

**CONTROL FORM FOR DOE/ORO DIRECTIVE**

**PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**1. DIRECTIVE NUMBER, TITLE, AND DATE:**

**ORO O 230, CHAPTER II, CHANGE 5, ENVIRONMENT, SAFETY AND HEALTH REPORTING, dated 05/04/2006**

**2. PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive  Revised Control Form

**3. DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES?**  Yes  No  
**If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):**

This Directive cancels and replaces ORO O 230, Chapter II, Change 4, ENVIRONMENT, SAFETY AND HEALTH REPORTING, dated 11/03/2004.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by **05/18/2006**.

**PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):**

**COMPLETE FOR DOE DIRECTIVES ONLY:**

**4. SUPPLEMENTAL ORO DIRECTIVE REQUIRED?**

Is a new or revised supplemental ORO Directive required?  Yes  No

**If "Yes," target date for submission of supplemental ORO Directive is \_\_\_\_\_.**

**COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:**

**5. CONTRACTOR APPLICABILITY.**

Does this Directive affect the work performed by ORO Contractors?  Yes  No

**If "Yes," whom?**  Bechtel Jacobs Company LLC  ORAU

UT-Battelle, LLC  ISOTEK (Bldg. 3019, ORNL)

Other Contractors (list by name)

**6. SUBJECT MATTER EXPERT:** Jenny Mullins Technical Support and Assessment Div., SE-31  
Name Organization

*Original Signed By*

**7. APPROVED BY:** Harold Monroe, Acting Dir. Technical Support & Assessment Div., SE-31 05/04/2006  
Signature Organization Date

**PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:**

*Original Signed By*

Wayne H. Albaugh

DMG Team Leader, AD-440

05/04/2006

Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.**

(Revised 02/10/2006)

# U.S. Department of Energy

Oak Ridge Office

ORO O 230 Chapter II Change 5
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DATE: 05/04/2006

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**SUBJECT: ENVIRONMENT, SAFETY, AND HEALTH REPORTING**

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1. PURPOSE. This Chapter correlates to DOE O 231.1A, CHANGE 1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated June 3, 2004, and DOE M 231.1-1A, CHANGE 1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING MANUAL, dated September 9, 2004, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Office (ORO). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 230, Chapter II, Change 4, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated November 3, 2004.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff. Although the requirements contained in DOE O 231.1A, Change 1, and DOE M 231.1-1A, Change 1, are applicable to contractors to the extent set forth in their contract, no additional contractor requirements are imposed in this Chapter.
4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may not include requirements referenced or included in DOE O 231.1A, Change 1, DOE M 231.1-1A, Change 1, or this Chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.
  - 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 reportability of accidents/incidents.
  - (6) Ensures that all Federal injuries are reviewed and classified as to Occupational Safety and Health Administration (OSHA) recordability.
  - (7) Maintains the OSHA 300 Log for Federal employees and posts summary as required.
- c. Director, Safety and Health Division, prepares or validates that the Annual Summary of Fire and Other Property Damage Experience Report is submitted in accordance with 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 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.
5. REQUIREMENTS AND PROCEDURES. Injury and illness investigations are conducted by contractor personnel when their operations are involved and by ORO personnel when Federal operations are involved. The Type C investigations consist of incidents involving OSHA recordable injury and illness cases (DOE M 231.1-1A, Change 1).
  - a. Standards for the conduct of investigations other than those in DOE O 231.1A, Change 1 and this Chapter will be established by individual management (Federal or contractor).
  - b. Interpretations of any standard involving classification of injury and illness cases will be requested of the TS&AD verbally or by formal memorandum. ORO will then request a written interpretation from the appropriate DOE HQ office.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.