

Environmental Surveillance, Education and Research Program

Worker Safety and Health Program

Rev. 5

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Stoller

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Executive Summary

The **Environmental Surveillance, Education and Research (ESER) Program** conducts, manages and coordinates ecological and environmental research, offsite environmental surveillance, and environmental education for the Idaho National Laboratory (INL). ESER services include:

- INL offsite surveillance, including sample collection and analysis of air, water, soil, milk, wheat, lettuce, potatoes, and tissue samples (domestic and wildlife) for radionuclides.
- Wildlife habitat and vegetation surveys, studies and research on and near INL.
- Site-wide research concerning endangered species, pollutants in the environment and revegetation.
- Environmental education concerning ecological issues around the INL.
- Conservation management planning.

Surveillance work is conducted outside the INL with samples (air, water, agricultural) collected in areas surrounding the INL. OSHA has jurisdiction during these activities. All on-INL activities are covered by the Worker Safety and Health Program (WSHP) described in this document. Some samples are processed at an ESER laboratory on the INL. Site-wide research, National Environmental Protection Agency, conservation management, and wildlife habitat and vegetation surveys are conducted on the INL.

Work is conducted for the Department of Energy (DOE) by the S.M. Stoller Corporation ESER Program Office and through the use of agreements with cooperating universities and a non-profit organization. The ESER program is staffed by seven full time employees, one part time employee and three subcontractor employees (all part time). The ESER Program currently has subcontracts with Idaho State University, University of Idaho, University of Nevada Reno, and the Wildlife Conservation Society to conduct various ecological and land management projects on the INL. All work performed on the INL falls within INL policies and procedures and are followed by ESER staff as well as subcontractors conducting work there. These would include emergency procedures, site access procedures and training, security procedures, radiological control procedures, etc. The training required for access to the site (Site Access, ES&H Awareness, GERT, etc.) are conducted on-line and are documented through the site training system (TRAIN). All other training associated with INL field activities not included in the access training is conducted or facilitated by the ESER Program.

Site managers required to approve submittal of this document are Curt Hull, S.M. Stoller Senior Vice President; Darin Dobbins, Corporate Director of ESH&Q; Phillip Gray, Idaho Operations Director; and Douglas K. Halford, ESER Program Manager.

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1.0 Background

The Environmental Surveillance, Education and Research (ESER) Program conducts, manages and coordinates ecological and environmental research, offsite environmental surveillance, and environmental education for the Idaho National Laboratory (INL). ESER services include:

- INL offsite surveillance, including sample collection and analysis of air, water, soil, milk, wheat, lettuce, potatoes, and tissue samples (domestic and wildlife) for radionuclides.
- Wildlife habitat and vegetation surveys, studies and research on and near INL.
- Site-wide research concerning endangered species, pollutants in the environment and revegetation.
- Environmental education concerning ecological issues around the INL.
- Conservation management planning.

The work is conducted for the Department of Energy (DOE) by the S.M. Stoller Corporation ESER Program Office and through the use of agreements with cooperating universities.

The Worker Safety and Health Rule, 10 CFR 851, requires that the contractor's written worker safety and health program describe how the contractor will integrate all requirements of the Rule with other related program-specific worker protection activities. Prior to establishing 10 CFR 851, DOE, in response to DNFSB Recommendation 95-2, committed to implementing an Integrated Safety Management System (ISMS) across the complex by issuing an Implementation Plan in April 1996 and, subsequently, DOE Policy P450.4 in October 1996. That Policy, along with the "Integration of Environment, Health and Safety into Work Planning and Execution" clause set forth in the DOE procurement regulations, requires DOE contractors to establish an integrated safety management system (ISMS).

A straight-forward approach to meeting the policies and requirements for Integrated Safety Management and for implementation of the DOE Worker Safety and Health Rule is to develop the Worker Safety and Health Program (WSHP). This is also consistent with the guidance promulgated by the DOE Office of Health, Safety and Security (HSS).

Therefore, for the ESER Program, an ISMS program description containing all the features that are needed to comply with the requirements of the Rule is an ideal structure within which to embed the worker safety and health program.

The Stoller ESER organization is committed to providing a safe and healthful workplace for employees. These conditions shall be ensured through a comprehensive worker safety and health program that is integrated with other site worker protection activities and our integrated safety management system. This organization regards employee protection as a priority and is committed to developing, implementing, and improving safety and health practices that will afford optimal protection to employees and enable the organization to continually improve the

quality of its worker protection performance. The safety and health of employees shall take precedence whenever conflicts with production or other objectives arise.

2.0 Purpose

This document describes an ISMS that ensures that safety is integrated into work performed on the INL Site and incorporates a complete worker safety and health program that is compliant with the Rule. Section 851.11(c) (2) of the Rule requires this written safety and health program to be updated and submitted to DOE for approval annually. This is accomplished within the ISMS approval procedure. For purposes of this document, the term “safety” includes all aspects of safety and health management. This document and the ISMS described herein serve to implement DOE Policy P 450.4 and the revised Department of Energy DEAR Clause 970.5223-1, *Integration of Environment, Safety, and Health Into Work Planning and Execution*, as well as to implement 10 CFR 851 *Worker Safety and Health Program*.

This ISMS is a dynamic system incorporating the concept of continuous improvement that will support worker safety as the work by this Contractor changes to meet new or revised missions of the Department of Energy. The basic structure of ISMS (i.e., the Core Functions and Guiding Principles) is the overarching system Stoller uses to manage the conduct of work under the ESER contract.

3.0 Scope

The ISMS described herein applies to work performed by this Contractor under Contract DE-AC07-06ID14680, and to all work subcontracted by this Contractor, to perform work at a DOE covered workplace. If the subcontracted work is judged by DOE and this Contractor to be sufficiently complex and/or hazardous, the subcontractor may be required by contract to have and document its own safety management system that is compatible with this ISM system description.

As a part of the ESER program, the Department of Energy, Office of Nuclear Energy enters into agreements with universities or non-profit organizations to become affiliates to the program. Visiting scientists and technicians, as well as student and other volunteers are considered subcontractors to Stoller under the ESER program, and are therefore subject to the provisions of this program. Stoller provides visitor orientation and training through on-line access to INL site training to ensure that these individuals are familiar with site procedures and recognized hazards. This training is tracked and documented through the use of the INL TRAIN system. This is described in administrative procedure ADP-1 Badging, Orientation and Training for New Employees, University Affiliates, and Visitors.

4.0 Integrated Safety Management System Description

The DOE *Safety Management System Policy*, DOE P 450.4, subdivides the concept of the ISMS into six primary components: Objective, Principles, Functions, Mechanisms, Responsibilities, and Implementation.

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4.1 Objective

Integrate safety into management and work practices at all levels so that missions are accomplished while protecting the public, the worker, and the environment. In other words, do work safely.

4.2 Principles

4.2.5 Line Management Responsibility for Safety: Line management is responsible for the protection of the public, the workers, and the environment.

