



UPF CHANGE NOTICE (PCN) FORM

PCN Number:	PRCN-UPF-CP-108-R24-01	PCN Rev: 0	Effective Date: 02/10/2020
Associated Document Number:	UPF-CP-108		Rev: 24
Associated Document Title:	UPF Event Management and Investigation		
<p>Identify the scope of the change, including any new, removed, or changed content. Include any references, such as Condition Reports that are driving the change:</p> <p>This PRCN is in response to CR 25774-000-GCA-GAM-02020, <i>Failure to Flowdown Conduct of Operations</i></p> <p><u>Global</u></p> <p>Change all instances of Initial Event Notification (IEN) to Event Notification.</p>			

Implements Quality Requirements (Choose One)			
<input checked="" type="checkbox"/> None	<input type="checkbox"/> BNI	<input type="checkbox"/> CNS	<input type="checkbox"/> BNI & CNS
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UPF Event Management and Investigation



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Effective Date

Pen & Ink for minor correction per Y15-95-800

Page Numbers Affected: 12 Reason for Change:
Corrected title for 3.8.1

Minor correction to a revision-controlled document requires the requestor to make the corresponding correction to the authoring database and/or native file.

Selection Required:

☒ Native File ☐ Authoring Database ☐ N/A for non-revision controlled

Signatures below verify that this is a minor correction and
 that the required changes have been made as checked above.

Tammy Threat Tammy Threat 02/13/20
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 David Harold David Harold 02/13/20
 Approver - Responsible Manager Date
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Implements Quality Requirements
 (select one)

☒ None☐ BNI☐ CNS☐ BNI and CNS

UPF Event Management and Investigation**REVISION LOG**

Revision	Description	Intent	Non Intent
24	<ul style="list-style-type: none">Revised Section 3.1, <i>Event Response and Notification</i>, to address 25774-000-GCA-01556 CR 01556 and to include CNS and UPF Designated Personnel as well as Company-specific Off-Project Notifications.Minor technical edits as noted by rev bars An evaluation determination has been performed confirming that this Command Media implements no Quality requirements, as tracked in PRMS.	Minor	
23	<ul style="list-style-type: none">Updates follow completion of forms SF 91 and SF 94 in accordance with Y30-95-803 This procedure issuance addresses issues identified in Condition Report 25774-000-GCA-GAM-01015, <i>Finding 1 - UPF Property Administrator was Not Formally Notified of Accidents Involving UPF Vehicles (IMA-PM-801768-FY18-059)</i> .	X	
Previous revisions	On record	N/A	

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1.0 INTRODUCTION

1.1 Purpose

This document establishes the process by which events (including occupational injury/illness, near-misses, vehicle and/or property damage, and Project-related environmental events) are reported and investigated.

1.2 Scope

This procedure is used to assist Uranium Processing Facility (UPF) Project Management in identifying, reporting, and correcting workplace hazards and system deficiencies.

This procedure shall be utilized in conjunction with company-specific (e.g., owner, client, contractor, and subcontractor) policies/plans/procedures specific (but not limited) to off-Project notifications, legal reviews, and input of incident information in respective company-specific databases.

1.3 Applicability

This procedure applies to events at the UPF construction site and supporting offices and facilities (e.g., Commerce Park, off-site warehouses). Document E-PROC-0007, *CNS Event Recovery and Notification Process*, is applicable to the UPF Project for Initial Event Notification (IEN); however, Fact Finding and Critiques are not applicable to the UPF Project. Events may also be subject to the requirements of Y14-192, *Occurrence Notification and Reporting*.

2.0 RESPONSIBILITIES

2.1 UPF Project Director

The UPF Project Director is responsible for ensuring that all injury/illness events occurring on the UPF construction site and at supporting facilities are investigated to the proper extent and are dispositioned appropriately.

2.2 Functional Manager

The Functional Manager (e.g., Construction Manager, Procurement Manager) is responsible for:

- Allocating resources to support event investigations and event reporting.
- Ensuring that corrective actions are developed and implemented to address causes of events.

