

# DOE/ORO CONTROL FORM - ORO FINAL DIRECTIVE

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

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 440, Chapter I, Change 1, WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES**

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

Other contractors (list by type) Contractor operations subject to the provisions of DOE PR 9-50.794-2 or other contractual provisions where ORO has elected to enforce environmental, safety, and health protection regulations.

*Many ORO contractors have approved S/RIDs or 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 impact?

No  Yes If yes, describe: This ORO chapter has been updated with the following changes: (1) delete 2a and b; (2) add 4c(2)(f) and 4i; and (3) additions to Attachment 2, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.11, and 4.12. Minor editorial changes were made to enhance clarity.

5. CONTACT POINT: Jenny Mullins Assessment & Emergency Management Div., SE-32 576-0836  
Name Organization Telephone

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## 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 O Control Form	02/27/2003	ORO Control Form	07/29/2003
ORO O, Chapter I Pages I-1 thru I-15	02/27/2003	ORO O 440, Chapter I, Chg. 1, Pages I-1 thru I-16	07/29/2003

*ORO Directives are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/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 07/29/2003  
Signature: DMG Team Leader, AD-440 Date

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

Rev. 01/10/2003

# NNSA/YSO DIRECTIVES CONTROL FORM – FINAL DIRECTIVE

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

DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 440, Chapter I, Change 1, WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES, dated 07/29/2003**

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 Order cancels ORO O 440, Chapter I, WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES, dated 02/27/2003.

The attached directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **08/13/2003**.

## 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 S/RIDs or 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 impact?  Yes  No  
List summary of directive changes and, if "Yes" above, describe the significant changes or impact:

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 draft supplemental directive is \_\_\_\_\_.

IDENTIFY CONTACT POINT: Terry B. Olberding 576-2550  
Name Telephone

APPROVED BY PERFORMANCE ASSURANCE MANAGER Diane McCarten 08/15/2003 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, Regulations, Policies, and Standards 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\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/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:

Wayne H. Albaugh, AD-440 08/18/2003  
Name Date

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

(Revised 01/10/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 440 Chapter I Change 1
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**DATE: 07/29/2003**

**SUBJECT: WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES**

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1. PURPOSE. This chapter correlates to DOE O 440.1A, WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES, dated March 27, 1998, and DOE M 440.1-1, DOE EXPLOSIVES SAFETY MANUAL, dated September 30, 1995, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO), the National Nuclear Security Administration Y-12 Site Office (YSO) and their contractors. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 440, Chapter I, WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES, dated February 27, 2003.
3. APPLICABILITY. The provisions of this chapter apply to Federal and contractor operations subject to the provisions of DOE Procurement Regulation (PR) 9-50, DOE PR 704-2, or other contractual provisions where ORO or YSO has elected to enforce environmental, safety, and health (ES&H) protection regulations.
4. RESPONSIBILITIES.
  - a. Assistant Manager for Environment, Safety, Health, and Emergency Management (AMESH).
    - (1) Is designated the Safety and Health Official for the Federal Employee Occupational Safety and Health (FEOSH) Program who ensures that the requirements prescribed in DOE O 440.1A, 29 Code of Federal Regulations (CFR) 1960, and Attachment 2 of this chapter are being applied in ORO.
    - (2) To provide support to the line organizations to include assistance and timely guidance on environmental, safety, health, quality and emergency management matters.
    - (3) As relates to construction safety:
      - (a) As requested, reviews construction solicitations to ensure the inclusion of applicable environmental, safety, health, and quality (ESH&Q) requirements.
      - (b) As requested, participates on contractor proposal review teams to provide evaluations and recommendations concerning submitted safety and health programs.