- a. **Program Manager.** The Stoller ESER Program Manager shall have ultimate responsibility for job site health and safety. This includes communicating ISMS, VPP, and other site requirements to all personnel, ensuring that field personnel and subcontractors enforce all provisions of this plan, and consulting with the Stoller Health and Safety Manager and/or representative regarding changes to this WSHP.
- b. **Task Managers.** Task managers supervise specific activities and shall be responsible for field implementation of applicable sections of the WSHP. Some of these responsibilities include:
 - Identifying hazards associated with work;
 - Implementing controls to mitigate and/or eliminate identified hazards;
 - Stopping work, if necessary, to ensure that personnel are following all project environmental, health and safety requirements;
 - Conducting periodic site management safety audits with the Health and Safety Manager and/or representative to verify compliance with this WSHP;
 - Determining evacuation routes and emergency contacts for respective work locations;
 - Ensuring that all site personnel and visitors receive the proper training and have obtained medical clearance prior to entering the site;
 - Ensuring that pre-job safety meetings are conducted as necessary;
 - Conducting post-incident critiques, as necessary; and
 - Implementing changes as directed by the Health and Safety Manager and/or representative and the Project Director.
- c. **Health and Safety Manager and/or representative.** The Health and Safety Manager and/or representative will serve as the on-site representative for all health and safety matters including safety and industrial hygiene. This individual will work closely

with the ESER Program Manager and Task Managers to ensure all aspects of safety and health processes are implemented and followed. Responsibilities include:

- WSHP administration and implementation;
 - Developing and implementing additional specific safety and health requirements that the contractor determines to be necessary to protect the safety and health of workers;
 - Conducting periodic assessments to verify WSHP compliance;
 - Developing and conducting training, as necessary;
 - Conducting safety meetings;
 - Conducting post-incident critiques;
 - Providing feedback to personnel; and
 - Tracking training rosters for ESER personnel.
- d. **Subcontractors.** Subcontractors shall be responsible for complying with applicable WSHP requirements. Stoller will ensure on-site subcontractors and their personnel understand and comply with all site requirements. Subcontractors will not be allowed to perform work until the appropriate level of health and safety orientation/training is completed.

Documents: ESER Worker Health and Safety Plan
Stoller Health and Safety Manual
Quality Assurance Project Plan for the INL Site Offsite Environmental Surveillance Program

Discussion: The ESER is a flat organization. All personnel working in the field report directly to the Program Manager and each is aware of their safety responsibilities. Every worker has stop work authority.

4.2.5 Clear Roles and Responsibilities: Clear and unambiguous lines of authority and responsibility for ensuring safety are established and maintained. The ESER Program Manager will work with the Health and Safety (H&S) Manager and/or representative. The H&S Manager and/or representative will oversee programmatic implementation of ISM and the Worker Safety and Health Program, including periodic assessments of the ESER program. The H&S Manager and/or representative will communicate with the ESER Program Manager and will be responsible for ensuring all activities of the ESER Program adhere to the ESER Worker Safety and Health Plan, including performing health and safety assessments of ESER Program activities.

The H&S Manager and/or representative is responsible for:

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- Preparation/review, revision, and personnel adherence to the ESER Worker Safety and Health Plan, and project specific health and safety processes.
- Maintaining a schedule for health and safety assessments.
- Performing periodic internal assessments of health and safety processes for all ESER Program activities.
- Issuing internal health and safety assessment reports of reviewed ESER Program activities, including recommendations for improvement.

Documents: ADP-1 “Badging and Orientation for New Employees, Visitors and University Affiliates”
ADP-2 “Training and Qualification of ESER Program Personnel”
ADP-3 “Property Management”
ESER Worker Safety and Health Plan
Stoller Health and Safety Manual
Quality Assurance Project Plan for the INL Site Offsite Environmental Surveillance Program

Discussion: The ESER organization has established clear lines of authority through the above procedures which are reiterated during the various training activities.

4.2.5 Competence Commensurate with Responsibilities: Personnel possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities.

The ESER program has a highly trained and skilled workforce. This training and skill set is relied upon on a daily basis to assure safe operations. The personnel are encouraged to question the tasks assigned to them. The ESER program expectation is that each person should know the scope of the work to be executed. Under the Voluntary Protection Program and the ISMS program, personnel have the right to stop work if they believe there is an unsafe or potentially unsafe environment. All safety and health concerns will be reported to the H&S Manager and/or representative. These concerns will be reviewed and appropriate measures taken to correct any deficiencies. Lessons learned will be provided to all ESER personnel through the H&S Manager and/or representative.

ESER program and Stoller Corporation have established an electronic Occupational Health Manager Software which is implemented and utilized across the corporation. This will allow for management and tracking of all training for ESER staff. This software will document, track, and notify of all training courses that are completed, needed, or expiring for all staff. Assignments can be made for qualification courses required prior to performing any ESER tasks in the field. It is line management’s responsibility to monitor ESER personnel training records to ensure that completion of all training is done. All site access requirements training is tracked and recorded through the INL TRAIN system.

The H&S Manager and/or representative have skills and experience to provide general safety guidance per OSHA regulations, as well as any monitoring of conditions for the personnel working in the field. The H&S Manager and/or representative have been qualified through outside vendor training as well as site training which includes STD-1103, Industrial Hygiene Qualification through INL/CWI. The H&S Manager and/or representative also have qualifications in HAZWOPER and OSHA regulations 29 CFR 1910 and 29 CFR 1926. Guidance and support are provided through senior level safety and health personnel as well as from the Stoller Corporate office.

Documents: ADP-2 “Training and Qualification of ESER Program Personnel”

Discussion: Employees are initially evaluated as to their ability to conduct task assignments with continual evaluations done thereafter. Factors used in the evaluation may include but are not limited to:

- Complexity of the activity to be performed.
- Consequences of the activity if not performed correctly.
- Level of education achieved by the employee.
- Experience of the employee, either at the specific activity or with similar activities.
- Changes to activities or to employees’ abilities to conduct that activity.

4.2.4 Balanced Priorities: Resources are effectively allocated to address safety, programmatic, and operational considerations. Protecting the public, the workers, and the environment is a priority whenever activities are planned and performed.

Documents: ESER Worker Safety and Health Plan

Discussion: All work will be performed in accordance with the applicable elements of the INL ISMS and Voluntary Protection Program (VPP). The Stoller Corporate Accident Prevention, HS-011, identifies mandatory practices for all Stoller and subcontractor personnel. One of the primary elements of the program is the concept of “**Stop Work Authority.**” All personnel have the right to stop work in the event of unsafe conditions. No field operation or administrative activity is to take precedence over the prevention of an injury or illness. Safety takes priority over expediency or shortcuts.

4.2.5 Identification of Safety Standards and Requirements: Before work is performed, ESER personnel and the H&S Manager and/or representative will evaluate associated hazards and an agreed-upon set of safety standards and requirements are established

which, if properly implemented, provide adequate assurance that the public, the workers, and the environment are protected from adverse consequences.

