

No.: Y73-001INS

Title: BWXT Y-12 Industrial Safety Program

Rev. Date: 04/22/2003

This instruction establishes a comprehensive industrial safety program that reduces the risk of work-related injuries and illnesses to employees and visitors through the recognition, evaluation and control of workplace hazards.

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BWXT Y-12, L.L.C.
Management Requirements

Number: Y73-001INS
Rev. Date: 04/22/2003
Supersedes: Y73-001PD
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BWXT Y-12
Management Control

BWXT Y-12 Industrial Safety Program

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Effective Date

Re-Affirm Date

This document has been reviewed by an Authorized Derivative Classifier and UCNI Reviewing Official and has been determined to be UNCLASSIFIED and contains no UCNI. This review does not constitute clearance for public release.

[Pamela D. Slaughter 5/16/03]
Signature and Date

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REVISION LOG

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Revision Date	Description of Revision	Pages Affected
4/22/03	DMR-03-ESH-01	All
	Updated Appendix B flowchart.	24
	Clarified injury/illness case management flow.	25
	Inserted Stop Work Instructions and Stop Work Order form (UCN-18484).	28, 30
12/11/01	DMR-01-ESH-046	
	Removed: All personnel have the right and responsibility to stop work if an imminent danger/life threatening situation is perceived in accordance with Y60-551, "Stop Work/Restart Authority."	4
	Clarifies stop work and suspend work responsibility and authorization to resume work.	
	Clarifies supervision/management roles in employee injury/illness results in Medical restrictions. Includes employee responsibility to provide feedback.	20, 21
	Removed: in Table of Contents:	3
	Appendix A, Integrated Safety Management (ISM) Hazard Control Methods	18, 19
	Appendix D, Organization Safety Plan Outline	10
Section IV., B.2 - Ensure that an organization Safety Plan is developed that outlines and establishes the Requirements of the organization's safety program. See Appendix D.		
	(continued next page)	

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Revision Date	Description of Revision	Pages Affected
	(DMR-01-ESH-046, Continued) Clarifies Organization Manager Roles and Responsibilities in ensuring the development of an organization's safety plan.	
	Appendix D, Organization Safety Plan Outline	21, 22
11/01/00	BWXT Y-12 Blue Sheet change noted.	All
04/04/00	DMR-00-ESH-59	
	Non-intent change to incorporate the Y73-116INS, <i>Personal Protective Equipment Program</i> .	4
12/02/99	On Record	

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I. SCOPE

This instruction establishes a comprehensive industrial safety program that reduces the risk of work-related injuries and illnesses to employees and visitors through the recognition, evaluation and control of workplace hazards. All activities are expected to adhere to the BWXT Y-12, L.L.C., Environment, Safety and Health Policy. Implementation of the policy is accomplished through the application of the guiding principles of the Integrated Safety Management System (ISMS). The *BWXT Y-12 Industrial Safety Program* applies to all BWXT Y-12 activities unless indicated otherwise in a specific program description, work instruction, or procedure.

NOTE 1: Activities to be performed by contractors and their lower-tier subcontractors, in support of BWXT Y-12, shall be evaluated for potential safety hazards and shall require the proper safety documentation, in accordance with Y73-164INS, *Subcontract Environmental Safety and Health Management Instruction*.

NOTE 2: Personal Protective Equipment (PPE) is prescribed in accordance with the Y73-116INS, *Personal Protective Equipment Program*.

NOTE 3: All personnel have the right and responsibility to stop/suspend work if an imminent danger/life threatening situation or condition adverse to quality is perceived in accordance with this procedure.

II. STRATEGY

It is the intent of BWXT Y-12 to maintain an effective industrial safety program and to provide the necessary staff and services to support line management in achieving the program's objective of zero accidents. Whenever other priorities conflict with performing work safely, work shall not be conducted until adequate safety controls are in place. BWXT Y-12 activities will be planned and executed in accordance with the ISMS core functions. The *BWXT Y-12 Industrial Safety Program* will be consistent with the requirements of federally mandated regulations, BWXT Y-12 policies, and applicable U.S. Department of Energy (DOE) orders.

III. OTHER DOCUMENTS NEEDED

- Y14-001INS, *Conduct of Operations Manual*
- Y15-190INS, *Readiness Manual*
- Y15-635PD, *BWXT Y-12 Integrated Safety Management System*
- Y15-636, *Integrated Safety Management Program*
- Y17-64-704GUD
- Y60-101PD, *Quality Program Description*
- Y78-000, *Occupational Medical Program*
- Y72-001, *Environment, Safety and Health*
- Y73-045INS, *Automated Job Hazard Analysis*
- Y73-170, *Safety and Health Incident Reporting and Investigations*

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III. OTHER DOCUMENTS NEEDED (cont.)

- Y73-164INS, *Subcontract Safety and Health Management Instruction*
- Y73-116INS, *Personal Protective Equipment Program*
- UCN-16305, "Fitness for Duty Evaluation"
- UCN-18484, "Stop Work Order"
- DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*
- DOE M 231.1-1, *Environment, Safety, and Health Reporting Manual*
- DOE F 5483.1A, *Occupational Safety and Health Protection*
- DOE F 5484.3, *Industrial Accident/Incident Form*

IV. REQUIREMENTS

A. Integrated Safety Management System

The ISMS is a process to ensure that environment, safety and health (ES&H) objectives are achieved in a graded approach by putting into place the controls encompassing all facets of hazard identification and assessment, integration of barriers and controls, and authorization and execution of work. ISMS is used to establish a single, defined safety management system that integrates safety requirements into planning and performing work to effectively protect workers. The Integrated Safety Management (ISM) process incorporates safety and health programs that describe the requirements for work at the facility/operation and at the site. This system provides the mechanism for worker involvement in work planning, hazard identification and control, and feedback processes as referenced in Y73-635PD, *BWXT Y-12 Integrated Safety Management System*. BWXT Y-12 implements these principles through the following:

1. Defining the scope of work for activities to ensure all aspects of the project have been planned out.
2. Ensuring work activities are reviewed in order to identify and abate any known or potential hazards.
3. Ensuring that controls are used to eliminate or minimize hazards using the hierarchy outlined in DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*.
4. Affirming that all work activities are consistent with the identified scope and performed in accordance with conduct of operations requirements and all designated safety controls.
5. Ensuring improvement of work controls through the implementation of assessment and feedback programs to identify strengths or weaknesses and to communicate issues to all employees.