- (4) As relates to industrial hygiene:
    - (a) Assists with the development of appropriate worker education and training.
    - (b) Ensures coordination of program elements with cognizant occupational health, medical, environmental, health physics, and work planning organizations.
  - (5) Ensures that qualified worker protection staff is available to implement the worker protection program.
  - (6) Performs those tasks identified in DOE O 440.1A, subparagraphs 5b(4) and (5) and 5c(1).
- b. Director, Operations Division.
- (1) Supports line managers in meeting their ESH&Q responsibilities and provides support, as necessary, in achieving ORO ESH&Q objectives.
  - (2) As relates to firearms safety:
    - (a) Provides subject matter expertise to the Y-12 Site Office (YSO) for the purpose of providing oversight and technical guidance to ensure an effective Firearms Safety Program is implemented.
    - (b) Provides subject matter expertise and assistance to YSO for conducting formal reviews of contractor firearms programs and reviewing appropriate firearms-related procedures.
    - (c) Assigns an ORO representative to the DOE Firearms Safety Committee.
    - (d) In conjunction with OSS, YSO Safeguards and Security Division and YSO Technical Services Division approves the building or establishment of live-fire ranges and firearms training facilities. The design, location, and use of these ranges and facilities will be determined and approved by the operating organization (YSO). Approves use of non-DOE live-fire ranges and facilities by ORO contractors.
  - (3) As relates to occupational medicine:
    - (a) Serves as the ORO liaison with the DOE Headquarters Medical Director, coordinates contractor reviews performed by his/her representative, and advises Contracting Officer's Representatives (CORs) of findings and recommendations contained therein.
    - (b) Advises and assists the CORs in implementing the provisions of DOE O 440.1A and this chapter by reviewing contractor practices regarding their implementation.
  - (4) As relates to motor vehicle safety, provides technical guidance and assistance to the CORs.
  - (5) Provides technical advice and guidance to ORO organizations that have direct or indirect responsibility for implementation of the ORO Federal Hazard Communication

(HAZCOM) Program, (to include evaluating Material Safety Data Sheet information), the ORO Federal Asbestos Management Plan, and the ORO Federal Confined Space Entry Program.

c. Director, Assessment and Emergency Management Division (AEMD).

- (1) Administers the overall FEOSH Program through the FEOSH Program Manager.
- (2) As relates to FEOSH:
  - (a) Assist ORO organizations, when requested, in the development and/or review of written programs, policies, and procedures related to safety and health.
  - (b) Annually conducts unannounced Occupational Safety and Health Administration (OSHA) inspections of Federal work space in conjunction with the Federal maintenance staff.
  - (c) Supports and coordinates activities as necessary for the ORO Safety and Health Committee.
  - (d) Performs investigations of employee injuries/illnesses in conjunction with the Occupational Health Nurse.
  - (e) Performs investigations of employee safety or health concerns, as requested, through the ORO Diversity Programs and Employee Concerns Manager.
  - (f) Gives recommendations to line management to re-start work activity that has been formally stopped due to safety concerns, if requested.

d. Director, Procurement and Contracts Division.

- (1) Coordinates solicitation packages through responsible line and matrix organizations to ensure adequate ES&H requirements are incorporated.
- (2) Includes the clause prescribed in DEAR 970.5204-2 in all contracts for work to be performed at DOE-owned or -leased facilities where DOE has elected to assert its statutory authority to establish and enforce occupational safety and health standards.
- (3) Develops a contractor evaluation system, consistent with guidance in FAR 36.201, to determine bidder responsibility on solicitations for future DOE fixed-price construction prime contracts.
- (4) Includes construction safety program requirements in acquisition documents for all contracts to which the Davis-Bacon Act applies (see DOE O 440.1A, Attachment 2, paragraph 14).
- (5) Perform those tasks identified in DOE O 440.1A, subparagraph 5c(4).

