

FFPO Procedure Blue Sheet Form

A. Procedure Title (list manual, procedure series, or specific procedure #)

SPR Accident Prevention Manual

Section 5 Line Control Safety Program

B. Procedure Name/series type (i.e., operations, maintenance, etc.) E S & H

C. Check (✓) one of the following:

1. Procedure(s) accepted “as is” with terminology replaced as denoted in the Site Procedures Approved Terminology Replacement List for the FFPO SPR M&O contract.

2. In addition to the changes in approved terminology for the FFPO SPR M&O contract, improvements to the procedure are warranted:

Category 1 Finding (Resolution prior to contract start)

Category 2 Finding (Resolution within 90 days of contract start)

Category 3 Finding (Resolution to the Issues Management program)

D. Comments/Notes:

E. Forward a copy of this form to the FFPO Director, Business Management for revision tracking.

Signed
FFPO Reviewer Signature

02/25/14
Date

Steve Mahan
FFPO Reviewer Print Name



Site Procedures Approved Terminology Replacement List

Approved Terminology Replacements	
Terminology to be Replaced	Substituted Verbiage
AGSC	M&O Contractor or MOC
Boeing	M&O Contractor or MOC
Construction Management Services or CMS contractor	M&O Contractor or MOC
DynMcDermott or DM or Company	M&O Contractor or MOC
DM Contract No.	M&O Contract
Organizational Changes	
William Gibson or "Hoot"	DOE Project Manager or DOE PM
Robert (Bob) McGough or DM Project Manager or CEO	MOC Project Manager or MOC PM
Randy Sutton (Acting) or DM General Counsel	MOC General Counsel or MOC GC
Scott Landry or DM APM, O&M and COO	MOC APM, O&M
APM, Cavern Integrity	Senior Director, Cavern Integrity
Colleen Yates or DM APM, Business Operations and CFO	MOC APM, Business Operations and CFO
APM, Security and Emergency Preparedness or Director, Security and Emergency Preparedness Division	Senior Director, Security & Emergency Preparedness
Henry Schmidt, Jordan Jones, or Duane Johnson	Senior Director, Security & Emergency Preparedness
Leslie Williams or APM, Data Systems or Data Systems Director	Senior Director, Data Systems
William Bozzo or DM APM, ES&H	MOC APM, ES&H
Walt Newcomb or DM Director, Energy & Sustainability	Director, Environmental
J.P. Martinez or DM APM, Engineering	MOC APM, Engineering

ACRONYMS

AGSC	ASRC Gulf States Constructors
APM	Assistant Project Manager
ASRC	Arctic Slope Regional Corporation
CAS	Contractor Assurance System
CFO	Chief Financial Officer
COO	Chief Operating Officer
ES&H	Environment, Safety, and Health
GC	General Counsel
M&O	Management and Operating
MOC	Management and Operating Contractor
O&M	Operations and Maintenance
PM	Project Manager

5. LINE CONTROL SAFETY PROGRAM

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5.1. INTRODUCTION

DM Petroleum Operations Company (DM), under contract with the Department of Energy (DOE), is responsible for the safe and secure operation of the Strategic Petroleum Reserve (SPR). In keeping with this responsibility, DM has implemented the Line Control Safety Program to prevent human and material loss at SPR locations. The line control concept assigns line management the responsibility and accountability for ensuring that the safety management system is understood and implemented. This is the first principle of Integrated Safety Management (ISM). Workers are responsible for safely performing their jobs as instructed, applying good judgment, and notifying their supervisor when they believe the potential for an unsafe condition to exist.

The purpose of the line control program is to eliminate or control hazards and prevent accidents. Accidents are caused by unsafe conditions, at-risk behaviors, or unsafe acts. Studies indicate that up to 90 percent of all accidents are caused by unsafe acts.

Work-related Injuries and illnesses can be prevented, and management is responsible for doing so in order to provide a safe and healthful place to work. Additionally, safety requires empowerment and training for all employees. Finally, accident prevention is good business.

This manual applies to all personnel working on the SPR. In accordance with the Contract Requirements Documents, those sections applicable to how work is performed also apply to contractors and subcontractors working on an SPR site or workplace as specified identified in Table 5.13. herein.

5.1.1. Purpose

This section establishes a uniform method for organizing, implementing, and operating the DM Line Control Safety Program in compliance with requirements specified by:

- a. DOE Orders and the DOE SPR Environmental, Safety and Health Manual,
- b. Occupational Safety and Health Administration (OSHA) requirements and other federal codes and regulations,
- c. State laws and local laws.

5.1.2. Scope

This section describes DM’s safety management system, objectives, and goals; the site line safety organization; the site Line Control Safety Program; management surveillance responsibilities; safety program activities; the Safety Awareness Program; and Occupational Safety and Health Concerns.

5.2. SAFETY MANAGEMENT SYSTEM

The DM safety management system actively promotes and continuously improves safety, health, and accident prevention programs at all operating locations; provides a safe and healthful work

environment for all employees; prevents human and material loss under its jurisdiction; and meets or exceeds contractual requirements, OSHA regulations, and federal, state, and local laws for safety, environmental, health, and medical practices. DM is committed to providing the human and material resources needed to implement these requirements in a timely manner.

The SPR safety management system mandates that ES&H will be systematically integrated into management and work practices at all levels, so that the mission is accomplished while protecting the public, the worker, and the environment. Direct worker participation must be a component of any successful safety management system. OSHA requires and DM practices employee participation in such areas as operational readiness reviews; process hazards analyses (PHAs); operating and maintenance (O&M) procedures development; change control review and approval; identification and use of Personal Protective Equipment (PPE); training; hazard identification, communication and abatement; job hazard analyses; and others.