IV. REQUIREMENTS (cont.)

B. Safety and Health Management Requirements

The BWXT Y-12 safety program requirements and procedures are documented in the 15, 70, and 73 series of site directives and guidance to address specific areas and are maintained through the site management requirements system. The programs include, but are not limited to, fall protection, hoisting and rigging, trenching/excavation work, lockout/tagout, PPE, hazard analysis, etc. The Industrial Safety Department is responsible for interpreting requirements established in safety related regulations, Standards/Requirements Identification Documents (S/RIDS), DOE orders, and management requirements.

C. Personnel Training

As requested by line management, the Y-12 Training Organization is responsible for developing and administering training programs that will ensure BWXT Y-12 personnel are properly qualified commensurate with the hazard level and complexity of activities associated with their job assignments. Training is accomplished by, but not limited to, General Employee Training, job-specific training, and hazard-specific training.

D. Safety Meetings

All employees are expected to attend a safety meeting quarterly, at a minimum. Topics may include plans for new or changed operations, lessons learned, off-the-job safety, DOE Worker Protection Poster, review of performance indicators and provide safety and health training and motivation. Management participation is encouraged. These meetings are documented, including the date, subject discussed, and the names of individual(s) who conducted and/or attended the meeting. Documentation is maintained within the organization. Informal safety meetings, such as tailgate meetings, crew safety briefings, etc., should also be conducted on a regular basis.

E. Managing On-The-Job Injuries/Illnesses

All on-the-job injuries and illnesses, regardless of severity, must be reported immediately to supervision and the Occupational Health Services Clinic. Required follow-up examinations and employee restrictions must be complied with. Management should consult with the Occupational Health Services Clinic, as necessary, to ensure any work recommendations are clearly understood and appropriate. Additional consultation with the Occupational Health Services Clinic and compensation personnel is encouraged to provide an avenue for modified work for injured workers.

BWXT Y-12 strives to safely return injured workers to the workplace at the earliest opportunity. Individual case information is provided to each organization manager for review and to consider proper actions to eliminate reoccurrence.

IV. REQUIREMENTS (cont.)

F. Managing Off-The-Job Injuries

All off-the-job disabling (absent one or more days) injuries must be reported to supervision. Medical evaluations may be necessary if directed by supervision to define work limitations and modifications of work assignments. Off-the-job injury reporting, work limitations, and temporary modified job assignments prevent significant aggravation of personal conditions. Effective employee and supervisor communications are required for successful implementation.

G. Zero Accident Councils

The site shall have a Zero Accident Council (ZAC) that meets at least quarterly to review site accident information and to take or direct action. Membership shall include management and nonmanagement (bargaining and nonbargaining unit) employees. Each division manager should establish a ZAC to address division level accident reduction, with membership including management and nonmanagement (bargaining unit and nonbargaining unit) employees. The division ZACs shall meet at least quarterly.

H. Performance Indicators

Performance indicators are used to measure the effectiveness of the safety program. Site-level indicators tracking on-the-job injury/illness incidents and vehicle accidents are established for review by senior management and resolution of any significant safety and health issues. These indicators are also established at the organization level for use by line management in trending significant issues specific to their organization. These indicators should be communicated within the organization to ensure that all employees are aware of safety performance. In addition, the Industrial Safety Department facilitates site level ZAC meetings, which are used to review plant- and organization-level performance indicators, review significant safety issues, and discuss lessons learned.

Organizations are encouraged to develop and implement the use of pre-accident indicators that are beneficial for monitoring positive safety efforts at the floor level, in a pro-active manner, rather than relying solely on accident indicators. Examples of these pro-active indicators include: behavior observations, crew reviews of job hazard analysis, safety meeting attendance, safety inspections and employee safety contacts and interviews.

I. Safety Inspections

Line management shall conduct inspections and surveillances of work areas and equipment as a basic accident prevention tool. Regular inspections of work areas must be conducted to identify potentially hazardous conditions or work practices and to ensure compliance with established requirements.

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IV. REQUIREMENTS (cont.)

I. Safety Inspections (cont.)

Areas and operations with significant accident potential (e.g., production/process areas, maintenance shops, hazardous material storage areas, etc.) must receive a frequent inspection. A less frequent (such as bi-annual) inspection is required for areas with less significant accident potential (e.g., office or administrative work areas, unoccupied warehouses containing nonhazardous materials, unoccupied utility areas or structures). The Industrial Safety Department should be contacted for assistance in conducting the inspection.

Utilization of personnel who are familiar with the areas and operations to be inspected is encouraged. One or more of the inspection personnel should have knowledge of the standards and requirements that apply to these areas. Training or experience in basic hazard recognition is a beneficial tool in conducting inspections. Provisions should be made for a supervisor, or designee, from the area to accompany the inspection.

For hazards identified in the workplace, abatement actions prioritized according to risk to the worker shall be promptly implemented, interim protective measures shall be implemented pending final abatement, and workers shall be protected immediately from imminent danger conditions.