2.3 Responsible Manager

The Responsible Manager (e.g., Project/Area Superintendent) is responsible for:

- Determining whether an incident meets the minimum requirement for event investigation.
- Completing required event notifications.

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- Participating in the event investigation.
- Developing immediate, remedial, compensatory, and/or corrective actions, as appropriate (see Y15-95-816, *UPF Issues Management Process*).

2.4 Supervisor

The Supervisor (e.g., Superintendent, Subcontract Technical Representative [STR]) is responsible for:

- Reporting events to the appropriate Responsible Manager to initiate event management and investigation processes.
- Ensuring that affected personnel under his/her direction are provided the appropriate level of medical attention when the event includes an injury/illness.
- Participating in the event investigation.

2.5 Environment, Safety, and Health Manager

The Environment, Safety, and Health (ES&H) Manager is responsible for:

- Obtaining information from Y-12 National Security Complex (Y-12) Occupational Health Services (or other approved medical provider) in order to make medical case determinations.
- Determining the level of investigation to be completed for events.
- Prescreening applicable events for entry into the Issues Management Process.

2.6 Event Investigator

The Event Investigator is responsible for:

- Performing the event investigation.
- Keeping the Responsible Manager informed throughout the process of the investigation.
- Assisting the Responsible Manager with the development of corrective actions.
- Ensuring the collection of all evidence (e.g., human, physical, and objective) related to the investigation.

2.7 Subcontractors

Subcontractors are responsible for:

- Promptly and properly submitting notification about event(s); securing the event scene; initiating the incident investigation; completing the necessary documentation; and correcting open issues/actions in accordance with this procedure.
- Completing and submitting, in a timely and quality manner, required forms UCN-23257, *UPF Event Investigation Report*, and UCN-23256, *UPF Employee/Witness Statement*, when an event occurs.
- Completing and submitting DOE F 5484.3 in the event of work-related injury or illness.

2.8 UPF Personnel

All UPF personnel, including subcontractors, are responsible for immediately notifying their supervisors if an event is observed that has, or could have, an adverse effect on the safety and health of personnel, property, or the environment.

3.0 PROCESS

3.1 Event Response and Notification

When an event occurs, the Responsible Manager's immediate and short-term response activities are to preserve life, property, the environment, and UPF assets. The Responsible Manager's initial notification is crucial in activating the event management and investigation process. The event notification and investigation are used to provide information to other organizations that perform tasks such as Department of Energy (DOE) interface, compliance determination, and occurrence reporting. Document OT-SH-801768-A002, *UPF Event Reporting Incident and Notification Matrix*, is a guide for assisting users in the field and providing specific information about incidents that require notification and UPF notification contacts. Notification contacts include (but are not limited to) Consolidated Nuclear Security (CNS) personnel (including UPF and Y-12 designated personnel), Uranium Processing Facility Project Office (UPO) designated personnel, and company-specific (e.g., Bechtel National, Inc. [BNI]) off-Project notifications. Refer to Section 8 of E-PROC-0007 for the IEN process.

- Events may also be subject to the Y14-192 process. In some cases, categorization is required within two hours of discovery, and notifications are required within timeframes as soon as two hours of categorization.
- Submission of recordable injury notification through DOE F 5484.3 for entry into the DOE Computerized Accident/Incident Reporting and Information System (IRIS) is preferred within five days of the determination. Recordable injuries are required to be logged within seven days from the time that the injury or illness is determined to be recordable.
- Reclassification of injuries or illnesses does not require an IEN; however, an email distribution shall be made. Notification contacts include (but are not limited to) CNS personnel (including UPF and Y-12 designated personnel), UPO designated personnel, and company-specific (e.g., BNI) off-project personnel.

3.2 Event Response (Non-Emergency)

Appointee	Step	Action
NOTE: <i>The order of action steps may vary depending on the complexity of the event.</i>		
UPF Personnel	1	Report the event to the supervisor. IF the individual is unable to do so because of injury or illness, THEN a coworker should contact the supervisor.

