

ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 230, Chapter II, Change 4, ENVIRONMENT, SAFETY AND HEALTH REPORTING**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts? No Yes
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to the Chapter were made to (1) update correlating DOE Directive; (2) add Paragraphs 4b(6) and (7), 4e(3), and 5a; (3) delete Paragraphs 4b, 4f(3), 5a and b; and renumber remaining paragraphs; and (4) update organizational titles.

5. **CONTACT POINT:** Jenny Mullins Technical Support & Assessment Div., SE-31 576-0836
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	10/03/2001	ORO Control Form	11/03/2004
ORO O 230, Ch. II, Chg. 3	10/03/2001	ORO O 230, Ch. II, Chg. 4	11/03/2004

ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 11/03/2004
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 11/06/2003

NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 230, CHAPTER II, CHANGE 4, ENVIRONMENT, SAFETY AND HEALTH REPORTING,
dated 11/03/2004**

PURPOSE OF TRANSMITTAL: New Directive Revised Directive**DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES?** Yes No
If "Yes," list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

This Directive cancels and replaces ORO O 230, CHAPTER II, CHANGE 3, ENVIRONMENT, SAFETY AND HEALTH REPORTING, dated 10/03/2001

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by 11/18/2004.

PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:**Does this Directive affect the work performed by BWXT Y-12, L.L.C.?** Yes No**Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?** Yes No**If "Yes,"** list the subcontractors:

Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this Directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? Yes NoList summary of Directive changes and, **if "Yes"** above, describe the significant changes or impacts:**IMPLEMENTATION:** Does the Directive contain special implementation requirements and/or dates? Yes No
If "Yes," describe:**FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?**Is a new or revised supplemental Directive required? Yes No**If "Yes,"** target date for submission of YSO Directive is _____.**IDENTIFY CONTACT POINT:** Susan Dyer Morris 576-3545
Name Telephone**APPROVED BY COR FOR DIRECTIVES:** Diane McCarten 11/16/2004 576-9330
Signature Date Telephone

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By
Wayne H. Albaugh, AF-440 11/19/2004
Name Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.

(Revised 11/06/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 230
Chapter II
Change 4

DATE: 11/03/2004

SUBJECT: ENVIRONMENT, SAFETY, AND HEALTH REPORTING

1. PURPOSE. This Chapter correlates to DOE O 231.1A, Change 1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated June 3, 2004, and DOE M 231.1-1A, Change 1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING MANUAL, dated September 9, 2004, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 230, Chapter II, Change 3, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated October 3, 2001.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff. Although the requirements contained in DOE O 231.1A, Change 1, and DOE M 231.1-1A, Change 1, are applicable to contractors to the extent set forth in their contract, no additional contractor requirements are imposed in this Chapter.
4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may not include requirements referenced or included in DOE O 231.1A, Change 1, DOE M 231.1-1A, Change 1, or this Chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.
 - a. Assistant Manager for Environment, Safety, and Health.
 - (1) Ensures that the accident/incident requirements of DOE O 231.1A, Change 1 are implemented for the contractor and Federal programs.
 - (2) Ensures that an annual National Environmental Policy Act (NEPA) planning summary is prepared for submittal by the Manager, ORO, to the DOE Headquarters (HQ) Assistant Secretary for Environment, Safety, and Health (EH-1) by January 31 of each year.
 - b. Director, Technical Support and Assessment Division (TS&AD).
 - (1) Investigates reports of injury or illness associated with Federal employees.
 - (2) Maintains all injury and illness, accident data for Federal employees and contractors, and ensures reports are provided either hard copy or electronically to the DOE HQ Computerized Accident Incident Reporting System (CAIRS).

- (3) Responds to Freedom of Information Act requests regarding Federal and/or contractor accident/incident experience when requested by the Office of Chief Counsel.
 - (4) Identifies trends in accident experience for Federal and contractor operations and takes appropriate action to disseminate information.
 - (5) Processes requests from contractors for interpretation on reportability of accidents/incidents.
 - (6) Ensures that all Federal injuries are reviewed and classified as to Occupational Safety and Health Administration (OSHA) recordability.
 - (7) Maintains the OSHA 300 Log for Federal employees and posts summary as required.
- c. Director, Safety and Health Division, prepares the Annual Summary of Fire and Other Property Damage Experience Report and submits it to EH-1 in accordance with DOE M 231.1-1A, Change 1, Chapter II.
- d. Director, Environmental and Quality Management Division. Prepares the annual NEPA planning summary for submittal by the Manager to EH-1 by January 31 of each year.
- e. Human Resources Division.
- (1) Reports injuries that need immediate attention to TS&AD.
 - (2) Reports monthly to TS&AD on all occupational accidents to Federal employees and the actions taken regarding medical treatment.
 - (3) Files Workers' Compensation forms as necessary and ensures that TS&AD is advised of each case.
- f. Contracting Officer's Representatives.
- (1) Ensure that contractors under their jurisdiction report accident data as required by DOE O 231.1A, Change 1, and DOE M 231.1-1A, Change 1.
 - (2) Ensure that contractors under their jurisdiction submit the Annual Summary of Fire and Other Property Damage Experience Report to the Safety and Health Division as required by DOE O 231.1A, Change 1 and DOE M 231.1-1A, Change 1, Chapter II.
 - (3) Provide information to the Environmental and Quality Management Division to support preparation of the annual NEPA planning summary.
- g. Supervisors/Managers.
- (1) Ensure that employees report all accidents that result in government vehicle damage to the TS&AD and Facility Management.
 - (2) Ensure that employees report all accidents that result in personal injury to the Human Resources Division and/or the TS&AD.

5. REQUIREMENTS AND PROCEDURES. Injury and illness investigations are conducted by contractor personnel when their operations are involved and by ORO personnel when Federal operations are involved. The Type C investigations consist of incidents involving OSHA recordable injury and illness cases (DOE M 231.1-1A, Change 1).
 - a. Standards for the conduct of investigations other than those in DOE O 231.1A, Change 1 and this Chapter will be established by individual management (Federal or contractor).
 - b. Interpretations of any standard involving classification of injury and illness cases will be requested of the TS&AD verbally or by formal memorandum. ORO will then request a written interpretation from the appropriate DOE HQ office.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.