For construction safety, during periods of active construction, construction management shall ensure that daily inspections of the workplace are conducted and documented. These inspections are conducted to identify and correct hazards and instances of noncompliance with project safety and health requirements. This is typically accomplished through a combination of inspections by foremen, superintendents, craft safety surveillance (Y17-64-704GUD), and safety engineers and technicians. If immediate corrective action is not possible or the hazards fall outside of the project scope, the Construction line supervisor shall immediately notify affected workers, post appropriate warning signs, implement needed interim control measures, and notify the construction manager of actions taken.

J. DOE Contractor Poster Requirements

BWXT Y-12 is required to inform workers of their rights and responsibilities by appropriate means, including posting the DOE Worker Protection Poster (DOE F 5483.1, *Occupational Safety and Health Protection*.) In order to facilitate prompt identification, reporting, and resolution of employee concerns regarding DOE facilities or operations, posters are placed in sufficient numbers at various locations to inform employees of the reporting process.

V. ROLES AND RESPONSIBILITIES

A. Division Manager

1. Ensure the Y-12 National Security Complex has the necessary resources available for the development, implementation, maintenance and oversight of an effective safety program in order to provide a workplace free from recognized hazards.
2. Ensure that the line organizations, under the Division Manager's supervision, implement and comply with BWXT Y-12 safety requirements.
3. Demonstrate commitment by participating in the Executive Steering Group (ESG), as appropriate, and attending ZAC meetings for management review and approval of safety and health policies, lessons learned, and performance indicators.
4. Review performance indicators in accordance with Section IV.H.
5. Notify the DOE Contracting Officer's Representative (COR) immediately of all safety related incidents that are judged to be sufficiently significant.
6. Observe work practices, for employees under the Division Manager's supervision, and provide feedback.

B. Organization Manager

1. Ensure that adequate resources are available for the implementation of the Industrial Safety program in the organization.
2. Ensure that the organization's operations, facilities, equipment, procedures, and programs are maintained to provide quality safety controls.
3. Appoint an organization safety coordinator from within organization, as needed, to facilitate the organization's safety programs.
4. Ensure the organization implements and complies with BWXT Y-12 safety requirements.
5. Ensure safety inspections of work areas and equipment are conducted and appropriate abatement and interim protective measures are implemented.
6. Ensure that employee safety meetings are attended by all employees within the organization.

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V. ROLES AND RESPONSIBILITIES (cont.)

B. Organization Manager (cont.)

7. Ensure employees receive appropriate safety and health training and are qualified for the hazards and controls associated with their job assignments.
8. Observe work practices, for employees under direction of the organization manager, and provide feedback regarding safe and unsafe behaviors.
9. Ensure supervisors and employees comply with BWXT Y-12 attendance and absence procedural requirements for off-the-job disabling injuries and on-the-job injuries/illnesses. (Refer to Appendix B for case management guidelines regarding on-the-job-injuries/illnesses.)
10. Ensure employees return to Occupational Health Services for recheck as required on form UCN-16305, *Fitness for Duty Evaluation*.
11. Review the organization's on-the-job injury/illness case information to consider proper corrective actions and ensure effective case management is implemented.
12. Review performance indicators in accordance with Section IV.H.
13. Ensure on-the-job injuries/illnesses are investigated, and document in accordance with Y73-170, *Safety and Health Incident Reporting and Investigations*.

C. Supervisor

1. Ensure work areas are evaluated and that the appropriate controls (i.e., engineering or administrative controls) are in place, and ensure that good housekeeping practices are maintained in the work areas.
2. Ensure employees are informed of potential hazards associated with their tasks/activities and receive the appropriate training prior to performing work.
3. Ensure employees implement and comply with BWXT Y-12 safety requirements.
4. Observe work practices, for employees under the supervisor's direction, and provide feedback regarding safe and unsafe behaviors.
5. Ensure employees comply with BWXT Y-12 attendance and absence procedural requirements for off-the-job disabling injuries and on-the-job injuries/illnesses.
6. Maintain knowledge of safety requirements identified in BWXT Y-12 safety and health management requirements pertaining to the supervisor's work areas or tasks.

V. ROLES AND RESPONSIBILITIES (cont.)**C. Supervisor (cont.)**

7. Conduct formal and informal safety meetings.
8. Conduct or assist with inspections of work areas and equipment.
9. Implement on-the-job injury/illness case management guidelines to ensure effective case management techniques are implemented. (See Appendix B.)
10. Review the organization's on-the-job injury/illness case information and communicate corrective actions and lessons learned to employees.
11. Lead investigations on on-the-job injuries/illnesses and vehicle accident and property damage events. Submit investigation report (DOE F 5484.3, *Industrial Accident/Incident Form*) to Safety within five working days in accordance with Y73-170, *Safety and Health Incident Reporting and Investigations*.
12. Solicit employees to provide feedback on work activities to enhance health and safety in the workplace.
13. Ensure employees report off-the-job disabling injuries.
14. Ensure employees with limitations or recommendations associated with a self-reported personal condition have work assignments that do not further aggravate current symptoms.
15. Communicate to employees the need to know if any of the essential functions of employee's current job are unable to be fully performed so medical evaluations and work assignments can be altered, if necessary.
16. Utilize Industrial Safety subject matter experts when required by plant procedures or as needed.
17. Ensure that safety issue(s) brought up by an employee who suspends work because of an unsafe situation are adequately resolved prior to resuming the task or activity. NOTE: The "stop work" form is not used for "suspend work" actions. The supervisor has work resumption authority for "suspended work" situations.
18. Ensure task or activity is immediately evaluated if an employee has notified the supervisor that the employee exercised "stop work" authority. (Follow the instructions in Appendix C.)