- e. Director, Planning and Budget Division.
  - (1) Ensures that ORO budget requests include funds to support AMESH programs.
  - (2) Reviews budget submittals to ensure that ES&H management plans reflect budget quality data.
- f. Director, Office of Safeguards and Security.
  - (1) Provides technical advice and assistance for firearms and related equipment used by contractors, including approval for use of non-DOE live-fire ranges and facilities used by contractors.
  - (2) Assists Operations Division with the firearms safety appraisals at ORO facilities.
- g. Director, Information Resources Management Division.
  - (1) Develops written programs, policies, and procedures, as required by DOE directives and Federal regulations or as determined necessary to ensure maintenance employees' safety and health.
  - (2) Develop and submit a corrective action plan and abatement plan, if necessary, to respond to hazards identified by the AEMD during OSHA inspections.
  - (3) Ensure appropriate HAZCOM Training is provided for employees who use or have potential exposure to hazardous materials.
  - (4) Establishes and maintains an Asbestos Management Plan to cover all Federally-owned buildings.
  - (5) Correct safety and health deficiencies identified by Organizational Management.
- h. Director, Human Resources Division.
  - (1) Provides emergency and routine medical services through the Occupational Health Nurse.
  - (2) Administers the overall Federal employee medical program.
- i. Organizational Management. As relates to FEOSH:
  - (1) Ensure that employees are provided a safe and healthy workplace.
  - (2) Ensure that any instance where an employee has suspended or stopped work due to a safety concern is satisfactorily resolved before re-starting work (requesting assistance from AEMD as needed). (Refer to Attachment 2, Section 4.1.2).
  - (3) Ensure that an annual OSHA inspection is conducted of federally occupied contractor work space and provide the report to the FEOSH Program Manager.

- (4) Ensure that employee injuries/illnesses, government vehicle accidents, and government property loss be reported to the FEOSH Program Manager.

j. ORO Safety and Health Committee. As relates to FEOSH:

- (1) Shall have five management and five non-management members. Three of each will serve a three-year term and two of each will serve a two-year term (determined by vote of the Committee) to provide continuity. The Union shall have the opportunity to appoint two of the non-management members.
- (2) Shall establish a regular schedule of meetings, with special meetings as necessary.
- (3) Shall provide adequate advance notice of meetings to employees and have a published agenda.
- (4) Shall maintain written minutes of each Committee meeting and be made available to employees.
- (5) Monitors and assists the ORO Safety and Health Program and make recommendations on the operations of the program.
- (6) Impartially serves all ORO Federal employees (local and out-of-state), whether management or non-management.
- (7) Monitors safety and health communication and implementation practices in the Federal workplace and makes recommendations for changes, improvements, recognition of good practices, etc.
- (8) Provides an open forum to promote the exchange of information and ideas on safety and health-related issues, and to generate and discuss effective and innovative solutions to problems and resolve employee safety and health concerns.
- (9) Promotes employee awareness of workplace safety and health issues and the importance of their involvement in the program.
- (10) Is provided access, as appropriate, to any necessary records, locations, and personnel deemed necessary to make inquiries into safety and health issues/concerns.
- (11) Monitors and recommends changes, as required, to the level or resources allocated and spent on the ORO safety and health program.

k. Contracting Officer's Representatives.

- (1) Perform those tasks identified in DOE O 440.1A, subparagraphs 5b(1)-(3) and 5c(2)-(4).
- (2) As relates to construction safety:
  - (a) Perform those tasks identified in DOE O 440.1A, Attachment 1, subparagraph 1b(1).

- (b) Assign a designated project manager who performs those tasks identified in DOE O 440.1A, Attachment 1, subparagraph 1b(2); and Attachment 2, paragraph 14.
- (c) Coordinate the review of construction solicitations with the matrix staff to ensure the inclusion of applicable safety and health requirements.
- (d) Coordinate with the matrix staff the review of safety and health related documents.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. Title 10 Code of Federal Regulations (CFR) Part 835, OCCUPATIONAL RADIATION PROTECTION.
- b. Title 10 CFR Part 850, CHRONIC BERYLLIUM DISEASE PREVENTION PROGRAM.
- c. Title 29 CFR Part 1904, RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES.
- d. Title 29 CFR Part 1910, OCCUPATIONAL SAFETY AND HEALTH STANDARDS.
- e. Title 29 CFR Part 1926.1101, ASBESTOS.
- f. Title 29 CFR Part 1960, BASIC PROGRAM ELEMENTS FOR FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAMS.
- g. DAVIS-BACON ACT.
- h. Section 19 of the OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, Public Law 91-596, 91<sup>st</sup> Congress, S.2193.
- i. Executive Order 12196, OCCUPATIONAL SAFETY AND HEALTH PROGRAMS FOR FEDERAL EMPLOYEES.
- j. Federal Acquisition Regulation (FAR) 36 201, EVALUATION OF CONTRACTOR PERFORMANCE.
- k. Department of Energy Acquisition Regulation (DEAR) 970.5204-2, LAWS, REGULATIONS, AND DOE DIRECTIVES.
- l. DOE Procurement Regulation (PR) 9-50.
- m. DOE PR 704-2.
- n. DOE O 231.1, Change 2, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated November 7, 1996.

