

ENVIRONMENT, SAFETY AND HEALTH

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FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAM DESCRIPTION

Oak Ridge Office (ORO) is committed to providing safe and healthful working conditions for its employees. This commitment is implemented through an effective Federal Employee Occupational Safety and Health (FEOSH) Program as described in this Program Description (PD). Consistent with Department of Energy (DOE) Policy 450.4, SAFETY MANAGEMENT SYSTEM POLICY, and DOE Order 440.1A, WORKER PROTECTION, ORO considers employee safety and health (S&H) to be a primary responsibility of every ORO Manager and employee. To support this priority, ORO develops, implements, and continually improves practices that assure optimal protection of its employees.

The FEOSH Program for ORO employees is intended to be owned and implemented by all ORO managers, supervisors, and employees. The program's success depends in great measure upon open and honest communication between employees and management. This team approach facilitates the recognition of existing and emerging S&H concerns and the timely application of appropriate mitigative actions. It is critical that all ORO personnel become involved in seeking and suggesting ways to improve the effectiveness of the ORO FEOSH Program. Our shared goal in this program is for all of us to return home to our families at the end of each workday without work-related injuries or illnesses.

1.0 Purpose

The purpose of this PD is to describe the FEOSH Program for ORO employees. This PD provides all ORO personnel with the information and references to additional information needed to understand how to provide a safe and healthful work environment.

2.0 Background

Section 19 of the OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) of 1970 requires each Federal agency to develop and implement a S&H Program that is designed to protect its employees from work place hazards, injuries, and illnesses.

The regulatory drivers for the FEOSH Program are:

- Section 19 of the OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, Public Law 91-596, 91st Congress, S.2193, December 29, 1970;
- Executive Order 12196, OCCUPATIONAL SAFETY AND HEALTH PROGRAMS FOR FEDERAL EMPLOYEES;
- Title 29 CFR Part 1960, BASIC PROGRAM ELEMENTS FOR FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAMS AND RELATED MATTERS;
- Title 10 CFR Part 835, OCCUPATIONAL RADIATION PROTECTION;
- Title 10 CFR Part 850, CHRONIC BERYLLIUM DISEASE PREVENTION PROGRAM;
- Title 29 CFR Part 1910, OCCUPATIONAL SAFETY AND HEALTH STANDARDS;
- DOE P 450.4, SAFETY MANAGEMENT SYSTEMS POLICY;
- DOE O 440.1A, WORKER PROTECTION; and
- DOE O 442.1A, DEPARTMENT OF ENERGY EMPLOYEE CONCERNS PROGRAM.

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Pursuant to DOE P 450.4, ORO line management is responsible and accountable for the S&H of ORO employees. Successful implementation of the ORO FEOSH Program requires integration of all environment, safety and health (ES&H) activities with work planning and control processes so that employee safety and health and protection of the environment are integral to conducting all work. Each agency is required by 29 CFR 1960 to appoint a Designated Agency Safety and Health Official (DASHO) who is responsible for the effective management and implementation of the agency's FEOSH Program. The DOE HQ Assistant Secretary for Environment, Safety and Health is the appointed DASHO for DOE. The DOE HQ Office of Worker Health and Safety (EH-5) provides Departmental FEOSH Programs with programmatic support and policy guidance.

3.0 Applicability

The policies and guidelines contained within this PD apply to all ORO personnel. All Federal employees and program support contractor employees should be familiar with their worker protection responsibilities.

4.0 Program Structure

Six key elements must exist to implement an effective FEOSH Program. These six program elements (consistent with Integrated Safety Management) are the cornerstone of an effective S&H Program. These elements are:

- (1) Management commitment and employee involvement;
- (2) Workplace hazard analysis;
- (3) Hazard prevention and control;
- (4) Safety and health training;
- (5) Program evaluation; and
- (6) Employee feedback.

The following sections provide a general discussion of these program elements.

4.1 Management Commitment and Employee Involvement

ORO is committed to providing a workplace for its employees that is free from recognized hazards that are causing or are likely to cause death or serious physical harm and that management regards worker S&H as a fundamental value to be pursued with as much vigor as other organizational goals.

Employee involvement provides the means through which workers develop and/or express their commitment to safe and healthful practices for themselves and for their fellow workers.