Per 10 CFR 851.23, the following safety and health standards (and subsequent successor versions of consensus standards) will be implemented as applicable for the ESER Program:

29 CFR, Part 1910, "Occupational Safety and Health Standards," excluding 29 CFR 1910.1096, "Ionizing Radiation."

29 CFR, Part 1926, "Safety and Health Regulations for Construction."

American Conference of Governmental Industrial Hygienists (ACGIH), "Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices," (2005) (incorporated by reference, see 851.27) (applicable areas only, i.e., heat and cold stress)

NFPA 70E, "Standard for Electrical Safety in the Workplace," (2004) (applicable areas only, i.e., portable electrical equipment)

Documents: Stoller Corporate Health and Safety Manual, HS-001 Task Hazard Analysis
ESER Worker Safety and Health Plan

Discussion: All project tasks are evaluated prior to commencing site activities to evaluate all potential hazards. A task hazard analysis (THA) is written for each major activity and all high consequence activities for every project.

4.2.6 Hazard Controls Tailored to Work Being Performed: Administrative and engineering controls to prevent and mitigate hazards are tailored to the work being performed and the associated hazards.

ESER management relies on the H&S Manager and/or representative to analyze the hazards at the beginning of all activities as part of the task hazard analysis with cooperation from the ESER personnel. The H&S Manager and/or representative have education, training, experience, and professional certifications to provide support in safety and health for all activities for ESER program. If activities require specialized needs, resources are available from the corporate office or other Stoller projects to facilitate any additional needs.

ESER relies on skill of the craft, training, and experience of all personnel to perform final analysis of the hazards prior to beginning any work in the field.

Due to the nature of the ESER contracted activities, personnel are not required to wear personal protective equipment that would require monitoring for environmental stresses. However, they do work outside which presents a need for sunscreen, hats, long pants,

sleeved shirts, and sturdy shoes. There also needs to be some determinations made based on humidity and temperature for work that is conducted in that environment. These determinations will be made by the safety and health personnel assigned to the ESER program using the applicable requirements from the LWP-14606, Heat and Cold Stress that the INL contractor uses. The heat and cold stress worksheets will be documented in the OHM software and will be maintained in the Stoller offices in Idaho Falls.

Documents: Stoller Corporate Health and Safety Manual, HS-001 Task Hazard Analysis
HSP-6, Appendix F, Heat and Cold Stress (LWP-14606)
ESER Worker Safety and Health Plan

Discussion: All project tasks are evaluated prior to commencing site activities to evaluate all potential hazards. A task hazard analysis (THA) is written for each major activity and all high consequence activities for every project. The THA will determine the level of protection or controls needed to be implemented to protect workers. These can include PPE, engineering controls and/or administrative controls.

4.2.7 Operations Authorization: The conditions and requirements to be satisfied for operations to be initiated and conducted are clearly established and agreed-upon.

Documents: ESER WSHP

Discussion: The conditions and requirements for operations to be initiated are established for each task through the following processes:

- Identifying hazards associated with work;
- Implementing controls to mitigate and/or eliminate identified hazards;
- Stopping work, if necessary, to ensure that personnel are following all project environmental, health and safety requirements;
- Conducting periodic site management safety audits with the Health and Safety Manager and/or representative to verify compliance with this WSHP;
- Determining evacuation routes and emergency contacts for respective work locations;
- Ensuring that all site personnel and visitors receive the proper training and have obtained medical clearance prior to entering the site;
- Ensuring that pre-job safety meetings are conducted as necessary;

- Conducting post-incident critiques, as necessary; and implementing changes as directed by the Health and Safety Manager and/or representative and the ESER Program Manager.

4.3 Functions

4.3.1 Define Scope of Work

Documents: Contract DE-AC07-06ID14680

Discussion: The purpose of this contract is to perform independent environmental surveillance, natural resources management support and research, and public education for the INL in the ESER Program. The INL is under the purview of the U.S. Department of Energy, Office of Nuclear Energy, Science, and Technology, Idaho Operations Office (DOE-ID) and is comprised of the following:

- Idaho National Laboratory (INL), managed and operated by Battelle Energy Alliance
 - dedicated to nuclear research and development and national security missions;
- Idaho Cleanup Project (ICP), operated by CH2M-WG Idaho, LLC - dedicated to remediating contaminated areas, dispositioning waste and spent nuclear fuel, and decontaminating and decommissioning facilities owned by the DOE Office of Environmental Management;
- Naval Reactors Facility (NRF), operated by Bechtel Bettis - owned by the National Nuclear Security Administration and focused on supporting the U.S. Navy's nuclear powered fleet; and
- Advanced Mixed Waste Treatment Project (AMWTP), operated by Bechtel BWXT Idaho, LLC, focused on processing approximately 65,000 cubic meters of stored mixed transuranic waste for shipment to the Waste Isolation Pilot Plant in Carlsbad, New Mexico.

The tasks associated with the ESER Statement of Work (SOW) support implementation of sound stewardship practices that are protective of the air, water, land, and other natural resources impacted by INL operations and compliance with applicable environmental, public health, and resource protection laws, and regulations.

4.3.2 Analyze Hazards

Documents: ESER Worker Safety and Health Plan

Discussion: The ESER Worker Health and Safety Plan (WSHP) is the primary Environmental, Safety, and Health (ESH) document for the ESER Program. The WSHP implements the applicable elements of the INL and ESER Integrated Safety Management System (ISMS) as well as 10 CFR 851 and is anchored by Task Hazard Analyses (THA). Implementation of this plan provides the worker with clear direction, responsibilities, and requirements for performing work safely.

The main objective of this Plan is to provide workers with clear information necessary to perform work safely. Sub-objectives include:

- Identification of ESH hazards associated with the ESER;
- Establishment of appropriate controls to mitigate or eliminate hazards;
- Communicate the project lines of authority relative to ESH; and
- Identify applicable ESH training requirements.

4.3.3 Develop/Implement Controls

Documents: ESER WSHP; Stoller Corporate Health and Safety Manual

Discussion: Administrative and engineering controls will be implemented when applicable to mitigate hazards. Protective clothing and personal protective equipment (PPE) which shields or isolates employees from chemical, physical and biological hazards will be used when hazards cannot be engineered or administratively mitigated.

4.3.4 Perform Work

Documents: ESER WSHP; Stoller Corporate Health and Safety Manual

Discussion: The ESH Program applies to all work under the jurisdiction of Stoller. The Program also applies to Stoller employees working in areas under the jurisdiction of other organizations.

Project-specific ESH training is conducted prior to commencing field activities, when performing non-routine tasks, and when new hazards are identified.

4.3.5 Feedback/Improvement

Documents: ESER WSHP; Stoller Corporate Health and Safety Manual

Discussion: Stoller strives to establish and maintain a strong safety culture by encouraging all employees to submit suggestions on how to improve current procedures and programs and to identify potential hazards. Every employee has stop work authority. Employees have an active and meaningful role in contributing to the structure and operation of the safety and health program. This involvement results in ownership of the safety and health program by all employees.

The objective, principles, and functions are established and provided by the DOE and are universally applicable to all activities and operations at this Site. This ISMS is tailored to the work and organizational structure unique to this contractor and program.

