

ES&H Orientation, Training, and Development



Preparer: *Tammy D. Threat* 08/31/20
 Date
 Tammy D. Threat
 UPF Construction Issues Management Procedure
 Compliance

Approval: *Jamie M. Horning* 08/31/20
 Date
 Jamie M. Horning
 CNS UPF ES&H Manager

David B. Harold 09/01/20
 Date
 David B. Harold
 UPF BNI ES&H Manager

W. Dave Ross 09/01/20
 Date
 W. Dave Ross
 UPF Site Manager

Catherine Flavin 09/04/20
 Date
 Catherine Flavin
 for John P. Howanitz
 Senior Vice President and UPF Project Director

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REVISION LOG

Revision 6	<input checked="" type="checkbox"/> Major intent <input type="checkbox"/> Minor intent <input type="checkbox"/> Non-intent
<ul style="list-style-type: none"> • This revision incorporates the Pen and Ink Change issued on 09/24/2019. • The following forms have been changed as a result of this revision: <ul style="list-style-type: none"> ◦ CFN-1159 – obsolete ◦ UCN-23334 – obsolete ◦ UCN-23305– revised ◦ UCN-23307A – revised ◦ UCN-23307B – revised ◦ UCN-23307C – revised ◦ UCN-23307D – revised • An evaluation determination has been performed confirming that this Command Media implements no quality requirements as tracked in the Programmatic Requirements Management System (PRMS). • Description of other changes incorporated: <ul style="list-style-type: none"> ◦ Removed the requirements for Supervisor Leadership Interviews and the associated forms and replaced with the requirements for ES&H Orientation for Supervisors. ◦ Modified formatting, fixed grammar errors, and verbiage throughout. ◦ Section 7.0, changed Quality Type of all documents to Non-QA. • Because of the extent of changes, revision bars are not shown. 	
Revision 5	<input type="checkbox"/> Major intent <input checked="" type="checkbox"/> Minor intent <input type="checkbox"/> Non-intent
<ul style="list-style-type: none"> • Minor changes to Section 2.0, Construction ES&H Orientation, to delete a duplicate recommended training item and to clarify the expectations for submitting completed <i>New Employee ES&H Continuing Education and Development Checklists</i>. • Form numbers CFN-1159, <i>Leadership Interview Scoresheet</i>, and UCN-23334, <i>UPF Responsibilities and Expectations</i>, were added to Section 8.0, Records. • An evaluation determination has been performed confirming this Command Media implements no Quality requirements, as tracked in PRMS. 	
Revision 4	<input type="checkbox"/> Major intent <input checked="" type="checkbox"/> Minor intent <input type="checkbox"/> Non-intent
<ul style="list-style-type: none"> • Reformatted into Command Media and Guidance Document Template. No longer an adopted procedure. • Revisions include alignment with Y90-95-027, <i>UPF Training Program</i>, and general update throughout the document to reflect current practices. • Based on extent of revision, revision bars are not shown. 	
Previous revisions on record	

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1.0 INTRODUCTION

1.1 Purpose

This procedure describes the process for Construction Environment Safety & Health (ES&H) Orientation, continuing education, and other specialized ES&H training. This procedure complements the requirements of Y90-95-027, *UPF Training Program*.

1.2 Scope

This procedure is applicable to the Uranium Processing Facility (UPF) construction site personnel, subcontractors, and vendors during the course of the Project.

2.0 CONSTRUCTION ES&H ORIENTATION

All Project personnel who have been granted unescorted access to the UPF construction sites, which include the Y-12 main site, laydown areas, and warehousing and fabrication areas, will receive, at a minimum, the Construction ES&H Orientation.

The Construction ES&H Orientation is intended to be a formal session that provides an understanding of ES&H and Project requirements. It is designed to:

- Provide the personnel with the knowledge and information necessary to identify the hazards in their work environment and apply preventive measures and techniques to eliminate or reduce risk of illness and injury.
- Provide the personnel with knowledge of environmental requirements, mitigation practices, and ES&H and sustainability policies.
- Promote the “Zero Incident Philosophy” by introducing all personnel to this concept and how it can be achieved on the Project.