DM employees own and operate an effective Employee Behavioral Safety Process (EBSP). All four storage sites participate in the OSHA and DOE Voluntary Protection Programs (VPP). In combination with Process Safety Management (PSM), the behavioral process and VPP ensures that the workers are involved in all areas of safety management. Employees are a necessary part of the PSM Process Hazard Analyses. Their comments and contributions are considered vitally important. All managers and employees actively participate in the safety program. Every DM employee is asked to sign the seven-part Safety Commitment. The Project Manager and the Director of Environmental Safety and Health (ES&H) also sign the commitment, documenting their commitment to providing a safe and healthful workplace

The Safety and Industrial Hygiene professional staff supports the line organization in program definition, hazard recognition, hazard resolution, safety training, and safety performance measurement. The Systems Safety staff provides the same support for process-related activities. Management commits that safety resources, materials, and services will be provided to support the programs.

DM considers safety an integral part of each task. DM promotes employee participation in eliminating and controlling industrial accidents and illnesses. All employees will be trained in safe practices, behaviors, and procedures. DM will ensure that employees are aware of the hazards associated with their work.

NOTE

Every SPR employee has the authority and responsibility to stop work if they see an unsafe activity or feel uncertain of safely performing the work. This includes but is not limited to: stopping an activity, ordering evacuation, or otherwise controlling any practices or conditions that might result in serious physical harm or death, or damage to the workplace or the environment. Employees have the right to refuse work they believe may be detrimental to their safety and health without fear of retribution.

Safety performance is assessed by periodic inspections. DM investigates identified accidents, near misses, potential hazards, and safety deficiencies to determine corrective actions. Root causes and lessons learned will be determined for all accidents, near misses, and potential hazards. The Work Order System and Assessment Tracking System (ATS) will be used to track identified hazards to resolution.

Representative DM Safety and Health staff will maintain memberships and actively participate in professional Safety and Health organizations such as the National Safety Council (NSC), Voluntary Protection Programs Participants' Association (VPPPA), American Society of Safety Engineers (ASSE), American Industrial Hygiene Association (AIHA), Board of Certified Safety Professionals (BCSP) and other professional associations in order to maintain their technical expertise and meet the requirements in the SPR Environmental Safety and Health (ES&H) Manual.

Participation in these organizations provide professional peer benchmarking to ensure that the S&H staff remains current with professional activities, technical advances, regulatory changes, and trends that impact the safety and health communities. The DM S&H professional staff will maintain professional qualifications and skills by attending advanced safety and health-related training and education seminars, workshops, conferences, and classes. Continuing education and training opportunities will be provided to the S&H staff to maintain their expertise and to enhance their level of competency for overseeing safety and health activities of SPR employees and subcontractors.

5.2.1. Integrated Safety Management (ISM)

The DM safety management system is part of the overall DM Integrated Safety Management System (ISMS). Safety objectives are reinforced through the integration of S&H requirements in all DM business systems: finance, human capital, engineering, operations and maintenance, etc.

5.2.2. Objectives

The objective of the Line Control Safety Program is to create an environment where workers can work safely, by:

- a. Evaluating and implementing necessary and sufficient safety codes and requirements,
- b. Establishing safety program responsibilities and organizational interfaces,
- c. Identifying, evaluating, eliminating, and controlling hazards in engineering design, operations, and maintenance,
- d. Ensuring that employees are trained in, and use, safe and healthful work methods,
- e. Preparing and implementing procedures that contain required safety information, such as caution and warning notes and applicable codes, to ensure a safe and healthful workplace.

The safety program is based on the SPR Management and Operations (M&O) contract; applicable DOE Orders; OSHA regulations; and federal, state, and local codes and regulations, the SPR ES&H Manual, and internal DM safety and health requirements.

5.2.3. Safety Goals

SPR safety goals include the long-range goal of maintaining high standards and controls and meeting or exceeding all applicable regulations in the areas of safety and health. DM also strives for zero accidents as an overarching goal. In addition, a top DM priority is to enhance the DM safety and health program by developing strong safety awareness throughout all DM organizations through skills training for hazard identification and elimination, management and employee involvement, and broader use and enforcement of a uniform safety program. Each site will establish site-specific annual goals.

DM and DOE safety goals will be communicated to all employees by memorandum. Site safety goals will be communicated through the SSMC meeting minutes and will be reviewed and posted

for employee awareness. Progress on meeting these goals will be reviewed by the Executive Safety Council. VPP Annual Self-Evaluations also establish specific goals for the upcoming year and progress on meeting VPP goals previously set is reported.

5.3. ELEMENTS OF THE SITE LINE CONTROL SAFETY PROGRAM

The effectiveness of the Site Line Control Safety Program (see Figures 5-1 and 5-2) depends on the active involvement of all employees and the support of all levels of management from the project manager to the first-line supervisor. The Line Control Program will contain the following key elements.