4.4 Mechanisms

Mechanisms are the means by which agreements are reached with the DOE Site Office and the safety management functions are implemented and performed. Environment, Safety and Health requirements in the form of laws, regulations, DOE Directives, consensus standards and others flow down from their source into this Contractor's contract. The contract DE-AC07-06ID14680 contains those requirements that DOE and Stoller agree are applicable to the work and conditions at this Site. The contract directs that all work be conducted according to the applicable requirements. The applicable requirements flow down to policies and procedures established and maintained by the project office. These policies and procedures include controls tailored to the work/activity and the type and level of hazards present. A listing of this Contractor's policies, procedures and manuals describing the ISM mechanisms is located in Section 7 of this Worker Safety and Health Program.

4.4.1 Responsibilities

The Stoller ESER Program is organized to satisfy the first Guiding Principle that Line Management is responsible for safety. Unambiguous lines of responsibility within the ESER program are paramount to effective safety management at this Site. The second Guiding Principle that roles and responsibilities are clearly defined, is satisfied by the assignment, within each procedure, of functional responsibilities and approval authorities for each proceduralized activity. The Stoller ESER Program implements the third Guiding Principle by staffing the organization with personnel having competence commensurate with their responsibilities. Reporting to the Stoller ESER Program Manager are personnel having appropriate line management authority for their areas of responsibility. Line Management has primary responsibility for safely operating equipment and conducting activities.

4.4.2 Implementation

The strategy for implementing the ISMS is to have frequent direct communication with all program personnel. Since the ESER program organization is small, frequent direct communication with all program staff is achieved. All program activities are well defined, and each activity performed in the field is defined by a procedure. Regular safety

meetings are conducted. Feedback and improvement is achieved through direct communication with the Program Manager. The ESER Program conducts the INL Offsite Environmental Surveillance (OES) Program as well as radioecology and natural resource research. Therefore the Program has developed procedures which describe the program to ensure that personnel who perform activities under the ESER Program are properly trained and qualified to perform those activities. The procedures apply to routine preparation and activities for the ESER Program. The procedures also provide chain of command and methods for addressing employee suggestions and concerns. Part of the ESER incident analysis process is to address and implement lessons learned. Training requirements for health and safety processes are contained in the S.M. Stoller Corporate, Health and Safety Manual and ADP-1 and ADP-2 of the ESER Program.

If activities of the ESER program warrant inclusion of requirements from any area that has been identified as not applicable or as not fully applicable, ESER program management will notify DOE of those activities. No work will begin on those activities until a thorough review has been conducted, training has been provided, and changes have been approved by DOE for this WSHP.

5.0 Integrated Safety Management System Mechanisms

This Section describes how Environment, Safety and Health programs are incorporated into the work. This Section also links the Department of Energy's safety objective, principles, and functions with this Contractor's implementing strategy and responsibilities discussed earlier.

For work performed by subcontractors and cooperating universities, relevant requirements are flowed down through the contracting vehicle. For subcontractors, new employees and visitors, site orientation is conducted to ensure all personnel are aware of recognized hazards.

The specific mechanisms for implementation of the core functions and guiding principles are addressed in section 4 above, through reference to the program-specific documents and discussion.

Activities for the INL Site are conducted in a manner that protects workers, the public, and the environment. Because of the potentially far-reaching effects associated with the materials located at this Site, many of the mechanisms employed by ESER's safety programs are directed toward protection of the public and the environment as well as the workers.

6.0 WSHP Description Change Control Process

This WSHP description is reviewed annually, updated as appropriate, and submitted to the DOE for approval if major changes are warranted. This document may also be updated prior to the annual update if there are changes to the scope of work or nature of hazards that compels a more timely change to the document.

7.0 Bibliography: Documents Containing this Contractor's ISMS Mechanisms

ADP-1: Badging and Orientation for New Employees, Visitors, and University Affiliates. This procedure describes the orientation process, including documents issued, briefings conducted, and other valuable information disseminated. University affiliates conduct research projects for the ESER Program. This procedure describes the security and training requirements for these university affiliates, and the processes and procedures used for badging. This procedure also describes the requirements for briefing and badging visiting scientists and technicians who participate in ESER Program activities for 30 days or less.

ADP-2: Training and Qualification of ESER Program Personnel. This procedure describes the system to ensure that personnel who perform activities under the ESER program are properly trained and qualified to perform those activities. This procedure applies to routine preparation and activities for the ESER Program. Training requirements for health and safety processes are contained in the S.M. Stoller Corporate Health and Safety Manual.

WSHP: ESER Safety and Health Plan. Stoller ESER Worker Safety and Health Plan (WSHP) is the primary Environmental, Safety, and Health (ESH) document. The WSHP implements the ESER and applicable elements of the INL Integrated Safety Management System (ISMS) and is anchored by Task Hazard Analyses (THA). Implementation of this plan provides the worker with clear direction, responsibilities, and requirements for performing work safely.

The main objective of this Plan is to provide workers with clear information necessary to perform work safely. Sub-objectives include:

- Identification of ESH hazards associated with the ESER;
- Establishment of appropriate controls to mitigate or eliminate hazards;
- Communicate the project lines of authority relative to ESH; and
- Identify applicable ESH training requirements.

HSP-1: Hantavirus. Hantavirus is transmitted to humans through inhalation of aerosolized particles of rodent feces, urine, or saliva, biting, or through mucous membranes. Various activities conducted by ESER Program personnel and certain university affiliates, such as small mammal trapping and cleaning of field buildings and office areas located on the Idaho National Laboratory (INL), offer the potential exposure to the Hantavirus. This procedure provides the control methods utilized during selected activities to minimize personnel exposure. If a large scale cleanup effort is identified, the use of BEA or CWI qualified respirator users will be utilized to aid in that cleanup.

HSP-6: Notification Requirements for Field Worker Safety and Compliance. This procedure covers all the salient portions of LWP-14101 (site-wide procedure implemented by the M&O) that apply to any ESER Program employee, university affiliate, subcontractor, and visiting scientist. The M&O's primary concerns are personnel accountability and two-way

communications. ESER Program procedure HSP-6 applies to all permanent and temporary ESER Program staff, university affiliates, subcontractors, and research and monitoring technicians conducting fieldwork on the INL beyond the boundaries of major facility complexes, including at the Experimental Field Station. Work performed within a facility boundary also requires operating two-way communications to be maintained, but may also have additional facility requirements. This procedure does not apply to field work performed outside the boundaries of the INL nor to work such as milk sampling runs that only require travel on public roads through the INL. Work that is conducted in the field will be monitored for heat and cold stress as indicated in Appendix F, LWP-14606, of this procedure and the Industrial Hygiene section of this WSHP.

QAP-1: Preparation, Review, and Approval of Procedures. ESER Program activities in the areas of environmental surveillance, health and safety, and quality are specified by the use of clear, written procedures. Procedures may also be prepared for education and research projects, as necessary. To ensure that procedures are kept current they will be distributed as controlled documents. This procedure details the preparation, review, and approval process for procedures prepared for the ESER Program. This procedure also outlines a standard format to follow when preparing procedures. Topics covered in this procedure apply to all procedures prepared for activities conducted under the ESER Program at the INL. Subcontracted laboratories and university affiliates performing work for the ESER Program are required to have written procedures for those activities. Such procedures may also be prepared according to this procedure.