V. ROLES AND RESPONSIBILITIES (cont.)

D. Industrial Safety Department

1. Provide industrial and transportation safety policy, standards, procedures, compliance oversight, and services to BWXT Y-12 to protect employees and contractors against safety and health hazards in their work environment and to promote the well-being of the site residents, the public, and the environment in accordance with the principles of ISM. The department's commitment to safety and its customers is demonstrated by maintaining a team of qualified and trained individuals dedicated to the highest standard of excellence and using current technologies in conduct of oversight and support services.
2. Develop and maintain BWXT Y-12 programs, procedures, and standards for the safety (including transportation safety) functional area.
 - 2.1: Maintain technical competence of staff in industrial, construction, and transportation safety.
 - 2.2: Develop and maintain industrial safety programs and develop/direct flowdown standards and procedures to implement applicable S/RID industrial safety requirements, and define roles and responsibilities for line management implementation.
 - 2.3: Assist in developing plans and schedules for implementing safety requirements.
 - 2.4: Assist in developing and reviewing training plans to ensure incorporation of industrial safety requirements.
 - 2.5: Provide interpretive guidance to line management on industrial safety (including transportation safety) requirements.
 - 2.6: Track and trend industrial safety injury/illness performance data to identify areas needing additional management attention.
3. Maintain accident records and provide feedback to management for continuous safety improvement.
 - 3.1: Establish and document injury/illness classification standards in the determination of Occupational Safety and Health Administration (OSHA) recordability.
 - 3.2: Develop and maintain administrative systems (with cooperation of Occupational Health Services, Legal, and line management) to ensure required reporting and documentation of all employee injuries and illnesses.

V. ROLES AND RESPONSIBILITIES (cont.)

D. Industrial Safety Department (cont.)

- 3.3: Develop and maintain administrative systems to ensure reporting and documentation of motor vehicle accidents and property damage accidents.
- 3.4: Submit reports of injuries, illnesses, and accidents on the BWXT Y-12 Industrial Safety and Information System and National Nuclear Security Administration (NNSA) Computerized Accident/Incident Reporting System.
- 3.5: Review and analyze injury/illness statistical data to establish trends, special causes, and recommended corrective actions.
- 3.6: Establish and maintain systems for collecting employee safety-related feedback and suggestions.
4. Provide technical support to line organizations in hazard identification, analysis, and control and in technical packaging and transportation compliance support.
 - 4.1: Provide technical support to line management's Operational Safety Boards (OSBs).
 - 4.2: Maintain technical expertise to identify hazards and controls to mitigate industrial safety hazards.
 - 4.3: Conduct and assist in workplace inspections, surveillances, and assessments, and assist in emergency conditions.
 - 4.4: Assist in accident investigations to determine the root cause of incidents and establish effective corrective actions.
 - 4.5: Provide program materials and information to line organizations for safety awareness, education, and promotion.
 - 4.6: Provide technical guidance to line management in the definition of packaging and transportation requirements for a specific project or activity, and assist in development of implementation plans and strategies.
 - 4.7: Serve as the primary interface with NNSA and regulatory agencies on industrial safety, packaging and transportation safety compliance, including serving as the primary point of contact in external compliance inspections.
 - 4.8: Review proposed or upcoming changes to external regulations and requirements related to industrial safety.

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V. ROLES AND RESPONSIBILITIES (cont.)

D. Industrial Safety Department (cont.)

5. Provide industrial safety support services for engineering, construction, and service subcontractor projects.
 - 5.1: Provide safety policy, standards, and procedures related to construction safety.
 - 5.2: Assist in the development and review of training plans related to construction safety.
 - 5.3: Provide leadership and technical support for industrial safety controls established for BWXT Y-12 service subcontractor activities.
 - 5.4: Provide industrial safety support in assessments, accident investigations, and workplace evaluations.
 - 5.5: Provide industrial safety support services to operations, engineering, construction, site services, and service subcontractor projects.
 - 5.6: Participate as subject matter experts in OSBs.
6. Conduct oversight reviews of line organizations for safety and transportation safety compliance.
 - 6.1: Conduct management assessments of safety programs and procedures.
 - 6.2: Conduct compliance reviews and inspections of line management operations and activities to assess compliance with safety requirements.
 - 6.3: Conduct oversight inspections of construction activities and service subcontractors to assess compliance with safety requirements.

E. Safety Coordinator

NOTE: The safety coordinator (SC) is an individual selected by the organization manager to represent the organization in safety- and health-related matters. The SC should have a working knowledge of the organization's operations and applicable safety and health programs.

1. Work cooperatively with Industrial Safety Department and the organization ZAC to implement a successful safety and health program.

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V. ROLES AND RESPONSIBILITIES (cont.)

E. Safety Coordinator (cont.)

2. Maintain an awareness of new or pending safety and health requirements that could affect operations in the organization and disseminate relevant information to the organization.
3. Foster a positive safety awareness attitude by organization personnel for both on-the-job and off-the-job safety and health.
4. Maintain communication and act as the organization liaison with the Industrial Safety Department in order to provide information exchange.

F. Employee

1. Comply with established BWXT Y-12 safety procedures, training regulations, rules, and instructions.
2. Exercise suspend work authority if an employee identifies a task or activity that could pose an unsafe situation to human health and/or the environment. To resume work after an employee exercises “suspend work” authority requires the activity/task supervisor’s authorization.
3. Exercise “stop work” authority immediately when a situation exists which places the employee, co-workers, or the environment in imminent danger in accordance with Appendix C. “Imminent danger” is a condition or practice which could reasonably be expected to immediately cause death, serious physical harm, environmental insult, or a significant condition adverse to quality. Exercising stop work means stopping the task/activity, notifying the task/activity supervisor, and notifying the employee’s supervisor (if different than the task/activity supervisor).
4. Notify the supervisor immediately of emergencies and safety-related significant occurrences.
5. Respond to warning signals, signs, barricades, etc., which may be activated in the event of fire, radiation, or other possible emergencies. No admittance into barricaded areas is allowed without authorization.
6. Attend required safety training and safety meetings and only perform work for which the employee is qualified.
7. Maintain an awareness of hazards and appropriate controls in the work environment and knowledge of job requirements.

