

Incident Review Board Procedure



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Incident Review Board Procedure

REVISION LOG

Revision 0 Intent Non-Intent

- Initial Issue
- No forms have been edited as part of this revision
- An evaluation determination has been performed confirming that this Procedure does not implement requirements tracked in the Programmatic Requirements Management System (PRMS)

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1.0 INTRODUCTION

1.1 Purpose

This Procedure establishes the protocol for establishing and convening an Incident Review Board (IRB) meeting at the Uranium Processing Facility Project (UPF). Action items generated and findings identified in the IRB will aid the investigation and reporting process defined in UPF-CP-108, *UPF Event Management and Investigation*. The issues management process will be performed in accordance with the requirements listed in Y15-95-816, *UPF Issues Management Process*.

1.2 Scope

This Procedure applies to any unplanned event/incident determined by any core member of the IRB to require the triggering of an IRB review.

2.0 RESPONSIBILITIES

2.1 Site Manager/Project Startup Manager

The Site Manager/Project Startup Manager (PSUM) is responsible for the following:

- Determining the need for an IRB meeting based on the severity of the incident
- Scheduling IRB activities and assigning personnel to the IRB
- Acting as the chairperson for the IRB and leading discussions about corrective actions
- Assigning IRB action items to responsible manager/responsible person

2.2 Environmental Health Manager

The Environmental Manager is responsible for the following:

- Supporting the Site Manager/PSUM with determining the need for an IRB meeting
- Designating a member of the ES&H team to complete the event investigation
- Assisting superintendents in developing IRB presentation materials, as necessary
- Ensuring meeting minutes are prepared, which includes a list of action items as determined by the IRB meeting

2.3 Incident Review Board Members

Each IRB member is responsible for the following:

- Evaluating the inadequacies and/or deficiencies relative to the event/incident
- Assessing the proposed immediate/corrective actions
- Reviewing the available information from the incident investigation and all other applicable information
- Evaluating the event for broader implications

2.4 Superintendents/Subcontract Technical Representatives

Superintendents/Subcontract Technical Representatives (STRs) are responsible for the following:

- Developing and giving presentations to the IRB
- Implementing corrective actions as determined by the IRB

3.0 PROCESS

The IRB convenes on an ad-hoc basis as determined by the Site Manager/PSUM. IRB may be convened at any time for any incident at the direction of the Project Director.

IRB members discuss immediate concerns and long-term strategies to prevent recurrence of similar incidents.

The IRB is comprised of members selected by the Site Manager/PSUM, but includes at least (but not limited to) the following individuals (or designees):

- UPF Project Director
- Site Manager/PSUM
- BNI ES&H Manager
- BNI Area Project Manager

Other members that may be selected to participate in the IRB includes:

- BNI Project Superintendent
- CNS Labor Relations Manager
- Superintendent/STR
- CNS Quality Manager
- CNS ES&H Manager

3.1 Incident Review Board Preparation

The Site Manager/PSUM reviews incidents and determines whether or not an IRB Meeting is required.

Superintendent will collect information needed to prepare for the scheduled IRB meeting. IRB meetings can be scheduled before all event investigation details are available. In this instance, all available information (i.e. witness statements, training records, project documents/forms, photos of the scene) associated with the event will be provided to the IRB for review. Multiple IRB meetings can be held for the same event (i.e. as soon as practical following the event and as investigation information becomes available/finalized).

3.2 Incident Review Board Meetings

The Site Manager/PSUM chairs the IRB and selects IRB members. If the incident involves Startup-controlled activities, the PSUM or designee will act as the Chairperson of the IRB meeting. If the incident involves Construction-controlled activities, the Site Manager or designee will act as the Chairperson of the IRB meeting. The IRB discussions are intended to review facts, the incident, and

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corrective actions. For example, superintendents should consider how an incident affects their programs and processes and what changes would result in more effective or safe UPF performance. The meetings should generate suggestions regarding how UPF can most effectively learn from incidents and IRB discussions.

The responsible superintendent and appropriate personnel prepare and present information about the incident for IRB discussions. Meeting attendees assess proposed immediate/corrective actions and provide additional direction as warranted. Action items (i.e., immediate actions, lessons learned) and meeting details are captured using the UPF Meeting Minutes Template. Information generated from the IRB meetings will be used to aid the processes described in UPF-CP-108 and Y15-95-816. Condition Reports will be generated for each event reviewed by the IRB.

The event investigation report or applicable sections of it, per the discretion of the BNI ES&H Manager, will be attached to the corresponding CR to provide the CRRC with sufficient information with which to screen the CR. Lessons learned, when necessary, will be generated in accordance with Y15-95-331, *UPF Lessons Learned (LL) Program*.

4.0 RECORDS

Records generated by this Document shall be maintained in accordance with Y15-95-800, *UPF Document Management*.

The following records generated are:

Record or Form Number	Record Title	System/Location	Document Type
Document Specific	<i>IRB Meeting Minutes</i>	InfoWorks	MM

5.0 REFERENCES

5.1 Source References

E-PROC-0007, *Enterprise Event Recovery and Notification Program*

5.2 Interfacing References

UPF-CP-108, *Event Investigation and Reporting*

Y15-95-331, *UPF Lessons Learned (LL) Program*

Y15-95-800, *UPF Document Management*

Y15-95-816, *UPF Issues Management Process*

5.3 Forms

None.

6.0 SUPPLEMENTAL INFORMATION

Appendix A, *Acronyms and Definitions*

APPENDIX A

Acronyms and Definitions

Acronyms

ES&H	Environmental, Safety, and Health
IRB	Incident Review Board
IRIS	Incident Reporting and Information Systems
PSUM	Project Startup Manager
STR	Subcontract Technical Representative
UPF	Uranium Processing Facility

Definitions

Event/Incident	Refer to UPF-CP-108, <i>UPF Event Investigation and Reporting</i>
Incident Review Board (IRB)	A leadership review team that evaluates issues of special safety or environmental concerns with an emphasis on harnessing senior management experience to contribute to a thorough evaluation of an issue or event.

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