QAP-2: Document Control. This procedure applies to the development, review, and approval of documents used for activities covered under the ESER Program, as well as covering revision, distribution, and use of controlled documents. This procedure is applicable to all ESER Program employees who perform work under the *Quality Assurance Project Plan for INL Site Offsite Environmental Surveillance Program*.

Stoller Corporate Health and Safety Manual. Stoller ES&H Policies are implemented and administered by the Stoller ESH Program Manual. Stoller ES&H Programs are based on OSHA, EPA, NRC and DOE regulatory requirements and are written to ensure supervisors and employees are provided with a safe and healthy work environment.

The Stoller ES&H Program applies to all work areas under the jurisdiction of Stoller whether or not employees of other organizations are also working in these areas. Likewise, the program applies to Stoller employees working in areas under the jurisdiction of other organizations. Plant, facility or project sites may have ES&H requirements in addition to those in the Stoller ES&H Program Manual. All additional requirements will be followed.

Quality Management Plan for the ESER Program. The S. M. Stoller Corporation Quality Assurance Manual governs quality assurance for all S. M. Stoller Corporation activities including the Environmental Surveillance, Education and Research (ESER) Program. The Quality Assurance Project Plan for the Offsite Environmental Surveillance Program of the Idaho National Laboratory has been prepared in accordance with Department of Energy Orders 231.1A (*Environment, Safety, and Health Reporting*), 414.1B (*Quality Assurance*), and 450.1

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(*Environmental Protection Program*), EPA QA/R-5 (EPA Requirements for Quality Assurance Project Plans (EPA/240/B-01/003)), Quality Assurance Division, Office of Research and Development, U.S. Environmental Protection Agency, Washington, D.C., (QA/R-5, March 2001), ASME NQA-1-2000 (Quality Assurance Requirements for Nuclear Facility Applications (ASME NQA-1-2000)), American Society of Mechanical Engineers, May 2001), and guidance specified in EPA QA/G-5 (EPA Guidance for Quality Assurance Project Plans (EPA/600/R-98/018)), Quality Assurance Division, Office of Research and Development, U.S. Environmental Protection Agency, Washington, D.C., EPA QA/G-5, February 1998), ANSI/ASQC E4-1994 (Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs (ANSI/ASQC E4-1994)), American National Standard Institute/American Society for Quality Control) and ISO 9000 (*Quality Management Systems*, ISO-9000, 2000).

Occupational Medicine Program Plan for the ESER. The Occupational Medicine Program for the ESER Program is handled through a corporate Occupational Medicine Coordinator in Broomfield, Colorado and a contract with Health Resources. This coordinator has responsibility to document and maintain all records associated with the ESER Program as well as Stoller Corporation. The coordinator will arrange for the use of local medical physicians, nurses, physician's assistants, nurse practitioners, psychologists, employee assistance counselors and other personnel with regards to occupational medicine through Health Resources. Health Resources will be responsible for clinic locations and certifications, providing medical direction and supervision through on staff medical director, electronic maintenance of medical records to meet 10 CFR 851 needs, and making resources available for use in Wellness Programs, Ergonomic Assessments, and work related injury/illness management.

Appendix A

Crosswalk between Sections of the Rule, Example Program, and Implementation Guide

Appendix A: Crosswalk between Sections of the Rule, Example Program, and Implementation Guide

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
(Subpart C)	Specific Requirements			
<i>(851.20)</i>	<i>Management responsibilities and worker rights and responsibilities.</i>			
(851.20(a))	Management responsibilities	4(b)1; 4(b)2; 4(b)3	Stoller Quality Manual; ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 3 Section 4.2.1 Entire Document
(851.20(a)(1))	Policy, goals, and objectives.	4(a)(b)(c)(d)	Stoller Quality Manual; ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 3 Section 4.1 Entire Document
(851.20(a)(2))	Qualified staff.	4(b)3	Stoller Quality Manual ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 4 Section 4.2.3 Entire Document
(851.20(a)(3))	Accountability	4(b)4; 4(b)5; 4(b)6; 4(b)7	Stoller Quality Manual; ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 4 Entire Document Entire Document
(851.20(a)(4))	Employee involvement.	4(b)4; 4(b)5; 4(b)6; 4(b)7	ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 4.3.5 Entire Document

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
(851.20(a)(5))	Access to information		ESER Safety and Health Plan; Stoller Health and Safety Manual	Entire Document Entire Document
(851.20(a)(6))	Report events and hazards.	3; 4(b)1(b); 4(b)5, 6, 7; 4(c)2, 4, 5; 4(d)	ESER Safety and Health Plan; Stoller Health and Safety Manual	Entire Document HS-013
(851.20(a)(7))	Prompt response to reports.	4(b)7	ESER Safety and Health Plan; Stoller Health and Safety Manual	Entire Document Entire Document
(851.20(a)(8))	Regular communications.		ESER Safety and Health Plan; Stoller Health and Safety Manual ESER Procedures Manual	Entire Document Entire Document HSP-6
(851.20(a)(9))	Stop work authority.	4(b)1(d); 4(b)4; 4(b)5	ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 4.2.4 Entire Document
(851.20(a)(10))	Inform workers of rights.	4(c)2; 4(c)3; 4(c)4; 4(c)5	ESER Safety and Health Plan; Stoller Health and Safety Manual	Entire Document Entire Document
(851.20(b))	Worker rights and responsibilities.			
(851.20(b)(1))	Participate on official time.		ESER Safety and Health Plan; Stoller Health and Safety Manual	Entire Document Entire Document
(851.20(b)(2))	Access to information.		Stoller Quality Manual; ESER Safety and Health Plan; Stoller Health and Safety Manual	Entire document Entire document Entire Document

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
(851.20(b)(3))	Notification of monitoring results.		Stoller Health and Safety Manual	Entire Document
(851.20(b)(4))	Observe monitoring.		Stoller Health and Safety Manual	Entire Document
(851.20(b)(5))	Accompany inspections.		Stoller Health and Safety Manual	Entire Document
(851.20(b)(6))	Results of inspections and investigations.		Stoller Health and Safety Manual	Entire Document
(851.20(b)(7))	Express concerns.		Stoller Health and Safety Manual	Entire Document
(851.20(b)(8))	Decline to perform in imminent risk.		ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 4.2.4 Entire Document
(851.20(b)(9))	Stop work.	4(b)1(d); 4(b)4; 4(b)5	ESER Safety and Health Plan; Stoller Health and Safety Manual	Section 4.2.4 Entire Document
(851.21)	<i>Hazard Identification and Assessment</i>			
(851.21(a)(1))	Assess workers exposures.		Stoller Health and Safety Manual ESER Safety and Health Plan;	Entire Document Section 4.2.6
(851.21(a)(2))	Document hazard assessment		Stoller Health and Safety Manual	Entire Document
(851.21(a)(3))	Record results.		Stoller Health and Safety Manual	Entire Document
(851.21(a)(4))	Analyze designs for potential hazards.		Stoller Quality Manual; Stoller Health and Safety Manual	Section 5 Entire Document
(851.21(a)(5))	Evaluate operations, procedures, and facilities.	4(c)5; 4(d)7; 4(f)	Stoller Quality Manual; Stoller Health and Safety Manual	Section 5 Entire Document