4.1.1 Management Responsibilities

Consistent with Integrated Safety Management guiding principles, ORO management is responsible for the overall integrity and implementation of the FEOSH Program for its employees. ORO managers must assure that appropriate financial and other resources are available to effectively implement the FEOSH Program. ORO managers are also responsible for assuring that information on the FEOSH Program and its requirements are made available to employees and that the Occupational Safety and Health Protection

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for DOE Employees poster is displayed where it is accessible to all workers. In order to implement an effective program, management supports FEOSH awareness activities, workplace inspections, investigation of S&H concerns, hazard communication, abatement and control, employee training and other safety and health-related initiatives. In addition, ORO managers have certain responsibilities for maintaining records associated with FEOSH activities. ORO managers and supervisors are responsible for the S&H practices of their employees in their respective work areas and in the pursuit of their work activities when away from their assigned office or on official travel. Furthermore, supervisors have the authority to remove an employee from their work area or to implement a stop work mandate if they perceive a real or potential threat to health or safety. ORO managers are responsible for ensuring that annual OSHA inspections are conducted of their work area and providing the report to the FEOSH Program Manager.

4.1.2 Stop Work/Suspend Work Authority

Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or suspend activity or refuse to perform such work without fear of reprisal by management or co-workers. The employee is also entitled to have the safety concern addressed prior to continuing the task or activity or participating in the work. "Stop Work" is defined as stopping the specific task or activity that poses imminent danger to human health 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. If an employee elects to stop or suspend work, the supervisor/manager should immediately be notified. After the situation has been satisfactorily resolved, the supervisor can authorize re-start of the task or activity. Assistance can be requested from the AMESH, if necessary.

4.1.3 Employee Rights and Responsibilities

All ORO employees have rights as well as responsibilities in maintaining a safe and healthy workplace. Pursuant to 29 CFR 1960, employees have the right to:

- Have access to ORO FEOSH Program information;
- Know what identified hazards exist and the corrective actions taken to eliminate or reduce their risk;
- Stop work IMMEDIATELY, without fear of reprisal, should a situation arise that places them or a co-worker in immediate danger;
- Suspend work, without fear of reprisal, if the employee believes there is a task or work activity that could pose an unsafe condition;
- Report unsafe work conditions or practices to their supervisor or other appropriate authority without fear of reprisal;
- Request inspections of unsafe or unhealthful working conditions;
- Accompany S&H inspectors on workplace inspections;
- Receive timely notification of resolution for reported issues;
- Observe workplace S&H monitoring activities and be notified of monitoring results;
- Have access to workplace inspection and accident investigation reports; and
- Participate in ORO FEOSH activities on official time.

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ORO employee responsibilities go hand-in-hand with employee rights. Along with the right to work in a safe and healthful environment is the responsibility to act in ways that promote safety. Specifically, employees must:

- Be aware and knowledgeable of S&H rules, regulations, policies, etc., applicable to the employee's workstation location (e.g., Building 2714-J and Federally-occupied contractor space).
- Comply with applicable DOE site/facility-specific S&H Policies and Directives;
- Stop work immediately if they perceive a risk of injury to either themselves or a co-worker;
- Use personal protective equipment (PPE) when needed;
- Report recognized hazards to their immediate supervisor; and
- Report work-related injuries or illnesses to their supervisor and/or the Employee Health Station (EHS) Nurse. Employees located at contractor or remote sites may report to the local medical department and follow-up notification to their supervisor and the EHS Nurse.

4.1.4 Reporting Employee Concerns and Hazards

Identification and reporting of potentially unsafe or unhealthful working conditions is the responsibility of all ORO employees. Conditions reported may include ES&H, or facility-related issues. ORO employees should use the following guidelines in reporting S&H concerns. Employees should immediately report (either orally or in writing) all S&H concerns or hazards to their supervisor. ORO employees should follow this sequential order in reporting S&H concerns:

1. Immediate supervisor;
2. FEOSH Program Manager for ORO employees;
3. Upper management;
4. Employee Concerns Program (verbally or in writing);
5. DASHO; and
6. OSHA.

If the concern or hazard is facility-related, employees and/or their supervisor should report it to Information Resources Management Division (IRMD) or AMESH in a time frame consistent with the severity of the hazard. IRMD is the Point Of Contact for Federal Building Complex maintenance issues.

Any alleged discrimination on the basis of safety should be reported in writing to the Employee Concerns Manager within 30 calendar days of its occurrence. The alleged discrimination shall be promptly investigated and if discrimination has occurred appropriate disciplinary action taken.