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V. ROLES AND RESPONSIBILITIES (cont.)

F. Employee (cont.)

8. Work within the employee's physical capabilities and any medical recommendations to ensure their personal safety.
9. Promptly report job-related injuries and illnesses to their supervision and the Occupational Health Services Clinic.
10. Promptly report government vehicle and property damage to their supervision.
11. Comply with BWXT Y-12 attendance and absence procedural requirements for on-the-job injury/illness cases.
12. Utilize good housekeeping practices in work area(s) to prevent hazards.
13. Observe work practices of co-workers, to identify any unsafe condition or activity and ensure personnel safety.
14. Provide feedback on work activities to enhance health and safety in the workplace.
15. Notify the supervisor or designee of off-the-job disabling injury prior to or on the first day of absence from work.
16. Report to Occupational Health Services Clinic for evaluation, referral, and/or work limitation, as necessary.

G. Legal

1. Assist supervisor in managing on-the-job injuries/illnesses in accordance with the laws and regulations of Tennessee and BWXT Y-12 case management guidelines.
2. Ensure supervisors and employees comply with BWXT Y-12 attendance and absence procedural requirements for on-the-job injury/illness cases. (Refer to Appendix B for case management guidelines.)

H. Occupational Health Services Clinic

1. Give prompt diagnosis and treatment of on-the-job injuries/illnesses with emphasis on effective treatment, rehabilitation, and return to work; and comply with BWXT Y-12 case management guidelines while ensuring the health and safety of employees.
2. Notify organization management and the Industrial Safety Department of potential safety situations detected by the medical staff.

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V. ROLES AND RESPONSIBILITIES (cont.)

H. Occupational Health Services Clinic (cont.)

3. Provide input and consult with the Industrial Safety Department and/or Industrial Hygiene Department for on-the- job-related medical case evaluations.
4. Assist in investigations of employee injuries/illnesses, when requested by line management.
5. Communicate any medical recommendations directly to the employee and the employee's supervisor and ensure they understand the recommendation(s).
6. Provide input and consult with the Industrial Safety Department for off-the-job disabling injuries.
7. Provide an evaluation, limitation, and/or referral, as requested, for reported off-the-job disabling injuries.
8. At the request of line management, provide professional advice to case review meetings with line management, Industrial Safety Department, Workers' Compensation/Disability Services, and Labor Relations to discuss an employee's injury/illness and capability to perform the job.
9. Notify ES&H Division Manager of suspected excesses of injuries or illnesses that require epidemiologic analysis to determine if the excesses are work related. Advise as to whether notification to Assistant Secretary for Environmental, Safety, and Health through the Y-12 Site Office is necessary, in accordance with DOE M 231.1-1, *Environment, Safety, and Health Reporting Manual*.

I. Y-12 Training Organization

1. When requested by line management, develop, document, and implement training for all employees, and initiate retraining when notified.
2. Ensure that training records of employees are maintained.
3. Support the Industrial Safety Department in the development of training material.

J. Engineering Organization

1. Consult with the Industrial Safety Department in order to establish engineering standards and specifications to include current safety requirements.
2. Develop and apply engineering standards and specifications to design, construct, and install facilities and equipment in accordance with current safety requirements.

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VI. RECORDS

The following records are generated and maintained according to established BWXT Y-12 records management practices and approved records inventory and disposition schedules:

- Senior Line Manager, Site Manager, or Designee should maintain a copy of each UCN-18484 until completed and transmit the completed UCN-18484 to records storage, with a copy to the individual initiating the stop work.
- Safety meeting documentation – within the organizations.
- Safety inspections – Line management.
- DOE F 5483.1, *Occupational Safety and Health Protection*
- Accident records (V.D.3) – maintain in accordance with Y73-170.
- Training records – Y-12 Training Organization.
- Engineering Standards and Specifications – Engineering Organization.

VII. SOURCE DOCUMENTS

- S/RID Requirement Units: 10452, 10440, 10453, 10441, 10442, 10443, 10444, 10445, 10447, 10448, 10450, 10454, 10446, 10465, 10469, 10457, 10458
- DOE M 231.1-1, *Environment, Safety, and Health Reporting Manual*

VIII. APPENDICES

- A. Employee Rights, Responsibilities, and Protections
- B. Managing On-the-Job Injuries/Illnesses
- C. Stop Work Instruction

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APPENDIX A
Employee Rights, Responsibilities and Protections
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It is company policy to maintain an effective accident prevention program with safety the first consideration. This policy recognizes people as the company's most important asset and their safety, health, and environment BWXT Y-12's greatest responsibility.

BWXT Y-12 is obligated, by contract, to adhere to the DOE Occupational Safety, Health, and Environmental Program. One form of communication regarding the requirements of this DOE program is to periodically discuss with employees their rights, responsibilities, and protections.

Each employee should be aware of the following:

The company is responsible for a safe workplace, free of recognized hazards and in compliance with prescribed OSHA standards. Copies of these standards, along with plant-level policies and procedures, are available to all personnel. Paper copies may be viewed in the Industrial Safety Department.

Each employee is responsible for observing prescribed standards and BWXT Y-12 health and safety procedures. Each employee is responsible for reporting conditions that may lead to a violation of these standards or procedures. Each employee is expected to report emergency conditions and to respond immediately to emergency warning signals and instructions. If any condition or practice presents an immediate hazard that could be reasonably expected to cause death or serious physical harm (permanent or prolonged impairment of the body or temporary disablement requiring hospitalization), the company is required to take immediate and effective remedial actions to remove employees from the hazard and/or eliminate the hazard.

The workplace is monitored for radiation exposure, known toxic materials, and harmful physical agents that are used or produced here, and records of the results are maintained. Affected employees or their authorized representatives may observe this monitoring and have access to the results.