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
(851.21(a)(6))	Job activity-level hazard analysis.	4(b)1(a); 4(b)1(b); 4(c)2; 7	Stoller Health and Safety Manual ESER Safety and Health Plan	HS-001 Section 4.2.6
(851.21(a)(7))	Review safety and health experience.		ESER Safety and Health Plan; Stoller Health and Safety Manual; ESER Procedure Manual	Section 4.2.3 HS-001 ADP-1 Badging and Orientation for New Employees, Visitors, and University Affiliates; ADP-2 Training and Qualification of ESER Program Personnel
(851.21(a)(8))	Consider other hazards		ESER Safety and Health Plan; Stoller Health and Safety Manual; ESER Procedure Manual	Section 4.2.6 HS-001; HS-002; HS-015 ADP-1 Badging and Orientation for New Employees, Visitors, and University Affiliates; ADP-2 Training and Qualification of ESER Program Personnel
(851.21(b))	Closure facilities hazard identification	Not applicable	Not applicable	
(851.21(c))	Hazard identification schedule	3; 4(b)1(b); 4(b)5, 6, 7; 4(c)2, 4, 5; 4(d)	Stoller Health and Safety Manual	HS-001; HS-002
(851.22)	<i>Hazard prevention and abatement</i>			

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
(851.22(a))	Hazard prevention and abatement process.	3; 4(b)1(b); 4(b)5, 6, 7; 4(c)2, 4, 5; 4(d)	Stoller Health and Safety Manual	Entire Document
(851.22(a)(1))	During design or procedure development.	3; 4(b)1(b); 4(b)5, 6, 7; 4(c)2, 4, 5; 4(d)	Stoller Health and Safety Manual	Entire Document
(851.22(a)(2))	Existing hazards.	3; 4(b)1(b); 4(b)5, 6, 7; 4(c)2, 4, 5; 4(d)	Stoller Health and Safety Manual ,Hazard Communication Program HS-002	Entire Document
(851.22(b))	Hierarchy of controls.		Stoller Health and Safety Manual	Entire Document
(851.22(b)(1))	Substitution.		Stoller Health and Safety Manual Stoller QA Manual	Entire Document Section 5; SOP 4.1, SOP 4.2
(851.22(b)(2))	Engineering.	4(c)3; 4(c)6	Stoller Health and Safety Manual Stoller QA Manual	Entire Document Section 5, SOP 4.1, SOP 4.2
(851.22(b)(3))	Work practices and administrative.	4(a)	Stoller Health and Safety Manual	Entire Document
(851.22(b)(4))	Personal protective equipment.	4(c)3	Stoller Health and Safety Manual	HS-004
(851.22(c))	Purchasing equipment, products, and services.		Stoller Quality Manual; Stoller Procurement Manual	Section 5.4; SOP 4.1 SM-130
<i>(851.23(a)) Applicable sections: (2), (3), (7), (9), (10), (13), (14),</i>	<i>Safety and health standards</i>	4(c)5; 4(d)	Stoller Health and Safety Manual	Entire Document

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
(851.23(b))	<i>Additional safety and health standards</i>	4(c)	ESER Procedures Manual	Health and Safety Procedures HSP-1; HSP-3; HSP-4; HSP-6; HSP-7
(851.24)	<i>Functional areas.</i>		Stoller Health and Safety Manual	Entire Document
(851.25)	<i>Training and information.</i>	Section 4	Stoller Health and Safety Manual ESER Safety and Health Plan ESER Procedure Manual	Entire Document Section 7 ADP-1 Badging and Orientation for New Employees, Visitors, and University Affiliates; ADP-2 Training and Qualification of ESER Program Personnel
(851.26)	<i>Recordkeeping and reporting</i>		Stoller Health and Safety Manual; ESER Procedures Manual	Entire Document QAP-2 Document Control;

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
(851.27)	<i>Reference sources</i>	Section 7	Stoller Quality Manual; ESER Safety and Health Plan; Stoller Health and Safety Manual; ESER Procedures Manual	Entire document Entire document Entire document ADP-1 Badging and Orientation for New Employees, Visitors, and University Affiliates; ADP-2 Training and Qualification of ESER Program Personnel; Quality Management Plan for the ESER Program
<i>Appendix B</i>				
1.	Construction Safety	Not applicable	Not applicable	
2.	Fire Protection	Appendix B Section B2	Tenant Use Agreement Between BEA and the ESER Program, IAG-222	Entire document
3.	Explosives Safety	Not applicable	Not applicable	
4.	Pressure Safety	Not applicable	Not applicable	
5.	Firearms Safety	Not applicable	Not applicable	
6.	Industrial Hygiene	Appendix B Section B6	ESER Safety and Health Plan, Notification Requirements for Field Worker Safety and Compliance	HSP-6, Heat and Cold Stress, Section 7, Appendix F
7.	Biological Safety	Not applicable.	Not applicable	
8.	Occupational Medicine	Appendix B Section B8	Stoller Health and Safety Manual	HS-024
9.	Motor Vehicle Safety	Appendix B Section B9	Stoller Health and Safety Manual	HS-017

Rule Section		Crosswalk		
Section Number	Section Subject	ISMS Description Reference (this document)	Stoller ESER Program Document	Document Section
10.	Electrical Safety	Appendix B Section B10	Tenant Use Agreement Between BEA and the ESER Program, IAG-222	Entire document
11.	Nanotechnology Safety-Reserved	Reserved	Reserved	
12.	Workplace Violence Prevention-Reserved	Reserved	Reserved	

Appendix B

General Approach to Worker Safety and Health Functional Areas (Appendix A to Part 851)

B.1 Construction Safety

The ESER Program does not engage in construction activities. The program is tasked with independent environmental surveillance, natural resources management support and research, and public education for the DOE-ID office and the Idaho National Laboratory (INL).

This section is not applicable.

B.2 Fire Protection

The ESER Program maintains a laboratory and office location in the CFA-690 building. A tenant use agreement (IAG-222) with Battelle Energy Alliance (BEA) outlines the responsibilities of each party. The landlord (BEA) is responsible for maintaining basic utilities (electrical-1,000 Kva, water). Per the agreement, the landlord is responsible for providing emergency preparedness points-of-contact for drills. It also allows for landlord responsibility for scheduling and conducting inspection of fire extinguishers, safety showers, fire doors, etc. ESER is not responsible for the maintenance of the building including the fire protection systems. BEA as the landlord will provide for fire protection and security for the building. In the event of an emergency, the INL Fire Department will respond and the BEA Occupational Medical Program will provide any emergency medical needs.

The ESER specifies fire prevention, protection, and response through the ESER Safety and Health Procedure, HSP-6, Notification Requirements for Field Worker Safety and Compliance. This establishes the general requirements and procedures for fire prevention and fire protection, including measures designed to protect employees, visitors, subcontractors, and facilities from the effects of fire and explosion. This procedure provides the processes to notify the site security, shift supervisors, and ESER program management of individuals in the field. It describes the necessary communication processes as well as vehicle safety and fire prevention from brush or debris.