- a. Demonstrated management support at all levels,
- b. Active safety emphasis, involvement, and cooperation among employees and management,
- c. Motivation toward safe attitudes and behaviors,
- d. Clearly defined organizational structures and responsibilities,
- e. Both proactive and reactive methods to measure and review safety performance,
- f. An effective means of communicating safety issues among line organization management, employees, and support organizations,
- g. Safety awareness, stressed through education, training, and positive reinforcement of safe work practices, including the EBSP and the VPP,
- h. Clearly defined safety goals and objectives at the site and corporate levels,
- i. Management accountability and responsibility for promoting safety as an integral part of the job,
- j. Management authority to allocate company resources and resolve safety problems,
- k. Integration of safety into all work activities and operations, including business processes,
- l. Effective procedures for documenting, tracking, and resolving safety and hazard-control issues,
- m. Effective internal self-assessment procedures,
- n. Safety leadership,
- o. A professionally staffed Safety and Industrial Hygiene organization providing policies, procedures, guidance, support, and consultation to line management,
- p. An employee annual review process that evaluates safety performance.

5.4. EXECUTIVE SAFETY COUNCIL (ESC)

The DM project manager will chair the Executive Safety Council. The safety and health manager and systems safety manager will serve as safety advisors to the Council, which consists of the directors and project counsel. A quorum will consist of the Chairman, Operations, Engineering, Environmental Safety and Health (ES&H), Human Capital Director, the Executive Vice President and Assistant to the Project Manager, and the Safety and Health Director. Figure 5.2 shows the Site Safety Management Councils (SSMCs) structure. Table 5.1 shows the roles and responsibilities of the Executive Safety Council.

5.5. SITE SAFETY MANAGEMENT COUNCIL (SSMC)

The site director or designee will chair the SSMC. The site safety specialist will serve as advisor to the council, which includes department managers, representatives of the security and construction contractors, and other interested parties.

The New Orleans SSMC will be chaired by the New Orleans Site Director and composed of one manager from each directorate (or designee), the facilities warehouse manager, and the facilities services manager. SSMC members and monitors will evaluate the effectiveness of this program, and regularly conduct inspection of the facilities to detect hazardous materials and unsafe conditions and practices. The roles and responsibilities of the SSMC are listed in Table 5.2.

5.6. TRIPARTITE SAFETY COUNCIL (TSC)

The TSC supplements the existing safety and health line control system by providing independent employee assessments, evaluations, advice, and information relative to the safety and health status, programs, and policies of the SPR. The TSC consists of members from DOE Project Management and DM Project Management, the Management & Operations (M&O) Director, Protective Services (PS) contractor, Environmental Safety and Health (ES&H), the Architectural and Engineering (A&E) Manager, and the Construction Management (CM) Director. The TSC does not replace existing procedures for reporting or filing grievances or concerns, but allows an alternative method for employees to speak directly to the DOE and DM Project Managers and address safety problems that have not been corrected through normal channels. Each site has a DM workforce representative (spokesperson) and a security officer representative. Each prime contractor also has a representative.

5.6.1. Purpose

The purpose of the TSC is to further DOE safety and health goals by encouraging employee participation by providing access to top DOE and DM management. It provides a mechanism for input through employee representatives and ensures that SPR-specific topics and concerns are addressed and acted upon. Action items assigned in TSC are tracked in the DOE Action Tracking System (DATS) database and status is reported in each Project Review by the DM director assigned the action. TSC DATS items are closed by the SPR Project Manager.

5.6.2. Membership

5.6.2.1. DOE

- a. Project Manager (chairperson)
- b. APM for Technical Assurance
- c. APM for Operations
- d. Assistant Project Manager for ES&H
- e. Director of S&H and staff

5.6.2.2. Contractor Management

- a. M&O Project Manager
- b. M&O Director of ES&H
- c. M&O Director of O&M
- d. M&O Director of Security/Emergency Preparedness
- e. M&O Director of CM
- f. A&E Project Director or representative

5.6.2.3. Contractor Employees

- a. M&O – one employee from each site representing site personnel and one alternate. Only one representative is required to attend the semi-annual meetings.

- b. M&O (CM) – one representative and an alternate.
- c. Security Services contractor (WSI) - one primary and alternate employee from each site representing the hourly payroll. Only one representative is required to attend meetings.
- d. A&E – one primary and alternate employee representing the A&E.

5.6.2.4. Subcontractor Employees

Construction and other subcontractor personnel will be notified of meetings at their site and will be invited to provide an employee representative from personnel who may be on site that particular day, if they so choose.

5.6.3. Authority

The TSC is designed to foster communication by identifying generic issues relating to occupational safety and health. Individual members are responsible for carrying out their assigned duties. The TSC is not intended to replace existing line management processes for resolving individual issues but to provide a final avenue to management if safety issues are not being resolved. It also does not change or lessen the responsibility of the M&O and A&E contractors to provide a safe workplace for employees or of DOE to ensure those duties are taken seriously.

5.6.4. Confidentiality

Members are free to discuss any and all safety-related issues/topics. One of the key principles of the DOE value statements is that, “All personnel at the SPR are free to state their views without fear of retribution.” This principle covers federal employees and extends to DOE contractor and subcontractor employees. This position is reinforced by the M&O contractor, Protective Services contractor, and A&E contractor.

5.6.5. Regular Subject Matter

- a. DOE, contractor, and subcontractor presentations on policies, goals, priorities, and programs relating to safety and health concerns (Required).
- b. DOE, contractor, and subcontractor presentations on safety and health concerns, problems, or perceived lack of response to presented issues (Required).
- c. DOE, contractor, and subcontractor response to planned corrective action to employee inputs (Action Item status is required).
- d. Discussions of new safety and health standards, orders, regulations, and laws.
- e. Lessons learned by review of selected accident/incident reports with appropriate and corrective actions to prevent recurrence and ensure consistent application of changes/improvements at all SPR sites.

5.6.6. Meeting Frequency

TSC meetings will be conducted semiannually (two per year) in rotation from site to site. Meetings will be scheduled in conjunction with scheduled management meetings, such as project review and program review whenever possible.

