

ES&H RESPONSIBILITIES

DATED: 11/14/2008

SUBJECT: PROJECT SAFETY OVERSIGHT PLANS (PSOP)

1. PURPOSE. This document addresses responsibility and accountability for Project Safety Oversight Plans and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. This document applies to all staff involved with project safety oversight.
3. RESPONSIBILITIES.
 - a. Assistant Manager, Responsible for the Project, will ensure that a Project Director is named for each project that will be responsible for implementation of the requirements of this document.
 - b. Assistant Managers, ORO, will designate an Integrated Project Team (IPT) for each project that will be responsible for monitoring the safety performance and hazards resulting from operations or activities. The team membership should comprise representatives from all the business and technical disciplines such as contracts, safety, environmental, facility representatives, safety system oversight, subject matter experts, and others necessary for successful execution of the project. Each IPT will utilize contractor provided information coupled with analysis and trending of issues/findings to prioritize and integrate the oversight activities of all project resources.
 - c. Project Director.
 - (1) Ensure IPT members are in place.
 - (2) Ensure requirements of this document are implemented.
 - (3) Ensure project issues, as a result of the PSOP, are communicated to the Assistant Manager responsible for the project and other Assistant Managers, as necessary.
 - d. Integrated Project Team Members.
 - (1) Implement stop work authority to allow workers to stop work when any condition has caused or poses imminent danger to people, property, the environment, or the operational integrity of a facility. The IPT shall ensure that any stop work authority exercised is exercised in a justifiable and responsible manner.
 - (2) Observe operations/activities in their areas of expertise/roles/responsibilities including but not limited to work planning and control, and lesson learned activities.
 - (3) Review project activities to assist in determining oversight.
 - (4) Evaluate compliance with established regulations.
 - (5) Perform periodic reviews of operations/activities.

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- (6) Document oversight activities and issues identified to make informed decisions about corrective actions that will improve the effectiveness and efficiency of the project.
- (7) Maintain open communications with all parties by utilizing effective processes for communicating issues to the Project Director and, as necessary, their management using a graded approach that considers hazards and risks.

4. REFERENCES.

- a. DOE P 226.1, DEPARTMENT OF ENERGY OVERSIGHT POLICY, dated June 10, 2005.
- b. DOE O 413.3, Change 1, PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated October 13, 2000.
- c. DOE M 413.3-1, PROJECT MANAGEMENT FOR THE ACQUISITION OF CAPITAL ASSETS, dated March 28, 2003.
- d. DOE O 414.1C, QUALITY ASSURANCE, dated June 17, 2005.
- e. DOE O 440.1A, WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES, dated March 27, 1998.

5. DEFINITIONS.

- a. **ASSURANCE SYSTEM.** A system that encompasses all aspects of the activity and is designed to identify deficiencies and opportunities for improvement, report deficiencies to the responsible managers, and complete corrective actions effectively.
- b. **GRADED APPROACH.** Flexible process that permits a project to have a more or less rigorous application of management controls, depending on project's uniqueness and risks, while keeping the project's goal in mind.
- c. **INTEGRATED PROJECT TEAM.** A team of knowledgeable and skilled professionals representing diverse disciplines with the specific knowledge, skills, and abilities necessary to support the successful execution of projects.
- d. **OVERSIGHT.** Activities performed by DOE organizations to determine whether Federal and contractor programs and management systems, including assurance and oversight systems, are performing effectively and/or complying with DOE requirements. Oversight programs include operational awareness activities, onsite reviews, assessments, self-assessments, performance evaluations, and other activities that involve evaluation of contractor organizations and Federal organizations that manage or operate DOE sites, facilities, or operations.
- e. **PROJECT.** In general, a unique effort that supports a program mission, having defined start and end points,; undertaken to create a product, facility, or system; and containing interdependent activities planned to meet a common objective or mission. Project types include planning and execution of construction, renovation, modification, line items for

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maintenance and repair, environmental restoration, decontamination and decommissioning efforts, information technology, and large capital equipment or technology development activities. Tasks that do not include the above elements, such as basic research, grants, ordinary repairs, maintenance of facilities, and operations are not considered projects.

- f. **RISK.** A measure of the potential inability to achieve overall project objectives within well defined cost, schedule, and technical constraints.
- g. **SCHEDULE.** A plan that defines when specified work is to be done to accomplish program objectives.