

Management System Description:

Safety and Health

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1.0 Purpose

The purpose of this Management System is to provide for the EMCBC a consistent method to effectively and efficiently oversee and manage work and operations in a manner that ensures the health and safety of all Federal and contractor personnel and the protection of the environment and the public. This Management System will aid in the implementation of the Integrated Safety Management (ISM) programs which include Environmental Management Systems (EMS). In addition, this Management System Description will assist in the implementation of Emergency Management and Package and Transportation Safety. Subject Area Descriptions and procedures for this Management System are listed in Section 5.0.

2.0 Responsibilities

The table below represents the high-level responsibilities of EMCBC managers and employees for S&H aspects in their work. The table presents roles and responsibilities specific to this Management System.

Roles	Responsibilities
Director and Deputy Director EMCBC	<ul style="list-style-type: none"> • Utilizing specific authorities delegated from Assistant Secretary for Environmental Management, are the Line Managers responsible and accountable to the Assistant Secretary for Environmental Management for the safety and protection of Federal and contractor employees assigned to the EMCBC. • Assure S&H performance within established policy and clearly stated expectations within assigned organizational responsibilities (e.g., assigned EMCBC staff and all Small Site Offices). • Routinely communicate with Assistant Secretary for Environmental Management on S&H issues and performance and develop and implement corrective

	<p>actions, as appropriate.</p>
<p>Assistant Director for the Office of Technical Support and Asset Management (OTSAM)</p>	<ul style="list-style-type: none"> • Utilizing specific authorities delegated from the Director EMCBC, is the Manager responsible and accountable for the safety and protection of the Federal employees assigned to the EMCBC. • Within programmatic responsibilities, assures the EMCBC budget is properly formulated to adequately support S&H at the EMCBC, including funding for S&H Staff, personal protective equipment, and travel. • Communicates directly with EMCBC Small Site Federal Project Directors (FPDs) regarding Safety and Health performance expectations for site operations. • May direct independent project assessments that include S&H programs. • In accordance with delegated authorities, develops EMCBC specific policies related to S&H and assists in their effective and consistent implementation across the EMCBC sites. • Reviews, evaluates, and recommends EMCBC approval of S&H plans that support the operation of Small Sites. • Benchmarks S&H performance of EMCBC facilities against industry and other Government standards to support EMCBC efforts to continually enhance its S&H programs. • Provides technical resources and support to EMCBC supported Small Sites/Projects Federal Project Directors and Field Element Managers within the resource and technical competency constraints of the organization.
<p>Division Director, Safety & Quality</p>	<ul style="list-style-type: none"> • Line Manager Responsibility for the EMCBC personnel who function as Subject Matter Experts in the Environmental, Safety, Health, & Quality and Performance Assurance Teams. • Is responsible and accountable to the Assistant Director of OTSAM for developing and maintaining this MSD, it's Subject Areas, and it's implementing procedures. • Implementation of the S&H programs and procedures, throughout the EMCBC and Small

	<p>Sites.</p> <ul style="list-style-type: none">• Provides annual and midyear performance evaluations of the ESHQ&PA Group.• Establishes skills and initial and continuing training necessary for the ESHQ&PA Group.• Ensures that its oversight personnel have the skill set and training needed to perform effective oversight and assessments.
<p>Small Site Federal Project Directors(FPDs)/Field Element Managers (FEMs)</p>	<ul style="list-style-type: none">• Utilizing specific authorities delegated from Assistant Secretary for Environmental Management are the EMCBC Line Managers responsible and accountable for the safety and protection of Federal and contractor employees, the environment, and the public at the site.• Routinely communicate with Director and Deputy Director EMCBC, as well as the Assistant Director for the Office of Technical Support and Asset Management on S&H matters and performance.• Develop and implement corrective actions, as appropriate.• In conjunction with the Assistant Director for the Office of Technical Support and Asset Management OTSAM, evaluate S&H performance under their respective Management and Operating (M&O) contracts.• Set contract performance, measures and objectives.

<p>Safety & Quality Division Staff</p>	<ul style="list-style-type: none"> • Are knowledgeable in S&H matters and issues to participate in the development and maintenance of EMCBC’s S&H Management System, including processes, practices, and procedures. • Ensures that S&H requirements are followed by EMCBC personnel (i.e. workplace safety, emergency response etc.); • Assists in the development of S&H and oversight requirements and expectations and ensures that these requirements are placed into contracts. • Prepares and maintains Description Documents and Procedures that support Safety & Health Management System. • Support the performance of oversight of contractor work to evaluate its adequacy.
<p>Contracting Officer (CO) and Contracting Officer Representative (COR)</p>	<ul style="list-style-type: none"> • Based upon delegated authority from the EM Head of Contracting Authority, the CO awards, administers, and terminates contracts, which includes the insertion of appropriate S&H requirements into contracts. For purposes of this Management System, the CO and COR are responsible for monitoring contract performance and notifying the contractor of any S&H concerns/deficiencies.
<p>EMCBC Employees</p>	<ul style="list-style-type: none"> • Are responsible for understanding and complying with S&H requirements and expectations relevant to their assigned duties, including their own immediate personal safety as well as the safety of their colleagues in the course of daily activities.

3.0 Management System Operation

3.1 Overview

The EMCBC implements safety, and health programs and activities to protect its workers, the public, and the environment utilizing the principles and functions of ISM. Federal EMCBC staff: (1) ensure that applicable S&H requirements are followed by EMCBC personnel; (2) ensure that appropriate S&H requirements are placed into contracts; (3) provide oversight of contractor S&H work, planning, and controls; (4) integrate continuous feedback and improvement mechanisms

into their work; and (5) perform the necessary oversight/assessments of the Federal EMCBC staff and its contractors.