The Site Manager or designee participates in each new hire orientation by beginning or closing it with a statement championing the ES&H process and expressing his/her expectations.

An ES&H handbook that contains environmental, safety, and health information and requirements will be issued to all new employees.

Personnel shall confirm receipt of training by signing an acknowledgment page or an equivalent sign-in document for the training session.

The Construction ES&H Orientation will provide a standardized level of awareness training to the new employee. Typical topics discussed in the orientation may include:

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|----------------------------------|--|
| • Management commitment | • Ladders/safe access to elevated work areas |
| • ES&H behavior overview | • Hazard communication |
| • General Project/facility rules | • Housekeeping |
| • Emergency procedures | • Barricades |
| • Drug and alcohol policy | • Hand and power tool safety |
| • Personal protective equipment | • Waste management |
| • Fire prevention and protection | • Chemical management |
| | • Spill prevention and control |

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- Erosion and storm water control
- Sustainability
- Incident investigation injury/illness reporting
- Safety Task Analysis Risk Reduction Talk (STARRT)/Job Hazard Analysis (JHA)
- ES&H Toolbox meetings
- Confined spaces
- Compressed gas cylinders
- Back injury prevention
- Fall protection/prevention
- Lock Out/Tag Out (LO/TO)
- Excavations and trenching
- Industrial Hygiene (noise, dust, mist, fumes)

For the first four weeks on the project, UPF construction-based employees will meet with their respective supervisors to discuss the items listed in the forms UCN-23307A, B, C, and D, *New Employee ES&H Continuing Education & Development Checklists*. The Supervisor will complete these forms and return them to the Project Training Department.

Successful completion of the Construction ES&H Orientation requires completion of a knowledge verification. In accordance with Y90-95-027, the UPF Training Department will create a method for knowledge verification (e.g., test, quiz).

3.0 ES&H ORIENTATION FOR SUPERVISORS

In addition to Construction ES&H Orientation training, each construction or facility supervisor (e.g., superintendents, foremen, general foremen) shall receive Supervisors' ES&H orientation upon promotion, hire, or transfer. This course shall emphasize the ES&H duties and responsibilities of a supervisor, including risk management, planning and mitigation practices, training, communication, emergency response, and application of ES&H requirements.

UCN-23305, *UPF Supervisor's Orientation Checklist*, will be used to ensure that each Supervisor receives the required ES&H information. When completed, these documents will be submitted to the UPF Training group for filing.

4.0 NEW EMPLOYEE CONTINUING ES&H EDUCATION AND DEVELOPMENT

A continuing education process will be used to reinforce knowledge of ES&H requirements through multiple contact sessions between new employees and their supervisors.

4.1 New Employee Designation

All Bechtel National, Inc. (BNI) employees and Consolidated Nuclear Security (CNS) craft employees will be issued a unique identifier (e.g., sticker) after completing the Construction ES&H Orientation. This identifier will be unique to new employees only. The identifier will be placed in a location that is readily visible to other personnel (e.g., hard hat). Upon satisfactory completion of week four of the orientation process, the Supervisor or designee will remove the identifier.

4.2 Buddy System

At any time during the orientation process, the Supervisor may assign the new employee to work directly with a veteran employee to facilitate the transition into the workplace.

This arrangement provides the new employee with an opportunity to validate progress, and it creates an atmosphere conducive to building constructive working relationships.

4.3 Assessment/Evaluation

The Supervisor or designee will monitor the new employee's progress through the ES&H orientation process. Based on feedback from the worker's Buddy or other veteran employee, the Supervisor, with input from Construction Management and ES&H, may recommend further training for the new employee prior to continued employment in the workplace.