Upon written request, employees, former employees, or their designated representatives must be provided a written summary of records of such exposures within 15 days of the request. If the company cannot reasonably provide access to the record within 15 working days, the organization responsible for the record retrieval will advise requesters, within 15 working days, of the reason for the delay and an approximate time frame when the record can be made available. Employees are promptly notified of personal exposure that exceeds standard limits. The results of self-inspections and accident investigations will be provided to employees upon request. Access to personal safety, health, and medical records shall be consistent with the Freedom of Information and Privacy Acts. For purposes of access to an employee's monitoring, bioassay, or radiation exposure records, and if the representative is not the recognized/certified collective bargaining agent, then the representative must have the employee's written authorization for such access.

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All areas of Y-12 are subject to inspection by DOE. When an inspection is conducted, a representative authorized by the employee is given an opportunity to accompany the DOE inspector. When there is no representative authorized by the employee, the DOE inspector will consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Inquiries or complaints concerning the DOE Safety, Health, and Environmental Program carried out by this company should be communicated to plant supervision, either orally or in writing, using the BWXT Y-12 I Care-We Care reporting process. Inquiries and complaints not resolved through plant procedures may be filed with DOE. Forms and instructions for filing a safety or health concern with DOE are available at the plant portal bulletin boards and Building 9711-5. There will be no discrimination against any employee by virtue of the filing of a complaint.

Employees or their designated representatives may accompany DOE personnel during the investigation of complaints. Upon completion of the inspection, the DOE inspector will hold a closeout meeting with the contractor management and, if requested, with the employee or authorized employee representatives to inform them of the inspection findings. When the inspection discloses a violation of the DOE-prescribed OSHA standards, a copy of the notice of violation with abatement dates will be transmitted formally within 30 days after the completion of the inspection. Contractor employees may file written notices with the Contracting Officer or COR in situations where they believe that the time fixed for abatement is unreasonable. The written notice will be reviewed and a written response provided within 15 days of receipt. If not satisfied with the field organization's response, the employee or representative may refer unresolved differences to the Director of Operational Safety (EP-32) in writing for resolution. A recommended course of action to resolve the problem shall be provided to the field organization. Within 30 days of the request, EP-32 shall provide a written response to the employee or representative which details the rationale and the actions taken.

Additional details on these subjects are contained on the Occupational Safety and Health Protection posters on the plant bulletin boards at all portals. Questions concerning the poster may be brought to the attention of the contractor or to the field organization.

Right to a Safe Workplace

Every employee has the right to a safe workplace, to safe working conditions, and to an understanding of the hazards of the workplace. Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or suspend the activity or refuse to perform such work without reprisal by management or co-workers. The employee is also entitled to have the safety concern addressed prior to continuing the task or activity.

APPENDIX A

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Stop Work Responsibility

All employees have the responsibility and authority to stop work IMMEDIATELY, without reprisal by management or co-workers, when they are convinced a situation exists which will place them, their coworker(s), or the environment in imminent danger. "Stop Work" is defined as stopping the specific task or activity that poses imminent danger to human health and/or the environment or significant condition adverse to quality. "Imminent danger" is defined as any condition or practice in any place of employment that could reasonably be expected to immediately cause environmental insult, death, or serious physical harm (permanent or prolonged impairment of the body or temporary disablement requiring hospitalization).

Suspend Work Responsibility

All employees have the responsibility and authority to "Suspend Work" without reprisal when they perceive that a situation exists which will jeopardize the safety and health of themselves, their coworker(s), 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. To resume work after an employee exercised their "Suspend Work" authority requires authorization from the supervisor of the specific task or activity. The supervisor has the responsibility to ensure adequate resolution of the issue(s) has occurred and that work can be performed safely.

Reporting Unsafe Conditions

Employees should report any activity or condition that they believe is unsafe. Notification should be made to the affected worker(s) and then to the supervisor or their designee at the location where the activity or condition exists.

Supervisor/Line Manager

The supervisor, line manager, and/or designee must IMMEDIATELY stop or suspend work and take appropriate actions when above conditions are invoked.