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Appointee	Step	Action
Supervisor	2	Immediately notify the Responsible Manager.
	3	IF an injury/illness is involved, THEN ensure that workers are treated for injuries/illnesses by having them immediately report to Y-12 Occupational Health Services.
Responsible Manager (or designee)	4	Notify the respective Event Investigator of the event.
	5	Identify and implement immediate actions.
	6	Instruct personnel to not disturb, touch, or handle any physical evidence UNLESS there is a danger of the evidence being lost or destroyed before collection/processing can be arranged by the Event Investigator.
	7	As necessary, secure and control the scene from unauthorized personnel. Establish a perimeter around the entire scene that is large enough to include any evidence or items of interest. Use barricades, signs, and tape in accordance with UPF-CP-214, <i>Barricades and Signs</i> .
	8	Identify witnesses as soon as possible and have them meet with the Event Investigator.
	9	Turn over the scene to the Event Investigator for event investigation and assist as necessary.
Event Investigator	10	Complete Evidence Collection/Processing and Investigation in accordance with Sections 3.4, 3.5, and 3.6 of this procedure.
	11	Recommend immediate control measures and follow-up actions to ensure the safety of personnel and security of the scene.
Supervisor/ Responsible Manager	12	Applicable events shall be reported through E-PROC-0007 (see Appendix B, <i>Instructions for Completing an IEN</i>).
Responsible Manager	13	Determine the need for compensatory measures.
ES&H Manager (or designee)	14	For events meeting the requirements of Bechtel Environmental, Safety, and Health (BESH) Core Process 2HI-H030-00108, <i>ES&H Incident Notification, Investigation, and Reporting</i> , complete and submit that document's Exhibit C (0-60, <i>Initial Notification Form</i>) (see Appendix C, <i>Bechtel Core Process 108 Information</i>).

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3.3 Event Response Requiring Emergency Attention

Appointee	Step	Action
NOTE: <i>The event scene will be under the control of Y-12 Emergency Services. Assist as requested, secure the scene, and preserve evidence to the extent possible.</i>		
UPF Personnel/ Witness	1	IF the event requires emergency attention for a fire or medical condition, THEN STOP WORK IMMEDIATELY.
	2	Implement emergency notification procedures by contacting or having someone contact Y-12 Emergency Services or the Plant Shift Superintendent.
	3	Notify the supervisor, if possible.
	4	IF applicable, THEN move affected personnel to a safe location.
Supervisor/ Responsible Manager	5	Establish control of the area and ensure access for Emergency Services.
	6	Ensure that affected personnel are treated as soon as possible.
	7	Take appropriate and immediate action to stabilize the event scene, and place equipment in a safe configuration while preserving scene conditions for further investigation.
	8	Notify the respective Event Investigator.
	9	Identify witnesses as soon as possible AND have them meet with the Event Investigator.
	10	Turn over the scene to the Event Investigator for event investigation AND assist as necessary.
	11	Applicable events shall be reported through E-PROC-0007 (see Appendix B).
Event Investigator	12	Complete Evidence Collection/Processing and Investigation in accordance with Sections 3.4, 3.5, and 3.6 .
ES&H Manager (or designee)	13	For events meeting the requirements of BESH Core Process 108, complete AND submit a 0-60 Form (see Appendix C .)

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3.4 Evidence Collection/Processing

The Event Investigator gathers evidence and facts. Factual proof is required to validate causes and their applicability to the event being analyzed. The three key types of evidence are (1) human, (2) physical, and (3) objective.

Appointee	Step	Action
Event Investigator	1	Instruct affected employee(s)/witness(es) to fill out UCN-23256.
	2	Request Y-12 Photography or an approved designee to photograph the event scene in its original state. IF an item must be removed from the scene, THEN photograph the item prior to removal AND make a note of the removal in UCN-23257.
	3	Ensure collection of all evidence (e.g., human, physical, and objective) related to the investigation. Collect Safety Task Analysis Risk Reduction Talk cards, work packages, permits, and training records as appropriate.
	4	Attach all pertinent evidence to the completed UCN-23257.