5.6.7. Presentations and Meeting Minutes

The TSC coordinator will provide a copy of presentations and meeting minutes to all members within ten working days from the date of the meeting. All members are encouraged to review those papers to ensure accuracy and completeness. Corrections should be brought to the TSC coordinator's attention prior to the next meeting.

5.7. LINE CONTROL SAFETY PROGRAM ACTIVITIES

Line Control Safety activities include meetings and training, which are briefly explained below.

Note: Safety requirements for Elmwood Complex are listed in section 5.12.

5.7.1. Meetings

Safety meetings are held to discuss safety problems, provide safety instruction and information, evaluate safety performance against objectives, review accidents, develop corrective measures, and disseminate information concerning the safety program. See the appendix for a copy of the Supervisor's Safety Meeting Form.

Safety meetings require planning. The material to be discussed should be planned in advance and handouts and visual or mechanical aids provided if necessary. Subjects in the Accident Prevention Manual can be used as meeting topics.

"Stand downs" with the entire site population may be used to issue important safety warnings, provide broad training in new practices/requirements, or highlight high-risk items or accident consequences and lessons learned.

5.8. WORK PRACTICE OBSERVATION

Many accidents are caused by unsafe work practices. Work practice observation helps control accidents. These observations include noticing the use of tools, materials, and equipment as well as unsafe or at-risk work practices, and methods. Unsafe practices observed should be discussed at the time of occurrence with the employee(s) involved and corrective action taken.

Listed below are suggestions for achieving effective work observations.

- a. Be selective. No one can observe everything at one time.
- b. Know what to look for. The more you know about a particular process or operation, the more you will be able to observe. Make notes immediately after the observation.
- c. Keep an open mind. An action can send signals that have more than one meaning.
- d. Look at the same operation several times and check the accuracy of your observations. Guard against habit. Avoid seeing only what you want to see.
- e. Examine facts and details closely. A complicated situation requires close analysis. Ask how? What? Where? When? Why?
- f. Show appreciation to and be supportive of everyone who makes observations, brings unsafe acts to your attention, and offers help.
- g. Identify error precursors, considering human performance, and try and eliminate or mitigate them.

5.9. SAFETY AWARENESS PROGRAM

Safety awareness material such as bulletin boards, posters, booklets, entrance signs, and webinars will be used to increase employee safety awareness. The DM Performance Improvement Program may be used to achieve safety improvements also. DM promotes safety motivation and safety performance recognition programs to reinforce employee safe work practices.

5.10. OCCUPATIONAL MEDICAL PLAN

The M&O contractor Occupational Medical Plan is documented in ASL3700, and roles and responsibilities are outlined in Table 5.3.

5.11. SAFETY PERFORMANCE

DM holds employees accountable for their safety performance during the year. This performance shall be documented by the following:

- a. Repeat violators of safety policies shall be subject to disciplinary action in accordance with approved procedures.
- b. Safety performance, good and bad, shall be part of employees' formal annual performance review.

5.12. SPR SAFETY REQUIREMENTS FOR ELMWOOD COMPLEX and GSA WAREHOUSE NEW ORLEANS

5.12.1. Overview

This sub-section identifies the safety and health requirements applicable to personnel or facilities in the New Orleans DOE SPR Elmwood Complex and GSE Warehouse

The New Orleans site is the administrative offices for DM and the Department of the Energy. The hazards at this site are related primarily to hazards related to the office environment. The GSA Warehouse is a typical non-air conditioned warehouse used for receiving, dispatching, and storing equipment and supplies.

5.12.1.1. New Orleans Safety Council

The New Orleans Safety Management Council will be composed of one manager from each directorate or a designee; the facilities warehouse manager, and the facilities services manager. The New Orleans site safety specialist will serve as the council's advisor.

5.12.1.2. Heat Stress Management Program

In New Orleans most work is performed in office environments which make heat stress less of a factor. However, New Orleans employees need to be aware of the hazards of heat stress if going to the site and any other time they are working in high heat. Section 17 of the Accident Prevention Manual discusses the DM heat stress program further. The GSA Warehouse is not climate controlled. The New Orleans Safety and Health safety professionals monitor GSA warehouse

employees to address heat stress issues. Fans, light weight clothing (including shorts), and hydration are used to control heat stress in the warehouse.

5.12.1.3. Hazard Communication Program

The only covered chemicals used or stored in New Orleans are in the Graphics Department and the Warehouse. Material Safety Data Sheets are kept in these areas for all of the hazardous chemicals used or stored. All employees that use hazardous chemicals receive hazard communication training.

5.12.1.4. Industrial Hygiene Program

Since there is limited storage of hazardous chemicals in New Orleans the requirement for monitoring is limited. Most of the Industrial hygiene issues have to do with office safety and health issues such as air quality and ergonomic issues. These issues are addressed when brought to the attention of the New Orleans Safety and Health Department.

5.12.1.5. Ergonomics

In New Orleans ergonomics is an issue because of the office environments and the use of computers. Employees may spend many hours at their work station using their keyboards and mouse, which can lead to ergonomic related injuries. New Orleans Industrial Hygienists, trained in ergonomics, will assess employees' work areas at intervals of 3-5 years and whenever requested to ensure that all ergonomic issues are addressed. Whenever a significant change in the workstation has occurred a new assessment may be required (such as, an employee changes offices, configuration change of furniture or the employee has new physical demands). New employees will have their work station assessed to ensure that it is ergonomically safe.

