

DIRECTIVES CONTROL FORM - ORO O 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, Chg. 2, ENVIRONMENT, SAFETY, AND HEALTH REPORTING**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors) The CRD attached to the correlating DOE Order (DOE O 231.1) and DOE M 231.1-1 are applicable to contractors.
- Yes If yes, whom? LMES LMER ORAU SURA
- Bechtel Jacobs Company
- Other contractors (list by type)

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 is part of the ORO sunset review process. Changes to this Chapter include minor editorial revisions to reflect the current organizational title of the ORO Human Resources Division.
5. **CONTACT POINT:** Jenny Mullins Technical Support Division, SE-32 576-0836
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 O 230, Chapter II, Chg. 1 | 03/31/1998 | ORO O Control Form | 01/26/1999 |
| Pages II-1 through II-4 | | ORO O 230, Chapter II, Chg. 2, Pages II-1 through II-3 | 01/26/1999 |

ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. The ORO Orders 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
Jennifer H. Cusick, AD-440 01/26/1999
Signature Management Analyst, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 230
Chapter II
Chg. 2

DATE: 01/26/1999

SUBJECT: ENVIRONMENT, SAFETY, AND HEALTH REPORTING

1. PURPOSE. This Chapter correlates to DOE O 231.1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, and DOE M 231.1-1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING MANUAL, both dated September 30, 1995, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 230, Chapter II, Chg. 1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated March 31, 1998.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff. The Contractor Requirements Document (CRD) attached to DOE O 231.1, and DOE M 231.1-1, are applicable to contractors.
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 the Contractor Requirements Document (CRD) attached to DOE O 231.1, DOE M 231.1-1, 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 Quality.
 - (1) Ensures that the accident/incident requirements of DOE O 231.1 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 to the Assistant Secretary for Environment, Safety, and Health (EH-1) by January 31 of each year.
 - b. Site Managers for Paducah, Portsmouth, Weldon Spring, and Thomas Jefferson National Accelerator Facility perform that task identified in DOE O 231.1, subparagraph 5d(2).
 - c. Director, Technical Support Division (TSD).
 - (1) Investigates reports of injury, vehicle accidents, or property loss incidents associated with Federal employees or ORO property.
 - (2) Maintains all injury/illness, property loss, and motor vehicle accident data for Federal employees and contractors, and submits monthly reports to ScienTec.

- (3) Prepares the Annual Summary of Fire and Other Property Damage Experience Report and submits to EH-1 in accordance with DOE M 231.1-1, Chapter II, paragraph 3.
 - (4) Responds to Freedom of Information Act requests regarding Federal and/or contractor accident/incident experience when requested by the Office of Chief Counsel.
 - (5) Identifies trends in accident experience for Federal and contractor operations and takes appropriate action to disseminate information.
 - (6) Processes requests from contractors for interpretation on reportability of accidents/incidents.
- d. Occupational Health Nurse, Human Resources Division.
- (1) Reports injuries that need immediate attention to TSD.
 - (2) Reports monthly to TSD on all occupational accidents to Federal employees and the actions taken regarding medical treatment.
- e. Contracting Officer's Representatives.
- (1) Ensure that contractors under their jurisdiction report accident data to the TSD as required by DOE O 231.1.
 - (2) Ensure that contractors under their jurisdiction submit the Annual Summary of Fire and Other Property Damage Experience Report to TSD by March 1 of each year.
 - (3) Perform that task identified in DOE O 231.1, subparagraph 5d(1)(a).
 - (4) Provide information to TSD to support preparation of the annual NEPA planning summary.
- f. Supervisors/Managers.
- (1) Ensure that employees report all accidents that result in government property damage or government vehicle damage to the TSD.
 - (2) Ensure that employees report all accidents that result in personal injury to the Occupational Health Nurse and/or the TSD.
5. REQUIREMENTS AND PROCEDURES. Type C Accident Investigation Process - These 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/illness cases, motor vehicle accidents (with damage \$1,000 or greater), and property loss incidents (with loss of \$5,000 or greater). Standards for the conduct of the investigations other than those in DOE O 231.1 and this Chapter will be established by individual management.

a. Reporting Requirements Documents.

- (1) U.S. Department of Labor, Recordkeeping Guidelines for Occupational Injuries and Illnesses (latest edition) will govern the recording and measuring of work injury/illness experience.
- (2) Interpretations of any standard involving classification of injury/illness, property damage, or motor vehicle incidents will be requested of the TSD verbally or by formal memorandum. ORO will then request a written interpretation from the appropriate Headquarters office.

b. Reporting Format.

- (1) Monthly. DOE F 5484.3, "Individual Accident/Incident Report" (see DOE M 231.1-1, Appendix B) should be prepared by prime architect-engineer, construction, and operating contractors as applicable to their respective activities and submitted through the appropriate COR to the TSD. Cost type and fixed-price architect-engineer, construction or operating contractors report the occurrences of their subcontractors. Seven-digit organization codes will be used to distinguish operation type of the site and respective contractors. These codes are provided through ORO. DOE F 5484.3 is used to report all recordable occupational injuries and illnesses, property damage incidents (= or > \$5,000), and motor vehicle accidents (= or > \$1,000). This form should be submitted by the eighth working day of each month using an appropriate cover sheet (see DOE M 231.1-1, Appendix D).
- (2) Quarterly. DOE F 5484.4, "Tabulation of Work Hours, Vehicle Usage, and Property Valuation" (see DOE M 231.1-1, Appendix E) should be prepared by prime architect-engineer, construction, and operating contractors as applicable, including appropriate subcontractors. This form contains number of work hours expended during the respective quarter, as well as number of DOE-government vehicle miles driven during the same period. This form should be submitted to the TSD through the appropriate COR by the eighth working day of January, April, July, and October.

NOTE: Due to the difficulty in tracking work hours for small contractors, work hours for service contracts under \$10,000 need not be reported; however, all recordable injuries must be reported.

6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.