- o. DOE O 442.1A, DEPARTMENT OF ENERGY EMPLOYEE CONCERNS PROGRAM, dated June 6, 2001.
  - p. DOE P 450.4, SAFETY MANAGEMENT SYSTEMS POLICY, dated October 15, 1996.
  - q. American National Standards Institute (ANSI) Standard Z87.1, PRACTICE FOR OCCUPATIONAL AND EDUCATIONAL EYE AND FACE PROTECTION.
  - r. ANSI Standard Z89.1, REQUIREMENTS FOR INDUSTRIAL HEAD PROTECTION.
  - s. ANSI Standard Z89.2, INDUSTRIAL PROTECTIVE HELMETS FOR ELECTRICAL WORKERS.
  - t. ANSI Standard Z117.1, SAFETY REQUIREMENTS FOR CONFINED SPACES.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this chapter.
9. ATTACHMENTS.
- a. Attachment 1 - Contractor Requirements Document.
  - b. Attachment 2 - Federal Employee Occupational Safety and Health Program.

**CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors identified in paragraph 3 of this chapter shall accomplish the following:

1. In designated construction areas, wear eye and head protection that complies with the ANSI Standards Z87.1, Z89.1, and Z89.2 at all times.
2. For all construction work, implement a system for issuing Safe Work Permits, or similar systems, that addresses and controls the types of hazards identified during site characterization activities.
3. Approve job-specific subcontractor safety and health plans and hazard analysis prior to work.
4. Prime contractors and ORO support service contractors submit project safety and health plans and hazard analyses to the cognizant COR for review and approval prior to job initiation as specified by the contract. Lower tier subcontractors submit safety and health plans and hazard analyses to the contractors for review and approval prior to job initiation as specified by the contract.
5. Provide performance evaluation of subcontractors, to include trending analysis on a periodic basis and upon project closeout. Provide results to the cognizant COR and/or project manager, as appropriate.
6. As relates to firearms safety, establish and maintain a firearms safety committee, who will interface with AMESH and OSS liaisons, at each site where firearms are authorized to be used.
7. As relates to occupational medicine, develop and provide unclassified medical treatment fact sheets on all classified materials to offsite medical treatment facilities and physicians when an employee requires offsite treatment.

## **FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAM**

Oak Ridge Operations Office (ORO) is committed to providing safe and healthful working conditions for its employees. This commitment is implemented through an effective Federal Employee Occupational Safety and Health (FEOSH) Program as described in this document. Consistent with DOE P 450.4, *Safety Management System Policy*, and DOE Order 440.1A, *Worker Protection*, ORO considers employee safety and health to be a primary responsibility of every manager and employee. To support this priority, ORO develops, implements, and continually improves practices that assure optimal protection of its employees.

The FEOSH Program for ORO employees is intended to be owned and implemented by all ORO managers, supervisors, and employees. The program's success depends in great measure upon open and honest communication between employees and management. This team approach facilitates the recognition of existing and emerging safety and health concerns and the timely application of appropriate mitigative actions. It is critical that all ORO personnel become involved in seeking and suggesting ways to improve the effectiveness of the ORO FEOSH Program. Our shared goal in this program is for all of us to return home to our families at the end of each workday without work-related injuries or illnesses.

### **1.0 Purpose**

The purpose of this document is to describe the FEOSH Program for ORO employees. This document provides all ORO personnel with the information and references to additional information needed to understand how to provide a safe and healthful work environment.