This Management System provides the processes and procedures to ensure that EMCBC S&H expectations and requirements are identified, communicated, and implemented by EMCBC Federal staff, support service contractors and Small Site contractors. Effective implementation of this Management System will help ensure the safety and health of staff and the public, and protection of the environment. This is accomplished by (1) the oversight, assessment, and evaluation of both Federal EMCBC staff and contractor performance and (2) reporting of S&H performance data to EMCBC and other entities (e.g., U.S. Department of Energy [DOE] and, as appropriate, Federal, state, and local governments).

3.2 Key Functions/Services and Processes of Safety, and Health

3.2.1 Managing Integrated Safety Management

EMCBC S&H functions, responsibilities, and authorities for the Federal EMCBC staff are included in the EMCBC Functions, Responsibilities, and Authorities (FRA). The EMCBC ISM System Description establishes a program whereby Federal EMCBC staff plan, perform, assess, and improve the safe conduct of work and protection of the environment. ISM is institutionalized through DOE directives that establish the Department-wide safety management objectives, guiding principles, and core functions. The Guiding Principles provide overall direction and guidance for instituting ISM. The five Core Functions provide the necessary structure and are applied as a continuous cycle with the degree of rigor appropriate to address the activity and hazards involved.

EMCBC is committed to an appropriately trained workforce to ensure the proper implementation of S&H requirements in mission activities. EMCBC personnel shall have and maintain competencies commensurate with their S&H responsibilities. The general processes for meeting S&H training and qualification expectations are found in the EMCBC Federal Occupational Safety and Health (FEOSH) Plan and EMCBC Occupant Emergency Plan. EMCBC organizations are expected to maintain a performance assurance process to ensure that Federal EMCBC staff and support service contractors are implementing their S&H requirements and responsibilities. Environmental Management Headquarters and EMCBC performance assessments are used to measure EMCBC performance collectively, as well as EMCBC organizations' S&H performance against mission, goals, and objectives, and to provide feedback and improvement mechanisms for needed improvements and corrective actions. The assurance process will help ensure EMCBC compliance with program requirements (e.g., Federal Employee Occupational Safety) and line management oversight of S&H responsibilities.

The EMCBC is committed to a safety culture whereby DOE staff and contractors can identify safety issues without fear of reprisal. DOE and Contractor employees should never feel that schedule milestones are more important than S&H issues. However, if an employee believes that safety is being compromised, the EMCBC Employee Concerns Program is one mechanism for employees and contractors to identify the issues and track them to closure. Employees are encouraged to identify issues and managers are encouraged and held accountable to resolve

them. DOE staff will not always agree on S&H issues. To ensure that resolution of differences is accomplished, a procedure on Differing Professional Opinions (DPO) has been developed.

3.2.2 Safety and Health Management and Oversight of Contractors

A principal responsibility of EMCBC is to administer its contracts and maintain oversight of its contractors to ensure the performance of work in a safe, reliable, and environmentally compliant manner. EMCBC is responsible for ensuring that contract work is (1) planned, authorized, and executed in accordance with applicable S&H Federal, state, and local laws and regulations, and DOE and EMCBC directives and (2) that contractor S&H performance and self-assessment programs are evaluated. Oversight is performed by trained and qualified Federal staff at the Small Site/Projects and supported by EMCBC SME when requested. The EMCBC conducts assessments using either site procedures or EMCBC Oversight and Assessment procedures and Criteria Review and Approach Documents (CRADs) developed in advance of the assessment and documented in the Quality Assurance and Oversight Management System. Line Management oversight is performed through interfaces with contractor counterparts, attendance at meetings, periodic walkthroughs of work spaces and facilities, and by performing scheduled and/or required assessments of contractor programs and performance. Federal oversight is used as a basis for providing feedback to the contractor. Federal staff oversight of contracts ensures that the integrity of the contractors' ISMS programs is maintained. This process helps to ensure that contractors maintain their ISM programs and make the appropriate adjustments as lessons are learned and budgets and missions change. The EMCBC staff augments and/or supports DOE Line Management Oversight and work through the Federal Project Director/Field Element Manager who typically serve as the Contracting Officers Representative to the contractor.

The Office of Contracting typically includes the following in applicable contracts: (1) S&H requirements, including ISMS; (2) contractor S&H performance expectations; and (3) the Performance Evaluation Management Plan, which includes S&H objectives and metrics.

3.2.3 Packaging & Transportation Safety

This subject area describes how Packaging and Transportation (P&T) Safety activities supporting the EMCBC Small Sites missions are performed in a safe and compliant manner. This subject area provides information regarding requirements for offsite shipment of radiological and hazardous materials and waste. It also provides guidance for performing oversight of contractor P&T Programs.

3.2.4. Emergency Management & Continuity of Operations

This subject area describes how Emergency Management and Continuity of Operations Planning activities supporting the EMCBC and EM Small Sites missions are performed in a safe and compliant manner. This subject area provides information regarding requirements for base emergency (all hazards) planning, performing hazards surveys, hazard assessments and continuity of operations planning.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: MSD - Safety and Health

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Original	All	8/9/12
1	Administrative changes to update DOE Orders and lower tier SADs and Procedures	1/9/12	11/7/14