4.1.5 Recordkeeping and Reporting Requirements

ORO managers have certain responsibilities related to recordkeeping practices. All records must be maintained in accordance with DOE O 200.1, INFORMATION MANAGEMENT PROGRAM, dated September 30, 1996, and Federal confidentiality requirements. Records reflecting hazard analyses, employee concerns, and work practices must be accessible to employees and/or their representatives upon request. Inspections should be posted as applicable. Employees may access their personal health record by contacting the Federal Building Complex EHS Nurse. The AMESH is responsible for ensuring that all Federal employee injuries and illnesses are classified and recorded on the appropriate OSHA and DOE forms. ORO managers are responsible for ensuring that the FEOSH Program Manager and the EHS Nurse are aware of Federal employee injuries or illnesses. These aspects of the FEOSH Program will be

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carried out in compliance with 29 CFR 1904 requirements and DOE O 231.1A, Change 1, ENVIRONMENT, SAFETY AND HEALTH REPORTING. Human Resources Division (HRD) will provide the appropriate medical information to the AMESH to assist them in the classification process.

4.1.6 Safety and Health Committee

In accordance with requirements of 29 CFR 1960, ORO has established the Safety and Health Committee to monitor and assist the ORO Safety and Health Program. The committee will maintain an open channel of communication between employees and management concerning S&H matters in ORO. The committee provides a method by which employees can utilize their knowledge of workplace operations to assist ORO management in improving policies, conditions, and practices. The functions of this committee are governed by a charter that is approved by ORO Senior Management.

The Safety and Health Committee has five management and five non-management members. Three of each will initially serve a three-year term and two of each will serve a two-year term (determined by vote of the committee) to provide continuity. After the Committee is initially organized, terms will be overlapping two-year terms. The Union shall have the opportunity to appoint two of the non-management members. The committee is responsible for:

- Establishing a regular schedule of meetings, with special meetings as necessary;
- Providing adequate advance notice of meetings to employees including agendas;
- Maintaining written minutes of each committee meeting and makes them available to employees;
- Monitoring and assists the ORO Safety and Health Program and makes recommendations on the operations of the program;
- Serving all ORO Federal employees (local and out-of-state), whether management or non-management;
- Monitoring S&H communication and implementation practices in the Federal workplace and makes recommendations for changes, improvements, recognition of good practices, etc.;
- Providing an open forum to promote the exchange of information and ideas on safety and health-related issues, and to generate and discuss effective and innovative solutions to problems, and resolve employee S&H concerns;
- Promoting employee awareness of workplace safety and health issues and the importance of their involvement in the program; and
- Monitoring and recommending changes, as required, to the level or resources allocated to the ORO Safety and Health Program.

4.1.7 Employee Fitness

In accordance with the EMPLOYEE FITNESS PROGRAM, ORO and the Office of the Inspector General may receive partial reimbursements of fees paid to private health clubs. Reimbursements are limited to \$200 per year and require an average of one visit to the facility per week to qualify. The reimbursement program is based on research demonstrating that employees that regularly participate in physical fitness activities have better attendance records and are more productive. The program is operated by the ORO Wellness Committee, which includes representatives from most of the major ORO organizations.

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4.2 Analysis of Hazards in the Workplace

Managers and employees must analyze the hazards to ORO employees at their normal duty station and be aware of hazards while on official travel. Hazard analysis is a comprehensive process for identifying existing and potential workplace conditions that may cause employee injury or illness and identifying appropriate controls. Hazard analysis involving supervisors and employees working in conjunction with S&H professionals helps to foster continuous improvement in hazard control and ensure compliance with S&H requirements.

The work-related hazards faced by the majority of ORO employees fall into two general categories. The first category is hazards most commonly associated with an office environment. These include, but are not limited to, design of computer workstations, uneven walking surfaces, use of electrical equipment, office storage/clutter, and tripping hazards. The second category includes hazards associated with site visits at DOE facilities. ORO employees must follow all site-specific policies and procedures (e.g., training requirements, personal protection equipment requirements, postings, speed limits, etc.). Another potential health hazard may occur if ORO employees are assigned duties that entail travel outside the United States. Prior to their departure, all employees traveling outside the United States should consult with the EHS Nurse regarding health precautions and suggested immunizations to reduce the risk of travel-related illnesses or other health consequences. The Assistant Manager for Security and Emergency Management should be consulted for appropriate travel advisories.

