or maintenance organization and formally submit a written request/ticket.
      - 2) Write the request/ticket number or pertinent information into the “unsatisfactory” comments section on the SHFSD survey.
      - 3) For WRPS maintenance organizations, submit a work ticket to WRPS facilities maintenance by emailing details to the ^WRPS help desk.
      - 4) For 222-S Laboratory, if unsure, make contact with the 222-S Facility Operations Manager to assign appropriate maintenance organization.
      - 5) For ETF, if unsure, notify ETF Facility Manager or Operations Manager to assign appropriate maintenance organization.
    - b. Noncompliant work configuration(s), condition(s), or situation(s) in a state of noncompliance with an administrative procedure or DOE recognized safety standard, submit an AR.
  8. Provide a post-inspection briefing and a copy of the inspection results and findings to the manager responsible for the facility or activity.
- Responsible Manager
9. Use inspection report results to improve worksite conditions and reduce hazards.
  10. Evaluate all inspections and surveillance information for process improvements or lessons learned.

## 5.0 DEFINITIONS

Satisfactory, or simply “sat.” For the purpose of defining a work configuration, condition, or situation that is observed to be in a **satisfactory** or better than ( $\geq$ ) satisfactory state compared to a procedure, topical area, or implementing document. Please describe  $\geq$  situations in the comment field of the form or survey.

Unsatisfactory, or simply “unsat.” For the purpose of defining a work configuration, condition, or situation that is observed to **NOT** be in a **satisfactory** state. Each incidence requires explanation and steps taken to improve upon or suggestion(s) to make the incidence satisfactory.

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“Unsatisfactory” shall **NOT** be used in incidences observed to be “noncompliant” in reference to a procedure or a DOE-recognized standard.

Noncompliant. A state in which a work configuration, condition, or situation does not comply with an administrative procedure or DOE-recognized standard(s). All noncompliant conditions, regardless of “on-the-spot fixes,” meet the reporting criteria outlined in TFC-ESHQ-Q\_C-C-01 and shall be submitted using iCAS.

## 6.0 RECORDS

The following records are generated during the performance of this procedure:

- A survey in the SHFSD will be created. The following field-completed inspection form(s), if used, is encouraged to be uploaded as PDF attachments within the survey in the SHFSD:
  - Workplace Safety Observation Checklist, Form A-6004-023
  - Safety and Health Field Surveillance Database Report, Form (A-6004-156).
- Action Request, TFC-ESHQ-Q\_C-C-01.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM\_DC-C-02.

## 7.0 SOURCES

### 7.1 Requirements

- 7.1.1 10 CFR 851, “Worker Safety and Health Program.”
- 7.1.2 29 CFR 1910, “Occupational Safety and Health Standards.”
- 7.1.3 29 CFR 1926, “Safety and Health Regulations for Construction.”
- 7.1.4 DE-AC27-08RV14800, “Tank Operations Contract.”

### 7.2 References

- 7.2.1 DOE-0343, “Hanford Site Stop Work Procedure.”
- 7.2.2 TFC-BSM-FPM\_PR-C-17, “Facility Management.”
- 7.2.3 TFC-BSM-FPM\_PR-D-08, “Property Management Walkthrough Program.”
- 7.2.4 TFC-BSM-IRM\_DC-C-02, “Records Management.”
- 7.2.5 TFC-CHARTER-02, “WRPS Safety Councils.”
- 7.2.6 TFC-ESHQ-Q\_C-C-01, “Problem Evaluation Request.”