In the Warehouse, ergonomic hazards can exist when lifting, pushing, pulling, and carrying materials. These hazards are also assessed by the Industrial Hygiene staff and hazard controls put in place, such as the two-person lift, carts to carry equipment, hand trucks, storage arrangements that consider weight and frequency of use, etc. For additional information on ergonomics see Section 18.

5.12.1.6. Personal Protective Equipment

Because the site is an office complex the use of Personal Protective Equipment (PPE) is limited to warehouse personnel and occasionally necessary for office work. However, when ergonomic PPE has been supplied, such as a neutral position mouse, wrist rests, and foot stools, its use is required. The warehouse is a hard hat and steel toed area. New Orleans personnel traveling to the sites will follow PPE requirements stated in Section 36 of this manual.

5.12.1.7. Safe Work Permit

Safe work permits are not issued in New Orleans because most physical (buildings, repairs, and cleaning) work is performed by the facility owner and his subcontractors. As there is no work order system in New Orleans, safety related issues are reported to the Help Desk and entered into Support Magic, an electronic system similar to the work order system at the sites. Safety items are usually addressed quickly and those that go past 30 days are entered into the Action Tracking System.

5.12.1.8. Motor Vehicles

Motor vehicles are checked out at the motor pool and employees will follow the safety requirements in Section 45 of this manual. Cell phone use (hands free included) is prohibited by the driver in GSA vehicles or other vehicles used for business travel.

5.12.1.9. Smoking

Smoking is permitted only in areas designated by site management. Smoking is not permitted in moving vehicles.

5.12.1.10. Accidents, Injuries, First Aid and Near Misses

Accidents, injuries, and near misses, no matter how minor, must be reported to 911 and the Protection Force to activate first aid, and then must be reported to the employee's supervisor or, in his or her absence, to the department manager as soon as practical. First Aid is provided in New Orleans by the security force. First aid kits are kept at each guard desk and Band-Aid stations are on each floor.

5.12.1.11. Hazard Management

See APM section 24.

5.12.1.12. Emergency Information for New Orleans

The information on what New Orleans employees responsibilities are in emergencies is in AAA9020.159 Emergency Response Procedures – New Orleans.

5.12.1.13. General Office Safety

Accidents do happen in the office. Few office workers realize that they are twice as likely to be injured in a fall as a non-office worker. Nationally, only automobile accidents out number falls as the leading cause of all accidents. In the office slips, trips and falls are the number one cause of disabling injuries.

Thinking and working safely can prevent most accidents. New Orleans personnel are briefed on the most common hazards in the office environment during the onboarding process. The following are examples of common hazards and what you can do to control them, preventing potential accidents.

- a. Don't lean back in your chair. Keep all legs on the floor. Take time to reach out and hold on to the chair as you sit down. Be sure that the chair is beneath you as you sit. If the chair is not operating correctly, stop using it and report it to the New Orleans Industrial Hygiene staff.
- b. Keep the floor and walkway clear of electrical, telephone and computer cables, boxes, etc. They are tripping hazards.
- c. Close one drawer in a filing cabinet before opening another. This prevents the file cabinet from tipping.
- d. Close the drawer in your desk before getting up and close file drawers before walking away from the file cabinet. This prevents people from walking into an open file drawer or desk drawer.
- e. Store supplies inside cabinets, not on top of them. Store heavy items in lower drawers or on low shelves.
- f. Watch for slippery surfaces. Spilled drinks or water from umbrellas are typical hazards and need to be cleaned up/or identified immediately. Plastic bags for wet umbrellas are provided at the entries of the 850 and 900 buildings.
- g. Look where you are going. Don't block your view by carrying loads higher than eye level. "Eyes on path."
- h. Keep your eyes on task. Don't read while walking.
- i. Walk, do not run.
- j. Don't climb on chairs, desks or boxes. Use a step ladder.
- k. Hold onto handrails when using stairways. Do not run on the stairs.
- l. Use elevators when carrying boxes if available.

- m. Don't throw matches, ashes or cigarette butts into wastebaskets. DO NOT smoke in the buildings. Only smoke in designated areas away from foot traffic.
- n. Don't overload wall sockets and extension cords.
- o. Don't touch electrical switches, sockets, plugs, etc. with wet hands.
- p. Don't eat or drink at a computer station. It could result in malfunction of the computer and void the warranty.
- q. Watch for unsafe conditions such as defective equipment, burned out lights, loose steps, torn carpet, etc. and report them to your supervisor immediately.

5.12.1.14. Training Requirements

Employees that visit the sites from New Orleans must check with Performance Development to determine what training is needed for the work to be done. There are training requirements that must be met before wearing Personal Protective Equipment, entering confined spaces, excavations or using other safety equipment. Employees are made aware of DM safety requirements during new hire orientation.

5.12.1.15. Applicable Sections of the APM to New Orleans Employees

Because New Orleans employees work in an office environment all sections of the APM will not apply to them. New Orleans employees that go to the sites and perform certain work may need to be familiar with applicable sections. Table 5-3.1 describes each section of the APM and whether it is applicable to specific jobs in New Orleans.

5.12.1.16. Warehouse Safety

The warehouse in New Orleans is located at the GSA complex. The warehouse stores supplies and equipment for New Orleans and site use. There are some chemicals used and MSDSs are located in a binder. Forklifts are used in the warehouse and follow the same requirements as site warehouses. Warehouse employees take part in the New Orleans line control safety program and are represented in New Orleans Site Safety Management Council (SSMC).

