

Guidance Documents

HMIS-GD-SP-55890

Implementation of Safety and Health Requirements

Revision 0, Change 2

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- No USQ Required

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Change Summary

Description of Change

Changing all references from MSA/MSA to HMIS
Publication correction 12770: Updated SME

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CHANGE SUMMARY

Rev. 0

Description of Change:

Initial Issue.

Implementation of Safety and Health Requirements

1.0 PURPOSE

This Guidance Document clarifies and defines the process for participating in the development, review, and implementation safety and health programs and procedure requirements for Hanford Mission Integration Solutions, LLC (HMIS) employees and HMIS pre-selected subcontractor employees using the process described in HMIS-PRO-589, *HMIS Management System Documents*. New requirements require implementation and affect each organization differently. This document defines the roles and responsibilities for HMIS organizations to identify the implementation issues, identify costs, scope and schedules for implementation, and ensure that HMIS's implementation is compatible with Department of Energy (DOE-RL) requirements. The processes defined within this document includes requirements defining participation in development, review and comment, comment resolution and ultimately development of implementation plans for new and revised requirements. The primary purpose of this document is to ensure affected organizations are appropriately involved in the development, review and implementation of Safety & Health Requirements.

2.0 SCOPE

This document is applicable to all HMIS and pre-selected subcontractor employees who are assigned responsibility to monitor, review, or implement Safety & Health Requirements. The primary audience of this document includes safety and health professionals assigned as subject matter experts (SME) and/or as a technical authority (TA). The processes defined within the document include requirements defining participation in development, review and comment resolution and ultimately development of implementation plans for new and revised requirements. This document supports Integrated Safety Management System (ISMS)/Environmental Management System (EMS) Guiding Principle 5, *Identification of ES&H Standards & Requirements*.

3.0 IMPLEMENTATION

This document will be implemented 30 days after publication.

4.0 REQUIREMENTS

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HMIS-RD-8457, *Requirements Management*, establishes the requirements for the Hanford Mission Integration Solutions (HMIS) Contract Requirements Management (CRM) system. Responsibilities and process requirements are established to provide for implementation of contract requirements and flow-down to the operating procedures used to execute contract work.

HMIS-MP-41080, *Hanford Integrated Requirements Management Plan*, defines the HMIS roles in the processes used to identify, develop, implement, and maintain site-wide requirements and standardized training. This Procedure does not replace or contradict any of the processes established in HMIS-MP-41080, but augments those processes, specifically defining the responsibilities of HMIS organizations that must review, approve and implement Site Wide Safety Requirements.

5.0 PROCESS

5.1 Developing or Revising Site-Wide Safety Programs/Worker Protection procedures

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
SME	1.	Ensure affected organizations (e.g., SME/IA, Work Management Hazard Analysis) are informed of potential changes and solicit their input regarding approaches and impacts.
		NOTE: Use Site Form A-6006-488 to document the completion of key actions.
	2.	Draft the necessary procedure change and identify procedure reviewers that may have impacts from potential changes in accordance with HMIS-PRO-589 or HMIS-PRO-8635.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	3.	Notify the HMIS Training Organization of any changes to Safety & Health requirement, and request the Training Organization perform a Training Needs Analysis or Evaluation as established in HMIS-PRO-26025, <i>Developing Training Programs</i> .
	4.	Submit procedure and change form in accordance with HMIS-PRO-589 to Procedure organization at ^HMIS Procedures. a. For Site Wide Standards, submit to site wide organization.
Procedure Organization	5.	Place procedure in review process in accordance with HMIS-PRO-589.
SME	6.	Resolve comments received and work with any organizations that identify impacts regarding changes to the procedure. a. For Site Wide Standards, submit consolidated resolution sheets to site wide organization.
	7.	If warranted, work with affected organizations to develop an implementation plan and schedule. Where numerous changes and/or additions in requirements exist, performance of a gap analysis is strongly recommended prior to development of an implementation plan.
Affected Organization	8.	Identify implementation costs. If implementation costs warrant a contract modification with DOE due to a change to scope, schedule or cost, notify HMIS Contracts.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
HMIS Contracts	9.	Coordinate a contract change proposal for submittal to DOE if the implementation costs warrant a contract modification.
		<p>NOTE 1: <i>The procedure implementation schedule will include obtaining the necessary funding or budget for implementing requirement changes.</i></p> <p>NOTE 2: <i>Any implementation actions that will be required after the procedure is published will be tracked using HMIS-PRO-052 Corrective Action Management (Issue Identification Form [IIF]) to ensure required actions are taken and completed by the implementation due date specified in the procedure.</i></p>
SME	10.	Decide if a communication plan is necessary. If it is deemed necessary, work with the Communications organization to determine what kind of communication plan appropriate, to prepare the plan, and to issue it.
	11.	Determine whether it is necessary to bring the procedure revision to the Executive Safety Review Board to discuss with Senior Management.
Procedure Organization/SME	12.	Finalize the procedure change in accordance with HMIS-PRO-589. a. For internal HMIS Safety and Health documents, the Safety and Health Manager will approve the document for implementation when all affected organizations have concurred with the document change and implementation date.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
		b. For Site-Wide Safety Standards, the SME will ensure that Senior Management has been briefed on potential cost and schedule impacts. Based upon this briefing, Senior Management will determine whether to approve the document or further discuss impacts with their DOE counterparts before approval.
Procedure Organization/SME	13.	Verify that all comments received have been resolved and that all affected organization(s) have concurred with the procedure revision.
	14.	Verify that IIFs have been issued for the implementation items, and the IIF due dates align with procedure implementation date specified on the Implementation of Safety and Health Requirements Checklist (A-6006-488) before issuing the new or revised procedure.
Procedure Organization	15.	Publish procedure in accordance with HMIS-PRO-589.

6.0 FORMS

Implementation of Safety and Health Requirements Checklist (A-6006-488)

7.0 RECORD IDENTIFICATION

None

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8.0 REFERENCES

8.1 Source References

HMIS-MP-41080, *Hanford Integrated Requirements Management Plan*

HMIS-PRO-052, *Corrective Action Management*

HMIS-PRO-26025, *Developing Training Programs*

HMIS-PRO-589, *Mission Support Contract Management System Documents*

HMIS-PRO-8635, *Review and Approval of Technical Documents*

HMIS-RD-8457, *Requirements Management*

Public Law 87-653, Truth in Negotiations Act

Public Law 91-379. Cost Accounting Standards