

# ENVIRONMENT, SAFETY, AND HEALTH

DATE: 11/17/2008

## SUBJECT: ENVIRONMENT, SAFETY, AND HEALTH REPORTING

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1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES
  - a. Assistant Manager for Environment, Safety, and Health.
    - (1) Ensures that the accident/incident requirements of DOE O 231.1A, Change 1 are implemented for the contractor and Federal programs.
    - (2) Ensures that an annual National Environmental Policy Act (NEPA) planning summary is prepared for submittal by the Manager, ORO, to the DOE Headquarters (HQ) Assistant Secretary for Environment, Safety, and Health (EH-1) by January 31 of each year.
  - b. Director, Technical Support and Assessment Division (TS&AD).
    - (1) Investigates reports of injury or illness associated with Federal employees.
    - (2) Maintains all injury and illness, accident data for Federal employees and contractors, and ensures reports are provided either hard copy or electronically to the DOE HQ Computerized Accident Incident Reporting System (CAIRS).
    - (3) Responds to Freedom of Information Act requests regarding Federal and/or contractor accident/incident experience when requested by the Office of Chief Counsel.
    - (4) Identifies trends in accident experience for Federal and contractor operations and takes appropriate action to disseminate information.
    - (5) Processes requests from contractors for interpretation on report ability of accidents/incidents.
    - (6) Ensures that all Federal employee injuries are reviewed and classified in accordance with Occupational Safety and Health Administration (OSHA) record ability.
    - (7) Maintains the OSHA 300 Log for Federal employees and posts summary as required.
  - c. Director, Safety and Health Division, ensures that the Annual Summary of Fire and Other Property Damage Experience Report is submitted in accordance with

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DOE M 231.1-1A, Change 1, Chapter II, “*Reporting Occupational Safety and Health Information.*” Reports should be submitted through the computer-based Annual Summary Application.

- d. Director, Environmental and Quality Management Division. Prepares the annual NEPA planning summary for submittal by the Manager, ORO, to EH-1 by January 31 of each year.
- e. Human Resources Division.
  - (1) Reports injuries that need immediate attention to TS&AD.
  - (2) Reports monthly to TS&AD on all occupational accidents to Federal employees and the actions taken regarding medical treatment.
  - (3) Files Workers’ Compensation forms as necessary and ensures that TS&AD is advised of each case.
- f. Contracting Officer’s Representatives.
  - (1) Ensure that contractors, under their jurisdiction, report accident data as required by DOE O 231.1A, Change 1, and DOE M 231.1-1A, Change 1.
  - (2) Ensure that contractors, under their jurisdiction, submit the Annual Summary of Fire and Other Property Damage Experience Report to the Safety and Health Division as required by DOE O 231.1A, Change 1 and DOE M 231.1-1A, Change 1, Chapter II.
  - (3) Provide information to the Environmental and Quality Management Division to support preparation of the annual NEPA planning summary.
- g. Supervisors/Managers.
  - (1) Ensure that employees report all accidents that result in government vehicle damage to the TS&AD and Facility Management.
  - (2) Ensure that employees report all accidents that result in personal injury to the Human Resources Division and/or the TS&AD.