5.12.1.17. Walking Between Buildings

Employees walking between 900 and 850S need to be aware of uneven surfaces and tripping hazards. Also be aware of traffic when crossing the crosswalk between 850 S and 900 building.

5.13. TABLES: LINE CONTROL SAFETY PROGRAM

TABLE 5.1 ACCIDENT PREVENTION MANUAL SECTIONS APPLICABILITY TO EMPLOYEES	
Section/Title	Applicability
1. Policy Statement	General information for all employees
2. Introduction and General Safety	All employees
3. Safety Orientation and Training	Applicable to New Orleans employee that may be assigned as a designated, qualified and competent person
4. Rights and Responsibilities Under OSHA	All employees
5. Line Control Safety	All employees
6. Integrated Safety Management	All employees
7. Process Safety Management	All employees

TABLE 5.1 ACCIDENT PREVENTION MANUAL SECTIONS APPLICABILITY TO EMPLOYEES	
Section/Title	Applicability
8. Asbestos Awareness Handling Procedures	Applicable to New Orleans' employees if they may be exposed to potential sources. (At this time, the only asbestos known is in the mastic used to glue down floor tiles.
9. Bloodborne Pathogen Exposure Plan	Security Officers and anyone handling for sharps or medical waste for disposal.
10. Confined Space Entry	New Orleans employees that go to sites and may enter a confined space.
11. Contingency Review Committee Procedures	Applicable to New Orleans employee only if they take part in committee review
12. Controlled Evacuation Procedure	Only applicable to New Orleans personnel if they will be part of the CEC process.
13. SPR Hoisting and Rigging Operations	Not Applicable to New Orleans.
14. Drawdown Readiness Requirements	Not Applicable to New Orleans.
15. Electrical Safety Related Work Practices	Electrical work performed by building owner in New Orleans. Applicable only to New Orleans personnel that perform or may be involved in electrical work.
16. Employee Behavioral Safety Process	All employees
17. Environmental Factors	For employees that work outside in the heat to perform a task.
18. Ergonomics	All employees
19. Excavations and Trenching	Applicable to New Orleans employees if they may enter an excavation
20. Explosive Storage	Not Applicable to New Orleans.
21. Fall Protection	Applicable to New Orleans employee that may use fall protection at the site.
22. General Housekeeping	All employees
23. Hazard Communication	Applicable to Graphics, GSA Warehouse and all other personnel exposed to hazardous chemicals.
24. Hazard Management	Applicable to New Orleans personnel as described.
25. Hearing Conservation	New Orleans employee who will enter high noise area.
26. Industrial Hygiene	Applicable to all employees.
27. Job Hazard Analysis	Applicable to all employees.
28. Ladder Safety	Employee that uses a ladder at the site or New Orleans.
29. Lockout/Tagout	Applicable to New Orleans employee only if they perform or are affected by a lockout/tagout.
30. Machine and Tool Safety	Applicable to New Orleans employee only if they perform work using machines or tools.
31. Materials Handling	Applicable to all employees.
32. Support Equipment	Applicable to New Orleans employee only if they perform work using support equipment.
33. Office Safety	Applicable to all employees.

TABLE 5.1 ACCIDENT PREVENTION MANUAL SECTIONS APPLICABILITY TO EMPLOYEES	
Section/Title	Applicability
34. Painting	Applicable to New Orleans employee only if they perform painting.
35. Permit Processes and Procedures	Applicable to New Orleans employee that goes to the site and may perform or observe hot work or enters an area covered by a Safe Work Permit.
36. Personal Protective Equipment	For employees that use personnel protective equipment.
37. Radiation For Subcontracted Services	Applicable for SMTRs that oversee subcontractor services
38. Reporting/Recording Procedures	Applicable to all employees.
39. Respiratory Protection	Only employees using respirators
40. Safety and Health Assessments and Inspections	Applicable to all employees.
41. Safety Tag and Sign Requirements	Employees traveling to the sites.
42. Abrasive Blasting	Not Applicable to New Orleans.
43. Scaffolding	Applicable to New Orleans employees only if they may use a scaffold.
44. Subcontractor Safety Relations	New Orleans employees that are involved with specifying work for or providing oversight for subcontractor
45. Vehicle Safety	Applicable to all employees
46. Welding, Cutting, and Brazing Safety	Applicable to New Orleans personnel if involved with welding, cutting and brazing
47. Workover and Wireline Safety	Applicable to New Orleans employees that take part in workover or wireline operations.

TABLE 5.2. DM EXECUTIVE SAFETY COUNCIL ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
The Executive Safety Council	<ul style="list-style-type: none"> a. Meet at least quarterly or when requested by the chairperson and provide written meeting minutes with action items listed. b. Evaluate whether implementation of the Line Control Safety Program complies with DM safety objectives. c. Review items previously requiring action by the Executive Safety Council. d. Examine selected accident/incident investigation reports and the corrective actions taken to prevent recurrences. e. Review major safety problems from sources such as Accident Reports: Unusual Occurrence Reports (UORs); Performance Indicators and trending information; Lessons Learned; and Process Hazard Analyses (PHAs). f. Recommend suggestions for the improvement or expansion of the Line Control Safety Program. g. Establish, promote, and provide resources for safety performance recognition programs to reinforce employee safe work practices.
Project Manager	<ul style="list-style-type: none"> a. Chair the Executive Safety Council and, through the council and the line organization, manage the Line Control Safety Program.

	b. Appoint a New Orleans site director, who will serve as the SSMC.
DM Directors	a. Attend the Executive Safety Council Meetings, representing their directorate.
S&H Director	a. Schedule the meetings, prepare the agenda, and report the results in meeting minutes to the Executive Safety Council.