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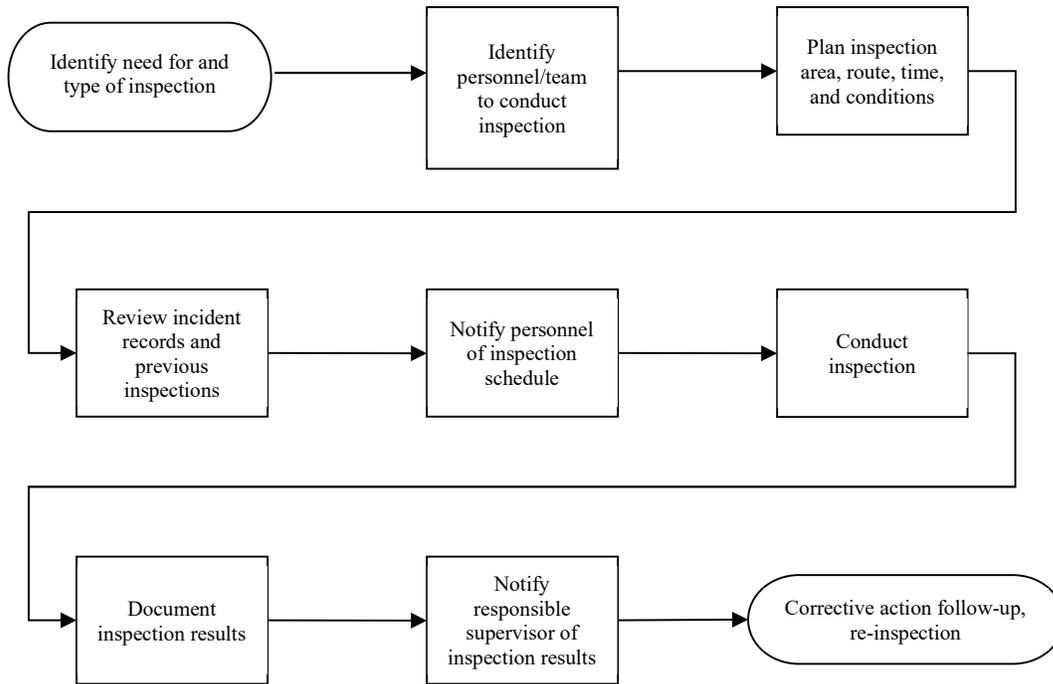
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- 7.2.7 TFC-ESHQ-S\_IS-C-07, “Powered Industrial Trucks.”
- 7.2.8 TFC-ESHQ-S-STD-12, “Elevating Work Platforms.”
- 7.2.9 TFC-OPS-OPER-C-28, “Operating Experience/Lessons Learned.”
- 7.2.10 TFC-PLN-41, “Integrated Safety Management System Description.”
- 7.2.11 TFC-PLN-47, “Worker Safety and Health Program.”
- 7.2.12 TFC-PLN-119, “ESH&Q Program Assessment Plan.”
- 7.2.13 TFC-PRJ-PM-C-26, “Facility Stabilization.”

Figure 1. Safety Inspections.

Site, Building, and Facility Safety Inspections follow the general flow path of the diagram below.



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## **ATTACHMENT A – CRITERIA TO CONSIDER IN PLANNING AN INSPECTION**

The following criteria are used to determine the frequency and topics for safety inspections. Frequency of inspections will be determined based on:

- Injury rate and types
- Injury severity
- Potential for injury
- Hazards of the work
- Historical need
- Legally required inspections.

Conditions to inspect include, but are not limited to, the following:

- Safe work practices/behaviors
- Authorized personnel
- Equipment operated safely
- Guards in place
- Condition of tools
- Proper tools for the job
- Loads within proper limit
- Handling and lifting material properly
- Lockout and tagout used properly
- Personal protective equipment consistently and properly used
- Workplace conditions safe
- Housekeeping.

Items to inspect include, but are not limited to, the following:

- Machinery and equipment
- Heavy equipment
- Material handling and storage
- Hand and portable power tools
- Electrical installations
- Housekeeping
- Personal protective equipment.

Areas to inspect include, but are not limited to, the following:

- Stairways
- Electrical work areas
- Confined spaces
- Flammable storage
- Subcontractor areas.