THE NATION'S URANIUM PROCESSING FACILITY

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REVISION LOG

Revision 7

☒ Intent ☐ Non-Intent Implements PRMS Requirements: ☒ Yes ☐ No

- These changes are in response to Action 01 of Condition Report 25774-000-GCA-GAM-05209, Weakness- Management Training Expectations for UPF Access are Not Fully Captured in the Documents Governing Site Access (IMA-PM-801768-FY25-005, *Management Assessment Report Training Readiness of CNS Organizations Requiring Access to UPF Facilities*)
  - Clarified required training for visitors and vendors in Section 5.2
  - Added references to PL-CM-801768-A014, *CNS/BNI UPF Construction Work Area Access Requirements for UPF Construction* in Section 5.2
- The following forms have been created as a result of this document:
  - UCN-23627, *Short Service Employee (SSE) Progress Evaluation Checklist*
- The following forms have been obsoleted as a result of this document:
  - UCN-23305, *UPF Supervisor's Orientation Checklist*
  - UCN-23307A, *UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 1*
  - UCN-23307B, *UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 2*
  - UCN-23307C, *UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 3*
  - UCN-23307D, *UPF New Employee Continuing ES&H Education and Development Checklist - Week No. 4*
- Added references to the Environmental Absolutes in Section 2.0
- Other changes include:
  - Updated STARRT to FLHA throughout
  - Updated references and acronyms
  - Editorial changes

Revision 6

☒ Intent ☐ Non-Intent Implements PRMS Requirements: ☒ Yes ☐ No

- 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:
  - 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:

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- 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

Previous revisions on record

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1.0 INTRODUCTION

1.1 Purpose

This procedure describes the process for Construction Environment Safety and 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) Project 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. Topics discussed in the orientation may include:

- Management commitment
- ES&H behavior overview
- General Project/facility rules
- Emergency procedures
- Drug and alcohol policy
- Personal protective equipment
- Fire prevention and protection
- Ladders/safe access to elevated work areas

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- Hazard communication
- Housekeeping
- Barricades
- Hand and power tool safety
- Waste management
- Chemical management
- Spill prevention and control
- Erosion and storm water control
- Sustainability
- Incident investigation injury/illness reporting
- Field Level Hazard Assessment (FLHA)/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)
- Environmental
- Absolutes

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).

NOTE: *Employees must attend Construction ES&H Orientation training again if they have not worked at the project site for 90 consecutive days.*

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 Supervisor ES&H Orientation (course # 52000687) 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.

4.0 SHORT SERVICE EMPLOYEE PROGRAM

A three-month Short Service Employee (SSE) Program will be implemented for all Craft Professionals to enhance and confirm their understanding of ES&H requirements. This process must include multiple contact sessions, inclusive of a monthly progress evaluation between the new employee and their supervisor, further reinforcing ES&H knowledge and requirements. UCN-23627, *Short Service Employee (SSE) Progress Evaluation Checklist* is a three-month sequential Progress Evaluation Checklist to be used by supervisors during the contact sessions. The SSE's supervisor(s) must ensure completion of UCN-23627 and return the forms to the Project Training Department. Completion of the monthly progress checks must be documented and kept by the project as a training record.

NOTE: *Craft employees must be reenrolled in the Short Service Employee Program if they have not worked at the project site for 90 consecutive days.*

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4.1 New Employee Designation

After completing the Construction ES&H Orientation, all craft professionals will receive a hard hat with a unique color, band, stripe or other distinct identifier that ensures easy recognition to aid heightened supervision. Upon satisfactory completion of month three of the Short Service Employee Program, the Craft Professional's Supervisor or designee will remove the identifier.

4.2 Buddy System

To initiate the three-month SSE process, the supervisor will assign the new employee to work directly with a veteran employee to facilitate transition into the workplace (i.e., a buddy). Buddies can help establish working relationships, promote knowledge sharing, and facilitate communication. This arrangement provides the veteran 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 SSE 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 completion of the SSE program and removal of the SSE designation.

4.4 Crew Experience Ratio

Field supervision should organize work to ensure that less than half of each crew consists of personnel who have been on site less than three months.

5.0 VISITORS AND VENDORS

All UPF visitors and vendors must comply with applicable site rules and regulations concerning ES&H. CNS asset management personnel (i.e., commissioning and operations) entering the UPF project site are considered project visitors.

5.1 General Requirements

All UPF visitors and vendors must submit a UPF Site Access Request in accordance with PL-CM-801768-A014*, CNS/BNI UPF Construction Work Area Access Requirements for UPF Construction*. UPF personnel (e.g., field engineering coordinating vendor warranty work) sponsoring the visit must provide an escort for all visitors and vendors for the duration of the visit.

5.2 Additional Requirements

Visitors and vendors accessing Construction or Startup areas shall refer to TGUI-TR-801768-A003, *UPF Training Requirements Matrix (TRM) Oak Ridge, Tennessee*, for common training requirements pertaining to UPF Project personnel.

Visitors or vendors needing unescorted access to Construction or Startup areas who will be in these areas for more than five days (cumulative over the project lifecycle)

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will be required to attend a full Construction ES&H Orientation as described in PL-CM-801768-A014 and TGUI-TR-801768-A003.

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
- Articulating Work Platforms
- Cranes and Material Handling Awareness
- Drug and Alcohol Awareness (General Employee Training)
- Emergency Response
- Excavations and Trenching
- Forklift Operation
- Hearing Conservation
- LO/TO
- Material Specific Hazard Communication
- Non-Destructive Testing
- Powder-Actuated Tools
- Rigging Methods
- Spill Prevention and Control
- Steel Erection

7.0 RECORDS

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

The following records are generated:

Record or Form Number	Record Title	System/ Location	Document Type
UCN-23627	*Short Service Employee (SSE) Progress Evaluation Checklist*	InfoWorks	TCL

8.0 REFERENCES

8.1 Source References

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

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

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8.2 Interfacing References

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

TGUI-TR-801768-A003*, UPF Training Requirements Matrix (TRM) Oak Ridge, Tennessee*

Y15-95-800, *UPF Document Management*

Y90-95-027, *Training Program*

8.3 Forms

UCN-23627, Short Service Employee (SSE) Progress Evaluation Checklist

9.0 SUPPLEMENTAL INFORMATION

Appendix A, *Acronyms and Definitions*

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APPENDIX A
Acronyms and Definitions

Acronyms

ES&H	Environmental Safety and Health	4
FLHA	Field Level Hazard Analysis	5
JHA	Job Hazard Analysis	5
LO/TO	Lock Out/Tag Out	5
SSE	Short Service Employee	5
TRM	Training Requirements Matrix	6
UPF	Uranium Processing Facility	4

Definitions

None

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