TABLE 5.3. SITE SAFETY MANAGEMENT COUNCIL ROLES AND RESPONSIBILITIES

Position or Department	Responsibility
The Site Safety Management Council	<ul style="list-style-type: none"> a. Meet at least monthly and publish meeting minutes within 10 working days of each meeting. Meeting minutes will contain an action items list with actionees and estimated completion dates. Copies will be distributed to project manager, system safety manager, department managers and supervisors, ES&H manager, the site safety specialist. Attendance/nonattendance will be recorded in the meeting minutes. Minutes will be posted on area bulletin boards. b. Monitor Line Control Safety Program activities to ensure that all DM safety objectives are met and to ensure that all line safety tasks and meetings (supervisor's safety meetings and toolbox meetings) are being implemented. c. Establish site safety goals and conduct safety awareness programs. d. Provide sufficient guidance and instruction to ensure employees understand and follow established and approved practices, precautions, and procedures for controlling hazards. e. Promote safety awareness among employees. Encourage employee motivation toward safe and healthful work habits by promoting motivational programs. f. Appoint and document actionees to ensure timely correction of unsafe conditions, near misses, and hazards that are brought to the attention of the council. If an identified hazard cannot be corrected by a work order or if more than a work order is required and the hazard cannot be corrected within 30 days, it will be entered into the Assessment Tracking System (ATS) with the risk assessment information. g. Maintain and post a site safety organizational chart on site bulletin boards. h. Support Behavioral Accident Prevention and VPP processes.
Site Director	<ul style="list-style-type: none"> a. Chair the SSMC or appoint a designee and serve as site interface to the Executive Safety Council. b. Review new ATS and S&H-related work order items at SSMC meetings. Update open safety-related ATS items monthly for which they are actionee.
Department Managers	<ul style="list-style-type: none"> a. Ensure that they or a designee represent their organizations at the SSMC meetings. b. Review and discuss work orders, Safety Monitor's/Employee's Report, DOE Observation Reports, DM Site Management Organization Assessments (OAs), ATS, and other documented safety findings at the monthly SSMC meeting.
Supervisors/Foremen	<ul style="list-style-type: none"> a. Report safety activities. b. Conduct safe work practices and safety and health program reviews and present findings to the SSMC.

TABLE 5.3. SITE SAFETY MANAGEMENT COUNCIL ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
	c. Ensure that Safety Monitors' Reports are provided to the department manager for discussion at the SSMC meetings
Safety Monitors	a. Send copies of the Safety Monitor's/ Employee's Report or E-mail to the supervisor, site safety specialist, and SSMC member.

TABLE 5.4. LINE CONTROL SAFETY PROGRAM ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
Site Director	<p>a. Ensure the Work Order System (Support Magic System in NO only) tracks deficiencies that can be corrected by a work order. Ensure that ATS is used to track deficiencies that cannot be corrected by a work order and are not corrected within 30 days of identification</p> <p>b. Ensure supervisors follow procedures for reporting and recording accidents, incidents, near misses, and job-related illnesses.</p> <p>c. Ensure that an employee trained in advanced first aid is available on each shift. Note: The Security Force Protection Officers are trained in CPR and are available to back up the advanced first aid responder on each shift.</p> <p>d. Ensure that Safety Conditions Assessment Team (SCAT) inspections are conducted each quarter.</p>
Department Managers	a. Work with the site training coordinator to Identify safety training requirements for their departments.
Supervisors/Foremen	<p>a. Conduct safety meetings at least once a month. Record attendees and subjects discussed on the Supervisor's Safety Meeting form. Retain a copy for audit purposes.</p> <p>b. Promote safety motivation and safety performance recognition programs. Reinforce employee safe work practices.</p> <p>c. Support NO Safety & Health in defining safety training requirements.</p> <p>d. Emphasize the importance of safety when planning tasks, selecting personnel and equipment, performing job briefings, and supervising job performance. Perform JHAs as required by applicable Section of the APM.</p> <p>e. Ensure safety monitors assist in daily activities related to the safety program. Validate the safety monitor's report of a hazard prior to its submission and ensure corrective work orders are submitted. Take short-term (interim) measures to abate the hazard until it is corrected.</p> <p>f. Ensure each employee is instructed in and understands the safety monitor's duties, authority, and responsibilities. Ensure that a safety monitor is designated for their area.</p> <p>g. Ensure each employee has been briefed on and is familiar with DM safety policy and goals and how to file DM, DOE, and S&H concerns. DM concerns may be communicated to the employee's supervisor or manager orally or in writing. DOE concerns may be reported in accordance with Section 40. S&H concerns may be submitted according to "How to File Health and Safety Concerns" guidelines posted on bulletin boards throughout DM. S&H concerns can also be reported with complete anonymity through "Listen Up".</p> <p>h. Assist in developing action plans as needed for identified accident</p>