5.0 VISITORS AND VENDORS

All visitors and vendors must comply with applicable site rules and regulations concerning ES&H. Visitors and non-vendors who are to be in Construction areas as described in PL-CM-801768-A014, *CNS/BNI UPF Construction Work Area Access Requirements for UPF Construction*, for more than five days will be required to attend a full Construction ES&H Orientation.

Visitors or vendors who are onsite from one to five days will be required to attend the Construction Visitor Briefing described in PL-CM-801768-A014. The Construction Visitor Briefing includes general site access requirements for visitors being escorted by other qualified personnel.

6.0 SPECIALIZED TRAINING

Personnel at the Project or facility may require special training and certification, where necessary, in addition to the Construction ES&H Orientation. Special training may include:

- Respirator Protection
- Work in Confined Spaces
- Spotter/Flagger for Traffic and Equipment
- Safety/Fire Watch
- Scaffold Operations (Erecting/Dismantling) and Users
- Hazardous Waste Management
- Craft-Based Leadership/Human Performance Improvement
- First Aid/Cardiopulmonary Resuscitation/Automatic Electric Defibrillator
- Blood-borne Pathogens (General Employee Training)
- Articulating Work Platforms
- Cranes and Material Handling Awareness
- Drug and Alcohol Awareness (General Employee Training)
- Emergency Response
- Excavations and Trenching
- Forklift Operation

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- Hearing Conservation
- LO/TO
- Material Specific Hazard Communication
- Non-Destructive Testing
- Powder-Actuated Tools
- Rigging Methods
- Spill Prevention and Control
- Steel Erection

Retraining for personnel shall be provided in accordance with the requirements of Y90-95-027.

7.0 RECORDS

Records generated by this procedure shall be maintained in accordance with Y15-95-800, *UPF Document Management*. Record types for documents submitted to the UPF Document Management Center (DMC) are identified in ML-PS-801768-A001, *Uranium Processing Facility Project Master Document Type List*. Quality Type is listed as Quality-Lifetime (QA-L), Quality-Nonpermanent (QA-NP), or Non-Quality (Non-QA).

Records generated during the performance of this procedure include:

Record Number	Record Title	Record Holder	System/ Location	Quality Type
UCN-23305	<i>UPF Supervisor's Orientation Checklist</i>	UPF DMC	InfoWorks	Non-QA
UCN-23307A	<i>UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 1</i>	UPF DMC	InfoWorks	Non-QA
UCN-23307B	<i>UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 2</i>	UPF DMC	InfoWorks	Non-QA
UCN-23307C	<i>UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 3</i>	UPF DMC	InfoWorks	Non-QA
UCN-23307D	<i>UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 4</i>	UPF DMC	InfoWorks	Non-QA

8.0 REFERENCES

8.1 Source References

4SM-6BH-F0001, *Bechtel NS&E, ES&H Manual*

Bechtel NS&E 102, *Orientation, Training and Development*

Records and Information Management (RIM) Procedure 1, *Records Retention (2PP-P700-00013)*

8.2 Interfacing References

ML-PS-801768-A001, *Uranium Processing Facility Project Master Document Type List*

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PL-CM-801768-A014, *CNS/BNI UPF Construction Work Area Access Requirements for UPF Construction*

Y15-95-800, *UPF Document Management*

Y90-95-027, *UPF Training Program*

9.0 SUPPLEMENTAL INFORMATION

Appendix A, *Acronyms and Definitions*

APPENDIX A

Acronyms and Definitions

Acronyms

BNI	Bechtel, National, Inc.
CNS	Consolidated Nuclear Security
DMC	Document Management Center
ES&H	Environment, Safety, and Health
JHA	Job Hazard Analysis
LO/TO	Lock Out/Tag Out
Non-QA	Non-Quality
PRMS	Programmatic Requirements Management System
QA-L	Quality-Lifetime
QA-NP	Quality-Nonpermanent
STARRT	Safety Task Analysis Risk Reduction Talk
RIM	Records and Information Management
UPF	Uranium Processing Facility

Definitions

None

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