### **2.0 Background**

Section 19 of the Occupational Safety and Health Act (OSHA) of 1970 requires each Federal agency to develop and implement a safety and health program that is designed to protect its employees from work place hazards, injuries, and illnesses.

The requirements for the FEOSH Program are:

- Section 19 of the *Occupational Safety and Health Act of 1970*, Public Law 91-596, 91<sup>st</sup> Congress, S.2193, December 29, 1970;
- Executive Order 12196, Occupational Safety and Health Programs for Federal Employees;
- Title 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs;
- Title 10 CFR Part 835, Occupational Radiation Protection;
- Title 10 CFR Part 850, Chronic Beryllium Disease Prevention Program;
- Title 29 CFR Part 1910, Occupational Safety and Health Standards;
- DOE P 450.4, Safety Management Systems Policy;
- DOE Order 440.1A, Worker Protection; and
- DOE Order 442.1A, Department of Energy Employee Concerns Program.

Pursuant to DOE Policy 450.4, ORO line management is responsible and accountable for the safety and health of ORO employees. Successful implementation of the ORO FEOSH Program requires integration of all environment, safety and health activities with work planning and control processes so that employee safety and health and protection of the environment are integral to conducting all work.

29 CFR 1960 also requires each agency to appoint a Designated Agency Safety and Health Official (DASHO) who is responsible for the effective management and implementation of the agency's FEOSH Program. The Assistant Secretary for Environment, Safety and Health is the appointed DASHO for DOE. The Office of Worker Health and Safety (EH-5) provides Departmental FEOSH Programs with programmatic support and policy guidance.

### **3.0 Applicability**

The policies and guidelines contained within this document apply to all ORO personnel. All office and program support contractors working within the ORO domain are expected to be familiar with this document and to abide by its policies.

### **4.0 Program Structure**

Six key elements must exist to implement an effective FEOSH Program. These six program elements, described in DOE Order 440.1A and consistent with Integrated Safety Management, are the cornerstone of an effective safety and health program. These elements are:

- Management commitment and employee involvement;
- Workplace hazard analysis;
- Hazard prevention and control;
- Safety and health training;
- Program evaluation; and
- Employee feedback.

The following sections provide a detailed discussion of these program elements.

#### **4.1 Management Commitment and Employee Involvement**

ORO is committed to providing a workplace for its employees that is free from recognized hazards that are causing or are likely to cause death or serious physical harm and that management regards worker safety and health as a fundamental value to be pursued with as much vigor as other organizational goals.

Employee involvement provides the means through which workers develop and/or express their commitment to safe and healthful practices for themselves and for their fellow workers.

##### **4.1.1 Organizational Management Responsibilities**

Consistent with Integrated Safety Management guiding principles, ORO management is responsible for the overall integrity and implementation of the FEOSH Program for its employees. Managers must assure that appropriate financial and other resources are available to effectively implement the FEOSH Program. Managers are also responsible for assuring that information on the Program and its requirements are made available to employees and that the Occupational Safety and Health Protection for DOE Employees poster is displayed where it is accessible to all workers. In order to implement an effective program, management supports FEOSH awareness activities, workplace inspections, investigation of safety and health concerns, hazard communication, abatement and control, employee training and other safety and health-related initiatives. In addition, ORO managers have certain responsibilities for maintaining records associated with FEOSH activities.

Managers and supervisors are responsible for the safety and health practices of their employees in their respective work areas and in the pursuit of their work activities when away from their assigned office or on official travel. Furthermore, supervisors have the authority to remove an employee from their work area or to implement a stop work mandate if they perceive a real or potential threat to health or safety. Site Office Managers are responsible for ensuring that annual OSHA inspections are conducted of their work area and providing the report to the FEOSH Program Manager.