3.5 Investigation Process

The investigation process focuses on determining the facts and causes of an event. The level of investigation will be based on the associated hazard, the potential severity of the event, and a determination of whether ES&H controls would have mitigated the event. Assigning significance to the event is conducted in accordance with Y15-95-816 and Y14-192, as applicable. For the majority of investigations, the Event Investigator will lead the investigation utilizing the following personnel as necessary:

- Responsible Manager or designee
- Supervisor
- Affected employee(s)
- Associated subject matter experts

Appointee	Step	Action
NOTE: Include the completed DOE F 5484.3 with the final UCN-23257.		
Event Investigator or Responsible Manager	1	Using information gathered during the evidence collection/processing phase, complete UCN-23257.
	2	Concurrently, complete a DOE F 5484.3. This form must be completed and submitted to the CNS STR within five working days of the classification of the event.

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Appointee	Step	Action
Event Investigator	3	Include a summary and timeline of the event in the “Description of Events” section of the Event Investigation Report. Remedial actions taken after the event or information discovered during the investigation should be included in the box titled “Additional Information.”
	4	The UCN-23257 and associated materials (package) shall be completed and submitted within five working days of being directed to conduct the incident investigation. The ES&H Manager shall be notified when the investigation needs to be extended, and the reasons for the extension shall be explained.
BNI Incident Investigator Coordinator	5	IF necessary, THEN request an extension of the due date from the ES&H Manager. Include a reason for the extension.
ES&H Manager	6	Based on the complexity of the event, the ES&H Manager (or designee) may grant an extension to the event investigation due date. This is accomplished through written concurrence (e.g., documentation by email).

3.6 Investigation Process (Near-Miss)

Initial response and notification for a near-miss are managed in the same fashion as an injury/illness. Alternate steps for completion of the investigation follow:

Appointee	Step	Action
<p>NOTE 1: <i>Near-miss events meeting the criteria outlined in Y14-192 will require a completed UCN-23257.</i></p> <p>NOTE 2: <i>Completion of DOE F 5484.3 is NOT required for near-miss events.</i></p>		
Event Investigator	1	IF an investigation is required, THEN follow the steps identified in Section 3.5.

3.7 Investigation Process (Motor Vehicle Incidents)

Motor vehicle incidents (collisions) shall be reported and reviewed to determine follow-up investigation requirements. Heavy construction equipment, forklifts, cranes, and non-passenger-type vehicles will be investigated in accordance with **Section 3.5.**

Appointee	Step	Action
<p>NOTE: <i>Affected employees(s) are not required to complete UCN-23256 if completing form SF 91, Motor Vehicle Accident Report, and/or SF 94, Statement of Witness.</i></p>		

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Appointee	Step	Action
Event Investigator	1	Have the driver(s) complete form SF 91 in accordance with Y30-95-803, <i>Use of Motor Vehicles and Utility Vehicles on the UPF Project</i> , and submit to the Property Administrator within two working days of the date of accident.
	2	Have the witness (if any) complete form SF 94 in accordance with Y30-95-803 and submit it to the UPF Property Administrator within two working days of the date of accident.
Supervisor	3	Complete a UCN-26050, <i>Initial Y-12 Industrial Safety Motor Vehicle Incident (MVI) Investigation</i> .
	4	Have the driver(s) prepare a sketch or provide an equivalent map of the scene.
	5	For an off-site incident, have the driver(s) obtain a copy of the police report.
	6	Assemble motor vehicle incident forms and associated documentation and forward to the Event Investigator.
	7	Incorporate motor vehicle incident information into the UCN-23257 for all motor vehicle incidents resulting in a recordable injury.
NOTE: Affected employees(s) are not required to complete UCN-23256 if completing form SF 91 and/or SF 94.		
Event Investigator	8	Submit assembled motor vehicle incident forms to the CNS STR as soon as practicable.