4.2.1 Ergonomics

All ORO Federal employees and direct support service contractor employees working in DOE-owned-leased spaces may have work station evaluations completed initially on assignment or as needed when requested by the employee, their supervisor, or the EHS Nurse. The Safety and Health Division (SHD) is responsible for the Ergonomic Program. The Ergonomics Program Manager (EPM) implements program activities such as ergonomic evaluations of employee work stations and maintenance of an ergonomic database where program information is gathered on each employee's work station. Recommendations for furnishings, equipment, and workplace modifications are made by the EPM. Recommendations generally result in equipment purchases consisting of chairs, workstation, wrist rest, keyboards and trays, foot rests, lumbar supports and/or computer glasses. The SHD works with Planning and Budget Division for allocation of funds for ergonomic equipment. The EPM works closely with the EHS Nurse in identifying:

- Employees with potential ergonomic related injuries;
- Employees that perform repetitive motion activities; or
- Employees who work at ergonomically unfavorable stations.

The Ergonomics Program activities are coordinated with IRMD to include purchase, storage, delivery, and setup of ergonomic related equipment and furniture.

4.2.2 Hazard Communication

A written Hazard Communication Program that complies with 29 CFR 1910.1000 is developed by IRMD with technical assistance from AMESH SHD. All chemicals located in Federally occupied spaces are identified and listed on a chemical inventory sheet maintained by IRMD. Material Safety Data Sheets for each inventoried chemical are maintained by IRMD and are made readily accessible to employees. All

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products containing hazardous substances are labeled, and employees likely to be exposed to chemicals in their workplaces are trained in accordance with 29 CFR 1910.1000.

4.2.3 Violence in the Workplace

ORO has established a Zero Tolerance Policy with regard to violence in the workplace. To ensure that threats of violence are investigated and necessary steps taken to prevent recurrence, a Threat Assessment Team has been established. The team is chaired by the Assistant Manager for Security and Emergency Management and the Chief Operating Officer is the alternate chairperson. Members of the team include: Chief Counsel; Director, HRD; Assistant Manager for Environment, Safety, and Health; Assistant Manager for Environmental Management; and the Assistant Manager for Administration. The Threat Assessment Team's charter is to assess threats or potentials for violence and offer recommendations to ORO senior management.

4.3 Hazard Prevention and Control

ORO managers and employees must prevent or control the real or potential hazards that are identified through hazard analysis or other means. Prompt abatement of unsafe or unhealthful working conditions is required by 29 CFR 1960.30, 10 CFR 835, 10 CFR 850, and DOE O 440.1A.

The preferred order of achieving hazard prevention and control is:

- Engineering controls;
- Work practice controls;
- Administration controls; and
- Personal protection equipment

Employee S&H should be considered during the earliest stages of facility design, work or activity planning, and travel. However, employees may face new and previously unpredicted hazards that must be corrected or abated as they arise. For newly identified workplace or work activity hazards, corrective actions will be prioritized according to worker risk. If a hazard cannot be corrected on the spot, then prompt interim protective measures should be taken until abatement can be achieved.

At any time, if an ORO employee becomes aware of a previously unidentified hazard or perceives a risk of potential injury or exposure to chemical, radiological, ergonomic, or physical hazards, they should notify their supervisor immediately. If the risk of bodily harm is great, they should stop work until a S&H professional can evaluate the perceived hazard.

4.3.1 Personal Protective Equipment

PPE will be provided, used, and maintained by ORO employees when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness. ORO provides eye, head, hearing, foot, and hand protection. Additional PPE may be added as situations merit.

Separate PPE programs, under the administration of ORO's contractors, provide site-facility-specific PPE. Specialized safety equipment and PPE that is needed at specific facilities or sites is addressed through that site's specific Safety and Health Program. Examples of the site-specific PPE include: respirators, fall protection, anti-contamination clothing, and face shields. When DOE employees work on

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or in a specific site or facility, they shall follow that site's explicit requirements for S&H, such as respiratory protection. Other PPE may be added based on site-facility-specific requirements.

All ORO provided PPE shall be procured and dispensed by the responsible organizational element. The AMESH will administer the appropriate process description and the ORO Safety Equipment Purchase Request (SEPR) Form on the ORO Safety First web site at <http://www-internal.oro.doe.gov/>. The ORO supervisor identifies those employees who require PPE based upon their work activities. ORO and its organizations use a process that incorporates an employee request, supervisor approval, and applicable purchase requests. Purchases are made with organizational funds using cost codes identified for each organization in a pull down menu from the SEPR Form. The AMESH organization will periodically monitor the collective PPE expenditures for the ORO Manager.

Organizations should maintain a small inventory of the more commonly requested or needed items such as safety glasses and hard hats. This type of readily available equipment will also enable outfitting visitors without delay.