The ESER Program will adhere to NFPA codes and regulations when applicable to the activities that are being conducted by ESER personnel outside the tenant use agreement with BEA.

B.3 Explosives Safety

The ESER project does not work with or around explosives.

This section is not applicable.

B.4 Pressure Safety

The ESER does not design, fabricate or use pressure systems and therefore has not developed a pressure safety program.

This section is not applicable.

B.5 Firearms Safety

The ESER does not engage in any activities involving the use of firearms, including the use of an armed protective force, and therefore has not developed a firearms safety program.

This section is not applicable.

B.6 Industrial Hygiene

Industrial hygiene is the science and art devoted to the anticipation, recognition, evaluation, prevention, and control of those environmental factors or stresses arising in or from the workplace and may cause sickness, impaired health and well being, or significant discomfort among workers and the public.

An effective worker protection program encompasses the concept of prudent avoidance of worker exposure to any occupational hazard. Prudent avoidance involves minimizing the number of individuals at risk of exposure, minimizing the individual worker's potential for exposure, and controlling all exposures to chemical and physical agents so that exposures are within established occupational exposure limits and as low as practical. ESER program activities involve personnel that are outside in the environment. This exposes the personnel to potential heat and cold stress. The ESER's Industrial Hygiene program addresses this exposure to heat and cold stress. The program is implemented in the ESER Safety and Health Procedure, HSP-6, Notification Requirements for Field Worker Safety and Compliance and integrates recognized industrial hygiene practices within the overall worker protection program. The program also ensures the collection, validation, and maintenance of applicable industrial hygiene information with regards to heat and cold stress exposure.

ESER personnel will follow the process implemented through INL regarding heat and cold stress. Through HSP-6, Appendix F, Heat and Cold Stress, the ESER program will document and ensure that personnel working in the field are not overexposed to heat or cold. The H&S manager and/or representative will monitor and, with input from job supervisor, determine if heat stress conditions exist based on criteria for that particular day. Among these criteria are the temperature, PPE, humidity, sources of heat, type of work, and air movement. ESER personnel are exposed to heat when working in the field from the sun. The personnel are not in PPE as described in the procedure. However, the temperature, humidity, and air movement are factors to be used to determine if personnel have a potential to be overexposed. The ESER program will use a qualified safety and health representative (per INL procedure STD-1103) that will utilize the wet bulb globe thermometer and worksheet as provided in LWP-14606. The responsibilities will be with this individual to monitor and document the heat and cold stay times. The H&S representative will be trained to INL "Heat Stress Stay Time Training" (00TRN1083), per the procedure to be qualified to determine if stay times need to be established.

Additional support and assistance will be obtained from the Stoller Corporate offices or other Stoller projects if there is a question or if clarification is needed. These stay times should be minimal as the ESER personnel are not typically involved with tasks that would exceed TLVs for heat or cold stress per ACGIH limits.

ESER personnel will be trained for heat and cold stress, per ADP-2, Training and Qualification of ESER Personnel, before beginning work. Tailgate training will be conducted on an as needed basis or when a condition arises that requires personnel to be briefed prior to performing field activities. Initial training will emphasize the requirements for stay times, limits, and requirements for breaks. Training will also include self-monitoring, signs of stress, and ways of prevention such as drinking fluids, finding shady areas, etc. Training will be documented in the OHM software database.

ESER personnel do not go into confined spaces and therefore there are no confined space hazards. Other potential field hazards include Hantavirus, snakes, big game, sheep and waterfowl sampling. Hantavirus is addressed in HSP-1, Hantavirus. ESER personnel only work in small scale clean-ups and thus do not require respiratory protection as specified in MCP-2750, Preventing Disease from Rodents, Birds and Bats. ESER staff does not work in areas heavily infested with rodent urine, droppings, saliva, or nesting materials that have the potential to carry harmful microbial agents. If necessary, these areas would be addressed by BEA staff that are certified to wear respirators. Snakes, big game and waterfowl sample collection have potential associated hazards that are addressed in the following ESER Procedures:

- ESP-3.5 Large Game Sampling
- ESP-3.7 Bird Collection for Scientific Purposes
- OP-1 Collection, Transportation, and Processing of Snakes

B.7 Biological Safety

The ESER Program does not engage in biological safety activities. The program is tasked with independent environmental surveillance, natural resources management support and research, and public education for the DOE-ID office and the Idaho National Laboratory (INL).

This section is not applicable.

B.8 Occupational Medicine

The ESER does not directly provide occupational medicine services to its employees at any work location. Due to the relatively small number of employees and the low hazards of the work environments, it would not be practical or economical to staff a facility that can provide comprehensive occupational medicine services. Instead, the ESER subcontracts with qualified occupational medical provider and provides services with local physicians through the occupational medicine provider. The ESER utilizes a Stoller Corporate Occupational Medicine Coordinator (a registered nurse) and a contract with Health Resources. The coordinator performs occupational medical services in accordance with 10 CFR 851. The occupational medical coordinator will utilize local medical providers for all ESER personnel. Health Resources will be responsible for clinic locations and certifications, providing medical direction and supervision through on staff medical director, electronic maintenance of medical records to meet 10 CFR 851 needs, and making resources available for use in Wellness Programs, Ergonomic Assessments, and work related injury/illness management.

Occupational medicine services are provided by professionals who have been licensed, registered, or certified in the state of employment. These professionals administer services under the supervision and direction of a graduate of a school of medicine or osteopathy who is licensed for the practice of medicine in the state of Idaho. Services are provided for all ESER employees and for subcontractor employees who work on a DOE site for more than 30 days in a 12-month period (which for the purposes of the ESER is equivalent to 240 hours in a 12-month period). ESER activities do not require special medical surveillances that would be required under OSHA regulations.

The coordinator plans and implements the occupational medicine services. The coordinator coordinates the services and ensures that they meet all the requirements found in this section. The coordinator also reviews and approves the medical and behavioral aspects of employee counseling and health promotion programs that are sponsored or supported by the ESER. The occupational medicine coordinator reviews the medical aspects of immunization programs, blood borne pathogens programs, and bio-hazardous waste programs.

B.8.1 Pre-Employment, Employment, and Post-Employment Evaluations

The occupational medicine services coordinator determines which new ESER employees are required to complete a pre-employment physical evaluation as a condition of employment. The content of the pre-employment physical evaluation for workers at each DOE site is determined by the occupational medicine services provider, Health Resources. These physical evaluations are used to establish a baseline of the physical condition of each employee through several tests and detailed questionnaires about the employee's medical history and expected working conditions and duties. Subcontractor employees who work on a DOE site for more than 240 hours or 30 days in a 12-month period, or who are enrolled in an exposure monitoring program, also receive baseline physical evaluations as required by the services provider. This is tracked by the medical services provider and by a Stoller occupational medical services coordinator, who works closely with the project manager to ensure information about subcontractor employees is captured.

If an employee's job changes to involve new tasks, titles, exposures, or job description, the services provider will determine if the employee's physical condition needs to be evaluated against the new situation to ensure fitness for duty. When regulations require, or when the occupational medicine services provider recommends, employees will also be subject to periodic, hazard-based medical monitoring or qualification-based fitness for duty evaluations.