#### **4.1.2 Stop Work/Suspend Work Authority**

Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or suspend activity or refuse to perform such work without fear of reprisal by management or co-workers. The employee is also entitled to have the safety concern addressed prior to continuing the task or activity or participating in the work. "Stop Work" is defined as stopping the specific task or activity that poses imminent danger to human health and/or the environment. "Suspend Work" is defined as temporarily interrupting a specific task or activity that could pose an unsafe situation to human health and/or the environment. If an employee elects to stop or suspend work, the supervisor/manager should immediately be notified. After the situation has been satisfactorily resolved, the supervisor can authorize re-start of the task or activity. Assistance can be requested from AEMD, if necessary.

#### **4.1.3 Employee Rights and Responsibilities**

All ORO employees have rights as well as responsibilities in maintaining a safe and healthy workplace. Pursuant to 29 CFR 1960, employees have the right to:

- Have access to ORO FEOSH program information;
- Know what identified hazards exist and the corrective actions taken to eliminate or reduce their risk;
- Stop work IMMEDIATELY, without fear of reprisal, should a situation arise that places them or a co-worker in immediate danger;
- Suspend work, without fear of reprisal, if the employee believes there is a task or work activity that could pose an unsafe condition;
- Report unsafe work conditions or practices to their supervisor or other appropriate authority without fear of reprisal;
- Request inspections of unsafe or unhealthful working conditions;
- Accompany safety and health inspectors on workplace inspections;
- Receive timely notification of resolution for reported issues;
- Observe workplace safety and health monitoring activities and be notified of monitoring results;
- Have access to workplace inspection and accident investigation reports; and
- Participate in ORO FEOSH activities on official time.

ORO employee responsibilities go hand-in-hand with employee rights. Along with the right to work in a safe and healthful environment is the responsibility to act in ways that promote safety. Specifically, employees must:

- Comply with applicable DOE and site-specific safety and health policies and directives;
- Stop work immediately if they perceive a risk of injury to either themselves or a co-worker;
- Use personal protective equipment when needed;
- Report recognized hazards to their immediate supervisor; and

- Report work-related injuries or illnesses to their supervisor and/or the Occupational Health Nurse.

Where it is determined by the Assessment and Emergency Management Division (AEMD) or the employee's supervisor that employees must wear protective equipment as part of their jobs, ORO shall supply the protective equipment required. Protective equipment might include safety glasses or goggles, safety shoes, hardhats, or computer glasses. Where protective equipment is not required for a particular job, but an employee wishes to wear it, the AEMD shall help the employee find the equipment from private sources, but ORO will not incur the cost.

#### **4.1.4 Reporting Employee Concerns and Hazards**

Identification and reporting of potentially unsafe or unhealthful working conditions is the responsibility of all ORO employees. Conditions reported may include environmental, safety and health, or facility-related issues. ORO employees should use the following guidelines in reporting safety and health concerns. Employees should immediately report (either orally or in writing) all safety and health concerns or hazards to their supervisor. ORO employees should follow this sequential order in reporting safety and health concerns:

1. Immediate supervisor;
2. FEOSH Program Manager for ORO employees;
3. Upper management;
4. Employee Concerns Program (verbally or in writing);
5. DASHO; and
6. OSHA.

If the concern or hazard is facility-related, employees and/or their supervisor should report it to Information Resources Management Division (IRMD) or AEMD in a time frame consistent with the severity of the hazard. IRMD is the point-of-contact for the Federal Building Complex maintenance issues (576-0586).

Any alleged discrimination should be reported in writing to the Employee Concerns Manager within 30 days of its occurrence. The alleged discrimination shall be promptly investigated and appropriate disciplinary action taken if discrimination has occurred.

#### **4.1.5 Recordkeeping and Reporting Requirements**

ORO managers have certain responsibilities related to recordkeeping practices. All records must be maintained in accordance with DOE O 200.1, INFORMATION MANAGEMENT PROGRAM, dated September 30, 1996 and Federal confidentiality requirements. Records reflecting inspections, hazard analyses, employee concerns, and work practices must be accessible to employees and/or their representatives upon request. Employees may access their personal health record by contacting the Federal Building Complex Occupational Health Nurse.