4.3.1.1 ORO Provided Personal Protective Equipment Process

DOE ORO employees and supervisors discuss and agree to PPE required for the job(s). The employee initiates the request and the supervisor approves the SEPR Form and submits it to their appropriate purchasing individual(s). Vendor options are available from a pull down menu on the SEPR Form. If a particular vendor and/or design of PPE is requested, pertinent information should be annotated on the SEPR Form to ensure the right product is procured. The organization should promptly order the requested PPE and deliver it to the requesting employee or supervisor.

4.3.1.2 Contractor Provided Personal Protective Equipment

The contractor provides specialized and/or site-facility-specific PPE to DOE employees. The COR ensures that ORO contractors and subcontractors responsible for site and facility safety provide appropriate PPE to anyone that enters the work site in accordance with S&H Worker Protection Programs. ORO personnel who present the required documentation and the appropriate certification card for a respirator fit test are provided respiratory protection from the responsible contractor. ORO employees will follow the site or project requirements for their Respiratory Protection Program for the site or project where the work activity is conducted.

For respiratory protection, employees shall use the ORO EHS Nurse for scheduling of medical evaluations and fit tests at the Oak Ridge National Laboratory (ORNL) in order to obtain a respirator. ORO employees are identified by their supervisor as requiring a respirator for work-related activities and approve the need for a medical evaluation. The prime contractor for ORNL serves as ORO's Respiratory Protection Program Administrator by providing medical evaluations, fit test evaluations, training on respiratory hazards, proper use, and issues the respirator certification card. The ORNL contractor provides the ORO employee, supervisor, and ORO EHS Nurse with copies of the medical approval forms. ORNL also maintains documentation in the ORO employee's medical files.

4.3.2 Asbestos Management

An Asbestos Management Program, in accordance with 29 CFR 1926.1101, has been developed by

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IRMD to control the release of asbestos fibers. Areas within Federally-managed buildings containing asbestos products have been identified and location noted as part of an Asbestos Management Plan so that scheduled renovations, repair, and/or maintenance activities are conducted appropriately. IRMD ensures maintenance employees are appropriately equipped and trained pursuant to 29 CFR 1926.1101. The AMESH SHD provides technical assistance as requested.

4.3.3 Confined Space

The IRMD develops and implements a Confined Space Program that complies with ANSI Z117.1-2003 and the OSHA standard 29 CFR 1910.146. IRMD identifies, with technical assistance from AMESH SHD, all confined spaces and ensures they are posted. The SHD provides technical assistance through program development and industrial hygiene monitoring services during confined space entries and periodic assessments. The AMESH SHD maintains necessary instrumentation for confined space entries and IRMD maintains equipment for safe entry into confined spaces; such as, two-way communications systems, retrieval device, and permit-required PPE. All employees entering confined spaces shall be appropriately trained with documentation maintained by IRMD.

4.3.4 Emergency Management

The Emergency Management Program Manager is responsible for the Federal Building Complex Emergency Management Program, including the following activities:

- Development of occupant emergency instructions and placards;
- Development of the Occupant Emergency Plan;
- Identification and training of the Occupant Emergency Organization; and
- Conduct and evaluation of evacuation and sheltering drills.

4.4 Safety and Health Training

All employees must have the needed skills to perform their tasks in a safe and healthful manner. Supervisors are responsible for identifying the appropriate level of training necessary for an employee to perform their job function in a safe, healthy manner. Employees then have a responsibility to ensure that the appropriate training is completed. ORO employees should consult their immediate supervisor if at any time they do not have the skills or knowledge to perform an assigned task in a safe and healthy manner. Occupational S&H training will be provided throughout the year through the AMESH or HRD. Supervisors and employees are responsible for ensuring attendance at training sessions.

4.5 Program Evaluation

In accordance with 29 CFR 1960.11, performance evaluations for managers, supervisors, and employees shall measure that employee's performance in meeting requirements of the FEOSH Program, consistent with the employee's assigned responsibilities and authorities. The FEOSH Program self-assessments (per 29 CFR 1960.79) will be included as part of the overall AMESH Self-Assessment Program.

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4.6 Employee Feedback

ORO employees are provided several improvement and feedback mechanisms. These include:

- Division and organizational staff meetings;
- All hands meetings with the ORO Manager;
- Employee concerns programs;
- Diversity programs;
- Union representation;
- Stop work authority; and
- Work place inspections.

Each of these mechanisms allows the employee the opportunity to provide feedback to improve their working environment.