Restart of Work After an Employee Has Exercised Stop Work Authority

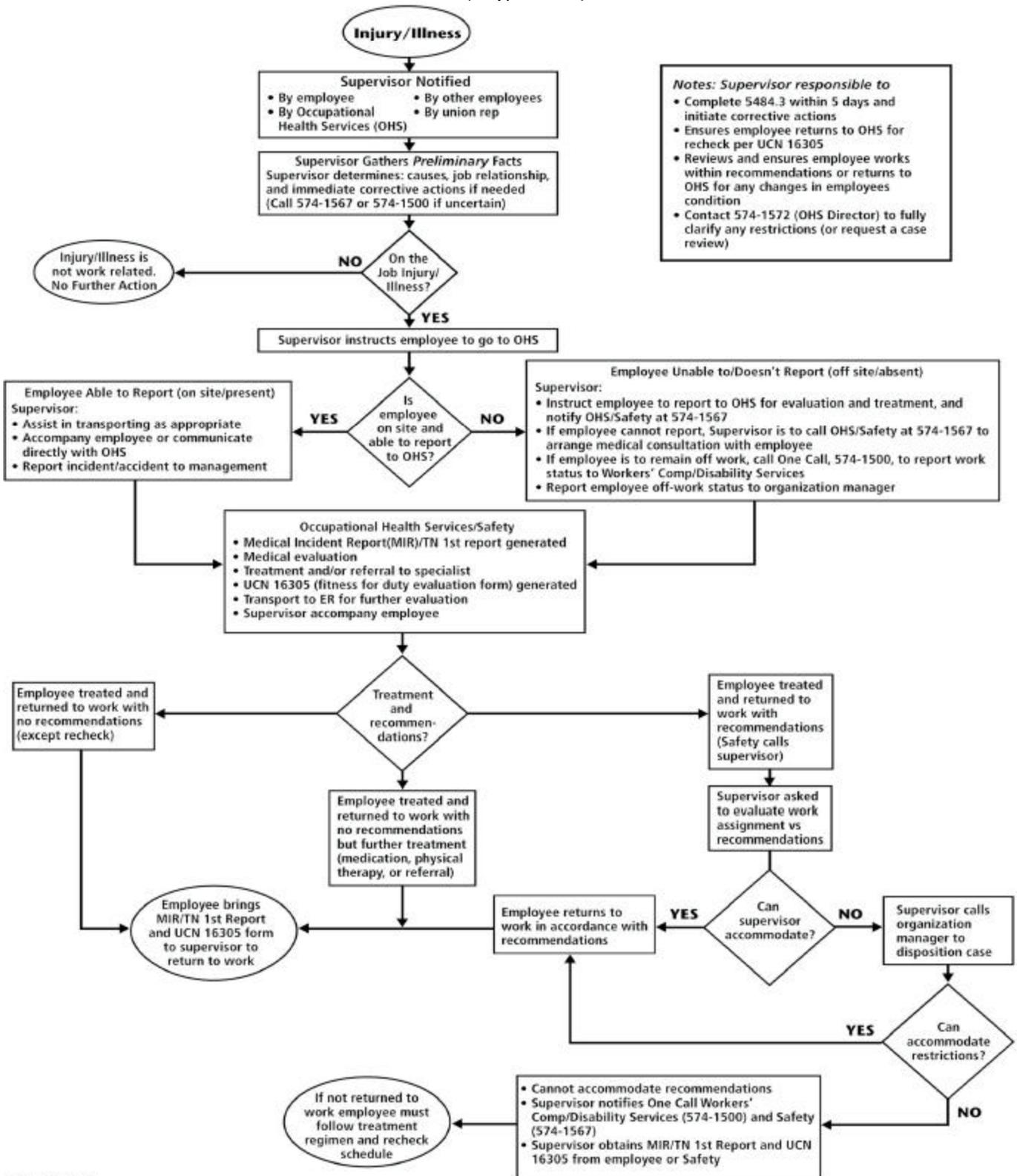
To resume work after an employee has exercised their "Stop Work" authority requires authorization from the affected organization's D-1 manager or designee by the organization division manager. It is this manager's responsibility to ensure:

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- Adequate resolution of the issue(s) has occurred such that the work can be performed safely.
- Ensure that, if the work stoppage has triggered the restart criteria in Y15-190INS, *Readiness Manual*, it will be restarted in accordance with the manual guidance.

APPENDIX B Managing On-The-Job Injury/Illness Cases (Page 1 of 4)



Notes: Supervisor responsible to

- Complete 5484.3 within 5 days and initiate corrective actions
- Ensures employee returns to OHS for recheck per UCN 16305
- Reviews and ensures employee works within recommendations or returns to OHS for any changes in employees condition
- Contact 574-1572 (OHS Director) to fully clarify any restrictions (or request a case review)

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ROLES AND RESPONSIBILITIES

Employee

- Immediately report all injuries/illnesses and work-related restrictions or limitations that limit your ability to perform the essential functions of your job to your supervisor immediately.
- Report work-related injuries/illnesses during off-shift and weekends to Plant Shift Superintendent (PSS).
- Report to Occupational Health Services as directed and follow prescribed treatment, limitations, or restrictions.
- Maintain contact with supervisor when off work as directed by supervisor.
- Provide any written return to work restrictions or limitations to Y-12 Occupational Health Services personnel for evaluation.
- Notify supervisor prior to start of work shift if unable to work due to injury or illness.
- Participate in accident/incident investigations.

Supervisor/Manager

- Direct and/or accompany employee to Occupational Health Services or off-site medical center for initial visit following injury/illness.
- Initiate corrective actions and control accident scene as needed to prevent further injury and to preserve the accident scene.
- Make appropriate notifications to management, Safety, PSS, etc.
- Lead investigation with appropriate technical support on all work-related injuries/illnesses.
- Review any work restrictions or limitations with employees and ensure they are adhered to.
- Maintain contact with employee when off work as frequent as is necessary to know employee's condition.
- Reasonably accommodate restrictions or limitations with available work.
- If employee returns to work and is unable to perform duties (effects from prescription medication), return the employee to Occupational Health Services for re-evaluation.

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ROLES AND RESPONSIBILITIES (cont.)

Safety/Health Representative

- Participate in accident/incident investigations and the development of corrective actions.
- Support supervisor/manager in effectively managing work-related injuries/illnesses.

EMPLOYEE REPORTS ABSENCE FROM WORK

- Supervisor returns employee message if not reported to supervisor directly.
- Supervisor inquires with concern what the reason is for inability to work, specifically asking if there was any work-related activity that is causing the absence.
- If employee indicates any work-related activity that caused or significantly aggravated a personal condition, obtain information on when, where, what, and how it happened and if any medical treatment has been obtained.
- If not work-related, follow normal procedure for reporting absences.
- Instruct employee to report to Occupational Health Services.
- Supervisor shall call Occupational Health Services or Safety (574-1567) if work-related to obtain medical advice regarding possible treatment and follow-up care.
- Safety will call or inform supervisor following advice from Occupational Health Services or Safety to ensure follow-up treatment care is understood by supervisor.
- Inform employee to keep in contact with immediate supervisor during the absence.

RETURN TO WORK PROCESS

- All employees returning to work following evaluation and/or treatment for a work-related injury/illness will be seen and released by Occupational Health Services with a Fitness for Duty Evaluation form (UCN-16305), which describes any medical restrictions or limitations.
- Any work restrictions or limitations recommended by Occupational Health Services must be reviewed and understood by the supervisor. If not understood, review and seek clarification from the medical staff.