The AEMD is responsible for ensuring that all Federal employee injuries and illnesses are classified and recorded on the appropriate OSHA and DOE forms. Site Office Managers are responsible for ensuring that the FEOSH Program Manager and the Occupational Health Nurse are aware of Federal employee injuries or illnesses. Also included in this reporting requirement is government motor vehicle accidents (= or > \$1,000) and government property damage (= or > \$5,000). These aspects of the program will be

carried out in compliance with 29 CFR 1904 requirements and DOE Order 231.1, ENVIRONMENT, SAFETY AND HEALTH REPORTING (through Change 2). Human Resources Division will provide the appropriate medical information to the AEMD to assist them in the classification process. IRMD will provide appropriate property damage information and vehicle mileage to assist AEMD in report preparation.

#### **4.2 Analysis of Hazards in the Workplace**

Managers and employees must analyze the hazards to ORO employees at their normal duty station and while on official travel. Hazard analysis is a comprehensive process for identifying existing and potential workplace conditions that may cause employee injury or illness and identifying appropriate controls. Hazard analysis involving supervisors and employees working in conjunction with safety and health professionals helps to foster continuous improvement in hazard control and ensure compliance with safety and health requirements.

The work-related hazards faced by the majority of ORO employees fall into two general categories. The first category is hazards most commonly associated with an office environment. These include, but are not limited to, design of computer workstations, uneven walking surfaces, use of electrical equipment, office storage/clutter, and tripping hazards. The second category includes hazards associated with site visits at DOE facilities. ORO employees must follow all site-specific policies and procedures (e.g., training requirements, personal protection equipment, postings, speed limits, etc.). Another potential health hazard may occur if ORO employees are assigned duties that entail travel outside the United States. Prior to their departure, all employees traveling outside the United States should consult with the Occupational Health Nurse regarding health precautions and suggested immunizations to reduce the risk of travel-related illnesses or other health consequences. The OSS should be consulted for appropriate travel advisories.

#### **4.3 Hazard Prevention and Control**

ORO managers and employees must prevent or control the real or potential hazards that are identified through hazard analysis or other means. Prompt abatement of unsafe or unhealthful working conditions is required by 29 CFR 1960.30, 10 CFR 835, 10 CFR 850, and DOE Order 440.1A.

The preferred order of achieving hazard prevention and control is:

1. Engineering controls
2. Work practice controls
3. Administration controls
4. Personal protection equipment

Employee safety and health should be considered during the earliest stages of facility design, work or activity planning, and travel. However, employees may face new and previously unpredicted hazards that must be corrected or abated as they arise. For newly identified workplace or work activity hazards, corrective actions will be prioritized according to worker risk. If a hazard cannot be corrected on the spot, then prompt interim protective measures should be taken until abatement can be achieved.

At any time, if an ORO employee becomes aware of a previously unidentified hazard or perceives a risk of potential injury or exposure to chemical, ergonomic, or physical hazards, they should notify their

supervisor immediately. If the risk of bodily harm is great, they should stop work until a safety and health professional can evaluate the perceived hazard.

#### **4.4 Safety Training**

All employees must have the needed skills to perform their tasks in a safe and healthful manner. Supervisors are responsible for identifying the appropriate level of training necessary for an employee to perform their job function in a safe, healthy manner. Employees then have a responsibility to ensure that the appropriate training is completed. ORO employees should consult their immediate supervisor if at any time they do not have the skills or knowledge to perform an assigned task in a safe and healthy manner. Occupational safety and health training will be provided throughout the year through the AEMD or Human Resources Division. Supervisors and employees are responsible for ensuring attendance at training sessions.

#### **4.5 Safety and Health Committee**

In accordance with requirements of 29 CFR 1960, ORO has established the Committee to monitor and assist the ORO Safety and Health Program (see responsibilities in Section 4.j. of this directive). The Committee will maintain an open channel of communication between employees and management concerning safety and health matters in ORO. The Committee provides a method by which employees can utilize their knowledge of workplace operations to assist ORO management in improving policies, conditions, and practices. The functions of this Committee are governed by a charter that is approved by ORO Senior Management.