3.8 Event Analysis

The purpose of event analysis is to determine why an adverse event occurred so that the appropriate corrective action can be planned and implemented to prevent recurrence. For formal event analysis, refer to DI-QA-801768-A004, *UPF Causal Analysis*.

Appointee	Step	Action
NOTE: Consult Appendix 12, <i>Causal Analysis Tree</i> , from DI-QA-801768-A004.		
Event Investigator	1	Perform basic event analysis AND document findings in the "Causal Analysis" section of UCN-23257.
	2	Explain the choice of event codes based on the information contained in the report.
	3	Review event codes with the Responsible Manager.

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3.8.1 ~~Address Identified Events~~ Address Identified Occurrence Reportable Events
 Initials: 
 Date: 02/13/20

Appointee	Step	Action
Event Investigator	1	Generate a Condition Report (CR) in accordance with Y15-95-816 requesting the development of corrective actions to address the identified events. Include the following information in the CR: <ul style="list-style-type: none"> • A brief description of the event (date, time, location, personnel involved) • Event codes identified in UCN-23257 • The investigation report number • The corresponding Occurrence Reporting and Processing System (ORPS) report number, if applicable.
	2	Review Y15-95-816.
	3	Record the CR number on UCN-23257.

3.9 Corrective Actions Development

Appointee	Step	Action
Responsible Manager	1	Develop immediate actions to address the identified cause(s) of the event(s). Confirm that the implemented actions will correct the issue and address the cause(s) and any extent of condition, as required by Y15-95-816.
	2	Review the proposed corrective actions with the Event Investigator.

3.10 Records Submittal

Appointee	Step	Action
Event Investigator	1	Obtain a document number for UCN-23257 from the UPF Document Management Center (DMC).
	2	Compile all required forms, notifications, and collected evidence into an Event Investigation package.
	3	IF UCN-23257 or any other document contains Official Use Only (OUO) and/or Personally Identifiable Information (PII) (i.e., previous diseases or metric information such as weight, height, blood pressure) as defined in E-PROC-3123, <i>Identification and Protection of Unclassified Controlled Nuclear Information (UCNI) and Official Use Only (OUO) Information</i> , THEN ensure that the form is marked accordingly.
	4	Submit UCN-23257 to the DMC for records retention.

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Appointee	Step	Action
	5	<p>WHEN revisions are made to a previously submitted UCN-23257, perform the following:</p> <ul style="list-style-type: none"> Identify the changes in UCN-23257. Resubmit the report to the DMC. Show the revision number on the top of the first page of the form.

4.0 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 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 or Form Number	Record Title	Record Holder	System/ Location	Quality Type
UCN-23257	<p>UPF Event Investigation Report, which may include:</p> <ul style="list-style-type: none"> 0-60, <i>Initial Notification Form</i> DOE F 5484.3, <i>Individual Accident/Incident Report</i> SF 91, <i>Motor Vehicle Accident Report</i> SF 94, <i>Statement of Witness</i> UCN-23256, <i>UPF Employee/Witness Statement</i> UCN-26050, <i>Initial Y-12 Industrial Safety Motor Vehicle Incident (MVI) Investigation</i> 	UPF DMC	InfoWorks	Non-QA

5.0 REFERENCES

5.1 Source References

10 CFR 851, *Worker Safety and Health Program, Subpart C, Section 851.26*

Bechtel Environmental, Safety, and Health (BESH) Core Process 2HI-H030-00104, *Injury and Illness Reporting and Recordkeeping Requirements, US and Non US Projects*

DOE O 225.1B, *Accident Investigation Results*

DOE O 231.1B, *Environment, Safety, and Health Reporting*

5.2 Interfacing References

Bechtel Environmental, Safety, and Health (BESH) Core Process 2HI-H030-00108, *ES&H Incident Notification, Investigation, and Reporting*