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RETURN TO WORK PROCESS (cont.)

- Restrictions are to be reviewed by the supervisor to determine if work restrictions or limitations can be reasonably accommodated within available work.
- If not, contact the Organization Manager to determine if restrictions or limitations can be accommodated within the work scope of the organization.

NOTE

Occupational Health Services will work with supervisors to return employees to restricted work when feasible, rather than send employees off work. Restricted work will utilize employees without requiring them to perform duties in conflict with restrictions imposed by the treating physician. This work can include partial work shifts (i.e., 4-h work shifts), bench work, shop activities, rounds, training, review of procedures/job hazards analysis, or work package reviews.

APPENDIX C
Stop Work Instructions
(Page 1 of 3)

A. Identification of an Imminent Stop Work Condition

**Employee
Identifying an
IMMINENT
Hazard**

1. Stop work IMMEDIATELY of an activity/task of imminent danger, as defined in Appendix A.
2. Immediately notify the supervisor of the activity immediately that stop work authority is being exercised.
3. **IF** work is not stopped, **THEN** notify the line manager.

Line Manager

4. Determine immediately whether or not to stop work, coordinate any necessary immediate actions, and contact the senior line manager of the responsible organization.

NOTE: In the event Y-12 personnel propose work stoppage in an ORNL facility, even if the facility is physically located at Y-12, the ORNL line manager should be notified in order to share in the decision-making process.

Line Manager

1. **IF** the line manager decides to stop work, **THEN** inform the supervisor to do so.

Line Supervisor

2. Stop work and take appropriate corrective or preventive actions to alleviate the imminent danger.

Line Manager

3. **IF** the line manager decides to continue operations, **THEN** inform the employee initiating the Stop Work Order and senior line manager (D-1 manager) as to why work will continue.

**Employee
Identifying
Hazard**

4. **IF** the employee still has a legitimate concern, **THEN** complete Part 1 of UCN-18484 and forward it to the senior line manager of the organization.

**Senior Line
Manager or
Designee**

5. Contact the Quality Assurance Manager and/or any other appropriate functional managers to assist in evaluating the imminent danger condition, complete Part 2 of UCN-18484, and determine whether or not to stop operations.

**Senior Line
Manager or Site
Manager, or
Designee**

- a. **IF** the determination by the senior line manager is to continue operations, **THEN** provide a copy of the completed Stop Work Order (Parts 1 and 2) to the employee identifying the potential hazard or condition adverse to quality.
- b. **IF** the determination by the senior line manager is to stop operations, **THEN** inform the division/organization manager of the operation to stop work, who, in turn, informs the line supervisor to stop work.
6. Maintain a file of record copies of UCN-18484.

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APPENDIX C**(Page 2 of 3)****Line Supervisor**

7. Suspend the affected activities or operations immediately until satisfactory resolution is achieved and corrective actions required for restarting operations are determined.

**Employee
Initiating Stop
Work/Co-
workers**

8. Provide recommendations/input for any potential restart corrective action plan.

B. Restarting Work

NOTE: A restricted release to resume work may be granted prior to completion of the entire action plan, provided that the conditions under which work may resume are defined, documented, and have senior (organization level or above) management approval.

Line Manager

1. Determine whether the operation or activity is a “nuclear” activity or is associated with a nuclear facility.
 - a. **IF** a nuclear facility or activity is involved, **THEN** the supervisor should review and forward the Stop Work Order to the Operations Manager. The Operations Manager shall determine if formal notification under DOE Order 232.1 is required. If notification is required, complete notification process in accordance with Chapter 6 of the *Nuclear Operations Conduct of Operations Manual*. All Stop Work Orders which are not required to be reported under DOE Order 232.1 shall receive a management review in accordance with Chapter 6 of the *Nuclear Operations Conduct of Operations Manual*.
 - b. **IF** the management review or critique determines that a Readiness Assessment/Operational Readiness Review shall be done, **THEN** complete in accordance with Y60-024, *Y-12 Readiness Assessment Process*.
2. **IF** a nuclear facility or activity is not involved and work could not immediately be resumed, **THEN** develop the corrective action plan for resolution and release (lifting) of the Stop Work Order and forward a copy to the Senior Line Manager for reference in Section 10 of UCN-18484.
3. Verify corrective action plan tasks are completed.
4. **IF** tasks are acceptably completed, **THEN** approve restart.
5. Concur with approval to restart operation or activity.
6. Restart operations or activities affected by the UCN-18484.

**Senior Line
Manager/Line
Manager**

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**APPENDIX C
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STOP WORK ORDER

PART I

1. DATE OF STOP-WORK	2. INDIVIDUAL/DISCIPLINE STOPPING WORK	3. LOCATION OF ACTIVITIES STOPPED
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4. ACTIVITY DESCRIPTION

5. REASON FOR STOP-WORK ACTION (INCLUDING ANY FEDERAL, STATE OR DOE ORDER VIOLATION):

6. SIGNATURE OF INDIVIDUAL STOPPING WORK:

PART II

1. NUCLEAR FACILITY	2. HAZARD TYPE
YES NO	ENVIRONMENTAL SAFETY QUALITY

9. STOP WORK DECISION
 STOP CONTINUE

10. ACTIONS REQUIRED PRIOR TO RESTART ARE DOCUMENTED IN:

11. SIGNATURES OF THOSE CONCURRING WITH DECISION TO RESTART

11a. LINE MANAGER:	DATE:
12a. OTHER DISCIPLINES RELATED TO STOPPED WORK (e.g. HEALTH/SAFETY MANAGER):	DATE:
12B. OTHER DISCIPLINES RELATED TO STOPPED WORK (e.g. HEALTH/SAFETY MANAGER):	DATE:
12C. SENIOR MANAGER:	DATE:
13 DATE OF RESTART:	DATE: