

## **Integrated Safety Management System Activity Report for Q1 2013**

February 13, 2013

Doc. No. – SHEA-113202

### **Contractor Documentation**

All contractor activities relating to decommissioning and decontamination (D&D) work at DOE facilities were suspended in May 2007 and remains on-hold due to the DOE stop order received on May 24, 2007.

1<sup>st</sup> Quarter 2013 field activities were limited to landlord activities including site-wide safety and safe shutdown. These included ISMS inspections, routine radiation surveys/inspections of RMHF and 4024, instrument calibration, and groundwater monitoring. Groundwater monitoring is conducted during the 1<sup>st</sup> and 3<sup>rd</sup> quarters of each year and well gauging during the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

### **ISMS Safety Audit**

An ISMS audit of the RMHF was performed on 2/8/2013. The observations are recorded on the Table 3 audit form (attached).

### **Injuries**

No DOE-related injuries occurred since the December 2012 report.

### **ORPS Reports**

No ETEC ORPS Reports were filed since the December 2012 report.

ORPS Reports are retrieved weekly from the Occurrence Reporting and Processing System and distributed to program personnel to communicate specific and/or generic implications to ETEC activities and the lesson(s) we can learn from the occurrence. Eighty-eight DOE-wide ORPS reports were distributed since the December report.

### **Lessons Learned Reports**

Lessons Learned Reports were received for January and February 2013 and distributed to program personnel for review and application to ETEC operations.

### **ETEC Monthly BBS Audits**

No BBS audits were performed in Area IV during the Q1 2013 report period.

### **DOE Operating Experience Summary**

No DOE Operating Experience Summary Reports were published during the Q1 2013 report period.

### **Health & Safety Audits**

Three safety audits were performed by SSFL Health & Safety (H&S) on the B4011 demolition activity. No issues were recorded. Since June 2007, after DOE facilities were determined to have been "Safed". H&S has only conducted audits of non-DD&D-related contractor activities and the exterior of DOE facilities.

### **Annual ISMS/HASP/PHA Change**

**Integrated Safety Management System Activity Report for Q1 2013**

February 13, 2013

Doc. No. – SHEA-113202

None

**UAW Monthly Safety Meeting**

On April 2, 2009, UAW's presence at SSFL came to a conclusion. As such, the UAW monthly safety meeting has been discontinued and there are no indications that these meeting will be convened at SSFL in the future.

ISMS POC: Robert R Mako Date: 2/13/2013  
Robert R. Mako

# ETEC CLOSURE Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

**FIGURE 1**

<b>ISMS Self-Assessment Plan (SAP) Audit Summary</b>				
FEB 2013 Month/Year				
This Audit Summary is to be completed to ensure that the requirements of EID-04694 have been fulfilled. Copies of audit items listed are to be maintained to provide objective evidence of audit completion.				
No	Audit Item	Auditor Signature	Date	Comments
1	Contractor's documentation reviewed (Category 1 or 2)	<i>RRM</i>	2/12/13	Last full submittal provided 4/4/10 and reaffirmed on 2/21/12
2	ISMS activity report completed	<i>RRM</i>	2/13/13	
3	ISMS Site Audit completed	<i>RRM</i>	2/8/13	Observations noted in Fig. 3
4	Incident Reports reviewed	<i>RRM</i>	2/12/13	None since Dec. audit
5	ORPS reports reviewed	<i>RRM</i>	2/11/13	
6	Behavior-Based Safety observations reviewed	<i>RRM</i>	2/12/13	None performed for ETEC operations
7	DOE Operating Experience Summaries reviewed	<i>RRM</i>	2/1/13	Distributed to ETEC personnel
8	EHS audits conducted and reviewed	<i>RRM</i>	2/12/13	Three audits were performed associated with the demolition of B4011
9	ISMS/HASP/PHA changes reviewed	<i>RRM</i>	2/12/13	No changes
10	Safety meeting held	<i>RRM</i>	2/12/13	Field work is performed by MWH who conducts periodic tailgate safety meetings

# ETEC CLOSURE

## Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

**FIGURE 3**

<b>Integrated Safety Management System Site Audit</b>		
<b>Date 2/8/2013</b>	<b>Facility RMHF</b>	<b>Auditor RR Mako</b>
<b>Housekeeping</b>	<b>Inspection Results</b>	<b>Comments</b>
1. Are all work areas, passageways, storerooms, and service areas clean, orderly, and free of hazards?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
2. Does the storage or stacking of material prevent tripping, striking against, or hazards from falling materials?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. Is there any unauthorized storage of materials?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
4. Are cables and cords out of walkways?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5. Are tripping hazards either eliminated or marked?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
6. Is there clear access to emergency equipment, such as fire extinguishers, emergency exits, emergency eyewash, or shower?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
7. Are emergency lights in working order?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Not evaluated
8. Are floor surfaces free of spills or slip hazards?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
9. Are there any leaking chemical containers or machinery oil spills?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Oil contaminated spill pads were observed in the B46880flammables cabinet. RMHF personnel will remove any leaking containers and replace the spill pads.
10. Do aisles around equipment provide at least 24-inches access?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

# ETEC CLOSURE

## Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

<b>Integrated Safety Management System Site Audit</b>		
<b>Date 2/8/2013</b>	<b>Facility RMHF</b>	<b>Auditor RR Mako</b>
<b>Housekeeping</b>	<b>Inspection Results</b>	<b>Comments</b>
11. Are covers and guardrails provided to protect employees from hazards such as falling into pits or tanks?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12. Does any condition exist for groundwater intrusion into below grade areas?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	B4022 Vault 6 occasionally accumulates groundwater which then drains to a sump that is pumped as needed. No water was present on 2/8/2013.
13. Are all utilities (natural gas, water, electricity) in working condition?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Certain buildings have been closed and power terminated. Temporary lighting has been provided for certain areas as needed.
14. Are there any hazardous conditions outside the buliding (such as weeds, loose siding, broken doors, windows or leaking roof)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
15. Does the building have a proper security lock?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
<b>Electrical</b>	<b>Inspection Results</b>	<b>Comments</b>
16. Is a minimum 36 inches of clearance maintained in front of electrical panels and switches rated for less than 240 VAC?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
17. Is a minimum of 42 inches of clearance maintained in front of electrical panels and switches rated for greater than 240 VAC	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
18. Are all electrical cords routed so they will not be a tripping hazard or be subjected to damage?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
19. Are all junction boxes, electrical panels, and switches of a smooth construction and free of openings?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
20. Are breaker and motor control panel doors closed, latched and adequately identified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	Site Services will verify that an exposed breaker box in B4075 is out of service as are adjacent electrical equipment.

# ETEC CLOSURE

## Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

<b>Integrated Safety Management System Site Audit</b>		
<b>Date 2/8/2013</b>	<b>Facility RMHF</b>	<b>Auditor RR Mako</b>
<b>Electrical</b>	<b>Inspection Results</b>	<b>Comments</b>
21. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with appropriate covers and face plates?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
22. Is there any exposed wiring, including telephone lines, that should be repaired?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	One GFI fixture was found with a damaged outer covering. It was immediately removed from service and destroyed.
<b>Fire Safety</b>	<b>Inspection Results</b>	<b>Comments</b>
23. Is fire fighting equipment conspicuously located and clearly identified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
24. Are materials, equipment, and trash kept out of the way of fire extinguishers and emergency exits?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
25. Are flammable liquids stored in approved storage containers?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
26. Does all fire extinguishing equipment have inspection tags, and are they up to date?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
27. Is the fire alarm system active (fire sprinklers charged etc.)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Per S&FP
<b>Hazardous Materials</b>	<b>Inspection Results</b>	<b>Comments</b>
28. Is a current inventory maintained and Material Safety Data Sheets (MSDSs) available for all hazardous materials?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	Verify accuracy of RMHF chemical inventory.
29. In case of ongoing work, is the HASP Information Sheet completed and posted in the facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	

# ETEC CLOSURE

## Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

<b>Integrated Safety Management System Site Audit</b>		
<b>Date 2/8/2013</b>	<b>Facility RMHF</b>	<b>Auditor RR Mako</b>
<b>Hazardous Materials</b>	<b>Inspection Results</b>	<b>Comments</b>
30. Are hazardous materials stored in proper containers/cabinets, which are clearly marked and kept closed when not in use?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
31. Are incompatible (reactive) materials stored separately?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
32. Are all containers (i.e., bottles, cans, drums, and squeeze bottles) labeled with the original vendor labels or secondary labels?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	Compressor blowdown drum between B4021 and 4022 containing oily water requires relabeling.
33. Have control procedures been implemented to cover safe handling practices for any hazardous materials in the area?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	No routine hazardous materials handling occurs at the RMHF. MSDSs are available on the EHS website. Containers were adequately labeled. General safety procedures are included in the ETEC Health & Safety Plan.
<b>Personal Protective Equipment (PPE)</b>	<b>Inspection Results</b>	<b>Comments</b>
34. Are personnel wearing the proper PPE for the work being performed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	No activities requiring PPE were in progress.
35. Is PPE maintained in an easily accessible area and kept in good condition?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	No routine PPE use.  Emergency eyebaths did not have maintenance inspection tags in place, however, Site Services verified that monthly Preventive Maintenance checks are made and documented. Tags occasionally deteriorate in the weather.
36. Are visitors required to follow proper PPE guidelines when visiting the area?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	PPE is not required to visit the area
37. Are training records up to date for use of required PPE?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

# ETEC CLOSURE

## Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

38. Are there any unsafe conditions outside the electrical substation such as weeds, damaged fencing or gates?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	The Burro Flats substation is out of service and plans for demolition are underway.
--	--	---

# ETEC CLOSURE

## Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

<b>Integrated Safety Management System Site Audit</b>		
<b>Date</b> 2/8/2013	<b>Facility</b> RMHF	<b>Auditor</b> RR Mako
<b>Electrical Substations*</b>	<b>Inspection Results</b>	<b>Comments</b>
39. Are the appropriate warning signs posted e.g. Danger High Voltage and NFPA 70E arc flash and shock hazard warnings?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	The Burro Flats substation is not in service.  Site Services reported that transformers in RMHF have 4160 VAC high side feed from the Thrust substation. NFPA 70E compliance is achieved because no work involving exposure to live conductors is required or permitted on this equipment.
40. Is the gate locked?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Not inspected
41. Off-normal observations?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Not inspected
<b>Environmental Protection</b>	<b>Inspection Results</b>	<b>Comments</b>
42. Are asbestos, lead, mercury, or PCB containing materials or equipment in good condition?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	None observed
43. Is any powered equipment, tool, or building system leaking fluids or water?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
44. Are required VCAPCD permits available for affected equipment (e.g., generators $\geq$ 50 HP)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	None in service
45. Is required VOC emission tracking being performed and documented where required (e.g., painting, solvent cleaning)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	No applicable activities in progress
46. Does fugitive dust control appear to be adequate in compliance with VCAPCD Rule 55?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	No applicable activities in progress
47. Does hazardous waste appear to be properly managed (labeled, closed, no leaks, etc.)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	None observed

# ETEC CLOSURE

## Desk Instruction

<b>Activity ID</b> VB490322	<b>Date</b> 2/1/2013	<b>Revision</b> R-6	<b>ETEC DI 004</b>
<b>Document Title: ETEC CLOSURE ISMS Self-Assessment Plan (SAP)</b>			

\* **Note:** Any unsafe condition or corrective action involving an electrical substation shall be reported to Site Services and performed only by a qualified electrician.