TABLE 5.4. LINE CONTROL SAFETY PROGRAM ROLES AND RESPONSIBILITIES

Position or Department	Responsibility
	trends.
Site Safety Specialist	a. Monitor the line safety program, recommend actions to correct deficiencies, and fulfill the following requirements. b. Serve as field representative for the site environmental, safety and health manager, and support the sites in their administration of the Line Control Safety Program. c. Assist and support site director, department managers, supervisors, safety monitors, and employees in understanding objectives and implementing requirements of the Line Control Safety Program. d. Serve as system focal point for other safety activities, such as motivational programs and accident/incident reporting and investigation. e. Provide technical guidance and support to supervisors on the use of personal protective devices and equipment. f. Review safety-related open ATS items monthly and provide comments to the site director for ATS updates, including hazard level. Support the line organization in risk assessments, verifying the hazard level, and identifying code citations (for example: OSHA, National Electrical Code, DOE Orders, etc.). g. Post OSHA/DOE/DM notices and ensure they remain unaltered and are not covered by other material. h. Review Safe Work Permits (SWPs) when safety expertise is required and sign off when requirements are met. Review SWPs in use in the field and initial to document that SWP requirements are being met. i. Review all safety-related work orders to assure the right priority is given to each. j. Review and ensure appropriate action is taken on all Safety Monitor Reports. Actions should include interim actions to mitigate hazard, and final corrective actions required to eliminate the identified hazard.
Safety Monitors	a. Work with and assist department supervisors in establishing and maintaining a safe and healthful work environment, and assist personnel in following safe work practices. b. Conduct monthly inspection of work areas and document findings, at risk conditions, or other safety issues identified on the Safety Monitor’s Report (located in the appendix) or other safety inspection report. Conduct inspections immediately after a move or area modification. If there are no findings document inspection with “Nothing Found”. c. Report unsafe conditions and practices to the department supervisor immediately. d. Correct safety problems within their capability. e. Request supervisor and site safety specialist support as needed. Return Safety Monitor Report to their supervisor or Site Safety Specialist when complete.
Site Human Capital Representative	a. For DM employees, ensure completed Employee Safety Orientation Checklists shown in the appendix and the ES&H Orientation Video Program Viewer’s Confirmation form shown in the appendix are sent

TABLE 5.4. LINE CONTROL SAFETY PROGRAM ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
	to Human Capital in New Orleans.
Employees	a. Participate in the Line Control Safety Program, including acting as a Safety Monitor if requested. b. Exercise Stop Work Authority if they see an unsafe activity or they feel uncertain of safely performing the work.
Safety and Health Manager	a. Support the Line Control Safety Program and provide the procedures under which they operate. b. Audit Line Control program and provide recommendations as needed. c. Enter and track recommendations to completion in ATS.

TABLE 5.5. OCCUPATIONAL MEDICAL PLAN ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
Human Capital	a. Maintain medical services’ contracts with occupational medical physicians knowledgeable of actual and potential work-related hazards, tasked to perform targeted inspections annually at each operating site. The medical physician will also identify the first aid kit requirements for the site. HR will inform the sites of the first aid kit requirements. b. Provide inspecting physicians with information on potential work site exposures and employee job tasks and hazard analyses. c. Ensure that the doctor documents the results of the annual health evaluation and distributes this report to the site ES&H Manager and to Human Capital, including specifying the required first aid kit contents. d. Communicate results of health evaluations to management and to those responsible of mitigating work site hazards. e. Document and correct problems identified by inspecting physicians.
Site Director	a. Designate an area as a first aid site. b. Ensure that one person trained in advanced first aid, and a CPR-trained backup, is available per shift.
New Orleans Safety and Health	a. Provide medical program requirements.
Site Safety Specialist	a. Ensure that the first aid kit and supplies are kept up-to-date and check first aid logs to ensure that they are being used and up-to-date. b. Ensure that first aid kits are stocked according to the medical physician’s recommendation. c. Provide a bloodborne pathogen exposure kit with each first aid kit. d. Keep a first aid log at each first aid kit to record exposures and injuries. Employees or persons performing first aid will enter the required information into the log. e. Replace first aid supplies as they are used. f. Store resupply materials under controlled access. g. Report the use of supplies to the control room and notify the site safety specialist when such report is received. h. Use a central log to ensure tracking of all site exposures.

5.13. FIGURES: LINE CONTROL SAFETY PROGRAM

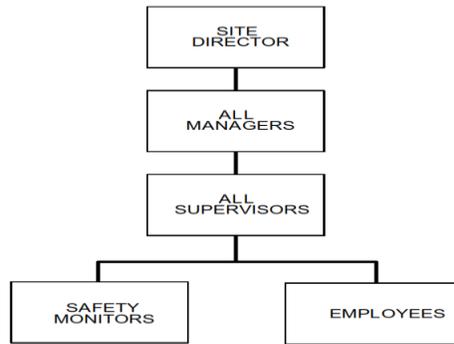


Figure 5.1. Line Control Safety Organization.

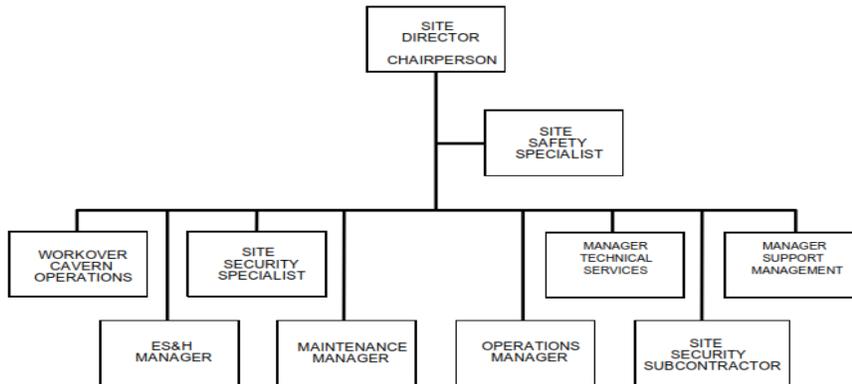


Figure 5.2. Site Safety Management Council (excluding New Orleans).