At the time of separation from employment, employees will be offered a general health evaluation to establish a record of their physical condition at that time. If an employee chooses not to participate in the evaluation, the refusal will be documented.

Workers are informed of the purpose and nature of the evaluations and tests, both in writing and verbally, and the communication is documented in the worker's medical record. Workers are also provided with the results of all evaluations and tests. If health evaluations indicate that a worker should not perform certain tasks, the occupational medicine services provider will place the worker under medical restrictions.

B.8.2 Injury and Illness Evaluations

Employees and supervisors are required to report any suspected work-related illness or injury to the Project Manager immediately. An occupational medicine services provider contracted to the ESER will be used to provide a diagnostic examination of an employee's suspected work-related injury or illness. The examination will evaluate the work-relatedness, the applicability of medical restrictions, and referral to other care, as appropriate.

After any work-related illness or injury, or any illness or injury that results in an absence of 5 or more consecutive working days, the service provider will evaluate the individual's physical and psychological ability to return to duty. The occupational medicine services provider will monitor ill and injured workers to aid their rehabilitation and safe return to work. When health evaluations indicate that a worker should not perform certain job tasks, the service provider will place the individual under work restrictions and will notify the worker and ESER management when restrictions are imposed or removed.

B.8.3 Coordination Between the ESER and the Occupational Medicine Coordinator and Health Resources

The ESER works with the occupational medicine coordinator to supply them with current information about the actual or potential hazards to which workers may be exposed. These hazards may be chemical, biological, radiological, or physical. The Stoller safety and health manager may be involved in performing employee job-task and hazard analyses to identify the essential job functions, to identify actual or potential hazards and exposures, and to evaluate the implications of personnel actions that result in a change of job functions, hazards, or exposures. The resulting information will be provided to the coordinator. The local occupational medicine services provider also has access to the workplace for evaluation of job conditions and issues relating to worker health.

The coordinator is encouraged to periodically participate in worker safety and health meetings and committees. The coordinator must participate in worker protection teams formed to meet the goal of building and maintaining a partnership among workers, managers, and safety and health professionals. These partnerships are necessary to help establish and maintain a safe workplace.

The occupational medicine coordinator must communicate the results of safety and health evaluations with the ESER management in a timely manner so that the ESER might use this information to help mitigate the worksite hazards.

The coordinator must identify the principal, preventable workplace causes of employee illness or death that affect worker health and productivity. The coordinator must work with the ESER to prevent and manage these causes if they can be managed cost-effectively. The ESER will provide the occupational medicine coordinator with access to information from insurance plans in order to facilitate this process.

B.8.4 Record Keeping

The coordinator and Health Resources develops and maintains records of all data collected for the purposes of occupational medicine. Records are kept confidential, are protected from access by unauthorized persons, and are stored to ensure their long-term preservation. Psychological records are kept separately from medical records, in the custody of the designated psychologist. Access to all records is provided only in accordance with applicable laws.

Records are periodically turned over to the ESER for long-term retention in accordance with DOE orders and laws.

B.9 Motor Vehicle Safety

The ESER uses passenger vehicles (primarily sport utility vehicles and pickup trucks) in the course of business for the DOE. This motor vehicle safety program outlines the measures the ESER takes to protect drivers and passengers from the hazards of driving or operating motorized vehicles. No employee shall be permitted to operate a motor vehicle if their visual, auditory, physical, or mental capacities are limited to the point where unsafe acts could result. The implementing documents for the ESER's motor vehicle safety program are found in the *Stoller Health and Safety Manual: Motor Vehicle Safety HS-017* and ESER Procedures.

B.9.1 Passenger Vehicle Safety

The ESER manages motor vehicles to be used by employees for work purposes. Where there are no government-owned or company-owned vehicles available or suitable for use, employees may use a personal vehicle. In each case, the vehicles are registered and licensed in the appropriate state. Vehicles managed by ESER Program receive preventive and corrective maintenance coordinated by the ESER through a local service provider.

Line supervisors are required to ensure that employees have a valid driver's license, have completed a DOE-approved defensive driving course, are aware of the general requirements for the use of government-supplied vehicles, and are aware of any site-specific requirements. Line supervisors are also required to initiate disciplinary actions against employees for negligent or inappropriate use of vehicles, including not following the requirements.

Employees are required to operate vehicles in accordance with applicable traffic laws and regulations. Before operating a vehicle (at the beginning of the work day or shift) the driver is required to inspect the vehicle for the correct function of operating features such as brakes, wipers, and lights; check the fluid levels and tire pressure on vehicles; and check for obvious signs of mechanical problems such as unusual fluid leaks. If the vehicle cannot be operated legally and safely, the driver will report the problem to his or her manager and the manager will obtain another vehicle. Drivers and passengers are required to wear a seat belt and shoulder harness at all times while the vehicle is in motion. The driver shall not use cellular telephones while the vehicle is in motion.

B.9.2 Powered Industrial Trucks

The ESER program does not use powered industrial trucks.

This section is not applicable.

B.9.3 Loss of Driving Privileges

It is a privilege to drive a vehicle while conducting government business. Abuse of this privilege may result in its removal or disciplinary action. Employees will lose the privilege temporarily or permanently in accordance with, but not limited to, the following infractions committed while using a vehicle in the service of the government:

- Conviction of operating a vehicle while under the influence of alcohol or illegal drugs.
- Vacating the scene of an accident without leaving proper identification.
- Violation of traffic laws.
- Conviction of causing an accident while driving a government owned, company-owned, rental or personal vehicle while performing work under the ESER contract.
- Inability to meet appropriate physical standards.

If the ability to drive a vehicle is critical to an employee's job functions, the employee may be reassigned to another position (possibly one that involves a pay decrease) or may be terminated.

B.10 Electrical Safety

The ESER Program maintains a laboratory and office location in the CFA-690 building. Under a tenant use agreement (IAG-222) with Battelle Energy Alliance (BEA), ESER is not responsible for the electrical safety systems within the CFA-690 facility or the Experimental Field Station. BEA as the landlord will provide for any electrical work for the building.

The ESER Program scope of work identified in Contract DE-AC07-06ID14680 is specifically limited to work with portable electrical equipment that is UL listed and/or approved equipment both in the laboratory (CFA-690) and the field (air monitoring stations) as applicable through NFPA 70E. This equipment will be inspected prior to use and will be removed from service should any indications be found where a potential exposure to electrical hazards are identified. All air monitoring low volume air pumps (three on the INL) contain UL listed components, safety switches and fuses as well as all-power off switches. Maintenance of the electrical source (110V AC) is provided by the INL M&O Contractor. The ESER scope of work does not authorize any work activities to be performed on electrical equipment (energized or de-energized) and that would require a lockout/tag out program as defined by NFPA 70E.

B.11 Nanotechnology Safety

The DOE has chosen to reserve this section. Once the rule is amended to include provisions for nanotechnology safety, the ESER will evaluate the requirements and comply with those that are applicable.

B.12 Workplace Violence Prevention

The DOE has chosen to reserve this section. Once the rule is amended to include provisions for workplace violence prevention, the ESER will evaluate the requirements and comply with those that are applicable.