#### **4.6 Emergency Management**

The Emergency Management Program Manager is responsible for the Federal Building Complex Emergency Management Program, including the following activities:

- a. Development of occupant emergency instructions and placards.
- b. Development of the Occupant Emergency Plan.
- c. Identification and training of the Occupant Emergency Organization.
- d. Conduct and evaluation of evacuation and sheltering drills.

#### **4.7 Ergonomics Program**

All ORO Federal employees and direct support service contractor employees working in DOE owned/leased spaces shall have work station evaluations completed initially on assignment and, as necessary, follow up evaluations conducted. The Operations Division is responsible for ergonomic evaluations of employees and the maintenance of an ergonomic database of all information gathered on each employee's work station. Recommendations for furnishings, equipment, and workplace modifications are made by Operations Division with a request to Planning and Budget for allocation of funds to divisional ergonomic accounts. Operations Division works closely with the Occupational Health Nurse in identifying employees with repetitive motion diseases or work station-related injuries.

#### **4.8 Confined Space Program**

The IRMD develops and implements a confined space program that complies with ANSI Z117.1-1989 and the OSHA standard 29 CFR 1910.146. IRMD identifies, with technical assistance from Operations Division, all confined spaces and ensures they are posted. The Operations Division provides technical assistance through program development and industrial hygiene monitoring services during confined space entries and periodic assessments. Operations Division maintains necessary instrumentation for confined space entries and IRMD maintains equipment for safe entry into confined spaces; such as, two-way communications systems, retrieval device, and permit-required personnel protective equipment. All employees entering confined spaces shall be appropriately trained with documentation maintained by IRMD.

#### **4.9 Hazard Communication Program**

A written Hazard Communication Program that complies with 29 CFR 1910.1000 is developed by IRMD with technical assistance from Operations Division. All chemicals located in Federally occupied spaces are identified and listed on a chemical inventory sheet maintained by IRMD. Material Safety Data Sheets for each inventoried chemical are maintained by IRMD and are made readily accessible to employees. All products containing hazardous substances are labeled and employees likely to be exposed to chemicals in their workplaces are trained in accordance with 29 CFR 1910.1000.

#### **4.10 Asbestos Management Program**

An Asbestos Management Program in accordance with 29 CFR 1926.1101 has been developed by IRMD to control the release of asbestos fibers. Areas within Federally owned buildings containing asbestos products have been identified and location noted as part of an Asbestos Management Plan so that scheduled renovations, repair, and/or maintenance activities are conducted appropriately. IRMD ensures maintenance employees are appropriately equipped and trained pursuant to 29 CFR 1926.1101. Operations Division provides technical assistance as requested.

#### **4.11 Violence in the Workplace Program**

ORO has established a zero tolerance policy in regards to violence in the workplace. To ensure that threats of violence are investigated and necessary steps taken to prevent recurrence, a Threat Assessment Team has been established. The team is chaired by the Director, Office of Safeguards and Security, and comprised of representatives from the Human Resources Division; the Office of Chief Counsel; the Employee Assistance Program; and the Office of Environment, Safety, Health and Emergency Management. The Threat Assessment Team's charter is to assess threats or potentials for violence and offer recommendations to senior management.

#### **4.12 Employee Fitness Program**

In accordance with ORO O 340, Chapter V, EMPLOYEE FITNESS PROGRAM, ORO, Office of the Inspector General, and National Nuclear Security Administration employees may receive partial reimbursements of fees paid to private health clubs. Reimbursements are limited to \$200 per year and require an average of one visit to the facility per week to qualify. The reimbursement program is based on research demonstrating that employees that regularly participate in physical fitness activities have better attendance records and are more productive. The program is operated by the ORO Wellness Committee, which includes representatives from most of the major ORO organizations.

#### **4.13 Program Evaluation**

In accordance with 29 CFR 1960.11, performance evaluations for managers, supervisors, and employees shall measure that employee's performance in meeting requirements of the FEOSH Program, consistent with the employee's assigned responsibilities and authorities. 29 CFR 1960.79 requires that FEOSH Program self-assessments be developed and implemented. These self-assessments will be performed through the AEMD.