<i>UPF Event Management and Investigation</i>

DI-QA-801768-A004, *UPF Causal Analysis*

E-PROC-0007, *CNS Event Recovery and Notification Process*

E-PROC-3123, *Identification and Protection of Unclassified Controlled Nuclear Information (UCNI) and Official Use Only (OUO) Information*

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

OT-SH-801768-A002, *UPF Event Reporting Incident and Notification Matrix*

UPF-CP-214, *Barricades and Signs*

Y14-192, *Occurrence Notification and Reporting*

Y15-95-800, *UPF Document Management*

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

Y30-95-803, *Use of Motor Vehicles and Utility Vehicles on the UPF Project*

6.0 SUPPLEMENTAL INFORMATION

Appendix A, *Acronyms and Definitions*

Appendix B, *Instructions for Completing an IEN*

Appendix C, *Bechtel Core Process 108 Information*

APPENDIX A

Acronyms and Definitions

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Acronyms

BESH	Bechtel Environmental, Safety, and Health
CNS	Consolidated Nuclear Security, LLC
CR	Condition Report
DMC	Document Management Center
DOE	Department of Energy
EM	Event Management
ES&H	Environment, Safety, and Health
IEN	Initial Event Notification
IMS	Incident Management System
IRIS	Incident Reporting and Information System
MVI	Motor Vehicle Incident
ORPS	Occurrence Reporting and Processing System
OUO	Official Use Only
PII	Personally Identifiable Information
STR	Subcontract Technical Representative
UCNI	Unclassified Controlled Nuclear Information
UPF	Uranium Processing Facility
UPO	Uranium Processing Facility Project Office
Y-12	Y-12 National Security Complex

Definitions

Affected Employee	An individual directly involved in the sequence of an event or directly affected by the event
Critique	A formal process involving a facilitated meeting to establish a detailed history and sequence of facts (i.e., history, sequence, and conditions) of significant events Critique participants include personnel directly associated with an event and others as appropriate (e.g., subject matter experts, responders, managers with direct oversight/responsibility, etc.).
Event	For the purposes of this procedure, an event is defined as an unwanted, undesirable change in the state of Project structures, systems, or components, or in the human/organizational conditions (e.g., health, behavior, administrative controls, environment), including any undesirable consequence, any system that does not achieve its goals, or any actions that involve serious degradation or termination of a system's ability to perform its required function.
Event Investigation	A process in which persons directly involved in an event (i.e., affected employees and observers) and any other designated individual(s) participate to document the facts of the event for the purposes of determining causes, error precursors, and corrective actions

APPENDIX A

Acronyms and Definitions

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Event Investigator	A designated person (or other competent person) with expertise to conduct the event investigation based on his/her experience and knowledge with respect to an application, scope, interpretation, and/or implementation of certain codes, standards, or regulations that directly relate to the type of event or condition
Responsible Manager	<p>A member of the management team who has primary accountability over the area where the event occurred</p> <p>The Responsible Manager could be a Superintendent, Area Superintendent, Discipline STR, Supervisor, or Area/Department Manager.</p>

APPENDIX B

Instructions for Completing an IEN

Appointee	Step	Action
NOTE: <i>The UPF process for completing an IEN is in compliance with Y15-95-816.</i>		
All Personnel	1	From the UPF webpage, select Applications in the Tools & Reference drop-down menu.
	2	Enter the Issues Management System (IMS).
	3	Click on "Event Management" (EM).
	4	Click "Create an IEN Form."
	5	Ensure that information is reviewed for classification purposes prior to entry by having the drafted IEN reviewed by a Derivative Classifier.
	6	Identify personnel by position title rather than by name (e.g., "operator, subcontractor," etc.).
	7	Complete the required fields indicated by a red asterisk. <ul style="list-style-type: none"> • "Event Title" should be concise and identify the event. • "Description of Event" should be a summary of known information. Immediate Actions taken should document actions taken following discovery of the event.
	8	Add user IDs that are not already included in distribution.
	9	Save the drafted IEN by selecting "Save" at the bottom of the screen. The Responsible Manager shall review the IEN prior to submittal.
	10	Submit the IEN for distribution prior to the end of the shift (or within one business day of the date of discovery).
	11	Click "Submit" at the bottom of the screen.

APPENDIX C

Bechtel Core Process 108 Information

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General

Any work-related event determined to be a Serious Incident or Other Incident shall be reported to the BNI Project, Global Business Unit, and Corporate entities. Project notifications shall be made using the 0-60 Form, which can be found in BESH Core Process 2HI-H030-00108.

0-60 Initial Notification Form

NOTE 1: *0-60 shall be completed before the end of the work shift.*

NOTE 2: *Subject to compliance with mandatory requirements of local laws, all notifications shall be limited to a brief description of the facts. Do not speculate as to cause, fault, or error. Do not use assumptions in describing an incident or reach causal conclusions.*

The ES&H Manager, or designee, shall prepare and distribute the 0-60. The form and associated distribution lists (Serious or Other) can be found in the BNI IRIS. Completion of the form and email or verbal notification of the incident is required.

APPENDIX C

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BESH Core Process 108: ES&H Incident Notification, Investigation, and Reporting

Exhibit C
0-60 Initial Notification Form
(To be completed within 60 minutes of Serious Incident)
This is a BESH approved document and must be used in its current form.
Modifications or alterations for any reason are not permitted.

Date & Time of Incident:		Project Number: 24585	
Project Name:		Company	
Incident Location:		<input type="checkbox"/> Bechtel <input type="checkbox"/> Non-Bechtel (Give Company Name)	
Incident Classification (refer to Incident Classifications as provide in Section 2.0 of CP-108)			
Type	Incident – Actual or Probable Outcome (check all appropriate boxes)	Required Distribution: Restricted to the Following Individuals Only	
Serious	<input type="checkbox"/> Fatality(ies) <input type="checkbox"/> Occupational Injury/Illness resulting in serious physical harm <input type="checkbox"/> Potential Lost-Time Injury/Illness <input type="checkbox"/> Recordable Injury/Illness <input type="checkbox"/> Hospitalization of THREE (3) OR MORE EMPLOYEES FOR 24 hours or more <input type="checkbox"/> Significant Government Action(s) (e.g., citations, police/government agency investigation, or likelihood of criminal charges against Bechtel) <input type="checkbox"/> Significant Property Damage/Loss (≥\$500,000), INCLUDING BUT NOT LIMITED TO FIRES, SPILLS AND EXPLOSIONS <input type="checkbox"/> Impact on Members of the General Public <input type="checkbox"/> Significant Environmental Incident (L1 or L2) <input type="checkbox"/> Significant Near Miss <input type="checkbox"/> Serious Incident – Not Yet Classified	<ul style="list-style-type: none"> Site Manager Project Manager GBU Operations Manager GBU President GBU Manager of Construction GBU ES&H Manager GBU Counsel BCOI President Corporate ES&H Manager Corporate Manager, ES&H Compliance Assurance Corporate Environmental Services Manager (if nature of incident is environmental) Manager of Risk Management Bechtel General Counsel Legal/Risk Management Counsel Manager of Media and Public Affairs 	
Other	<input type="checkbox"/> Lost-Time Injury/Illness <input type="checkbox"/> Recordable Injury/Illness <input type="checkbox"/> Property Loss (<\$500,000) <input type="checkbox"/> Environmental Incident (L3), if appropriate <input type="checkbox"/> Non-significant Near Miss	<ul style="list-style-type: none"> Site Manager Site ES&H Supervisor GBU ES&H Manager As required by GBU and/or Project 	
Brief Description of Incident Facts: (Use only known facts. Do not speculate as to cause, fault or error. Do not use assumptions in description of incident).			
Prepared By: (Signature & Title)		Date & Time (actual time and date prepared)	

CP-108, Revision 17 (28 October 2013, Exhibit C (0-60 Report Form))

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Figure 1. 0-60 initial notification form (example).