

**Plans**

# **HMIS-PLN-SP-003**

## **Integrated Environment, Safety, and Health Management System Description**

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### Abbreviations and Acronyms

BTR	Buyers Technical Representative
CAM	Cost Account Managers
CAS	Contractor Assurance System
CFR	Code of Federal Regulations
COO	Chief Operations Officer
CPCC	Central Plateau Cleanup Contract
CRM	Contract Requirement Management
CSHA	Craft Specific Hazard Analysis
CWAE	Construction Work Authorization Envelope
D&D	Deactivation & Decommissioning
DA	Design Authority
DEAR	Department of Energy Acquisition Regulation
DNSFB	Defense Nuclear Facility Board
DOE	U.S. Department of Energy
DOE-HFO	U.S. Department of Energy – Hanford Field Office
EIS	Environmental Impact Statement
EJTA	Employee Job Task Analysis
EMS	Environmental Management System
EP	Engineering Package
EPA	Environmental Protection Agency
ER	Environmental Restoration
ERSB	Executive Safety Review Board
ES	Emergency Services
ESH&Q	Environmental, Safety, Health & Quality
EZAC	Employee Zero Accident Council
FSA	Functional Service Areas
FWS	Field Work Supervisor
GM	General Manager
HAMTC	Hanford Atomic Metal Trades Council
HFD	Hanford Fire Department
HGET	Hanford General Employee Training
HGU	Hanford Guards Union
HR	Human Resources
HSWET	Hanford Site Worker Eligibility Tool
I&IS	Interface & Integration Services
I&SS	Infrastructure and Site Services
IEP	Integrated Evaluation Plan
IFF	Issue Identification Form
IM	Information Management
IMS	Integrated Management System
ISMS	Integrated Safety Management System
ISO	International Organization for Standardization
ITEM	Integrated Training Electronic Matrix
JHA	Job Hazard Analysis

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MA	Mission Assurance
MGET	HMIS General Employee Training
HMESC	Hanford Mission Essential Services Contract
HMIS	Hanford Mission Integration Solutions
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NFPA	National Fire Protection Association
NOC	Notice of Construction
OHC	One Hanford Contractors
OSHA	Occupational Safety and Health Administration
PEP	Project/Program Execution Plan
PFM	Portfolio Management
POMCs	Performance Objectives, Measures and Commitments
PNNL	Pacific Northwest National Laboratory
PPE	Personal Protective Equipment
PZAC	President's Zero Accident Council
QA	Quality Assurance
QAPD	Quality Assurance Program Description
RPP	Radiation Protection Plan
SIP	Safety Improvement Plan
SME	Subject Matter Expert
SOW	Statement of Work
SPO	Security Police Officer
TA	Technical Authority
VPP	Voluntary Protection Program
WBS	Work Breakdown Structure
WSHP	Worker Safety and Health Program
WSHPD	Worker Safety and Health Program Description
WTP	Waste Treatment Plant

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### 1.0 EXECUTIVE SUMMARY

The objective of the Hanford Mission Integration Solutions (HMIS) Integrated Safety Management System (ISMS) is to systematically integrate safety into management and work practices at all levels, so that the HMESC deliverables are accomplished while protecting the public, workers, and the environment. This HMIS Integrated Environment, Safety and Health Management System document describes how HMIS integrates Environment, Safety, Health and Quality (ESH&Q) within all of its operations at the Hanford Site. HMIS integrates safety management into all facets of work planning and execution. HMIS management of safety functions and activities is an integral part of mission accomplishment.

HMIS-PLN-SP-003 is consistent with U.S. Department of Energy (DOE) policy and the DOE Acquisition Regulation (DEAR) requirements for integration of ESH&Q into work planning and execution. It is also in compliance with laws, regulations and DOE directives contained within the HMESC (DOE contract number 89303320DEM000031).

### 2.0 PURPOSE

This Level 1 Administrative Plan describes how the ISMS structure, policies, programs, processes and other implementing mechanisms developed and used by HMIS to ensure protection of the safety and health of the workers, the public and the environment. Furthermore, this document shows how ISMS is integrated with HMIS business processes for work planning, budgeting, authorization, execution and change control. This ISMS document, along with related ISMS implementing mechanisms, fulfills the intent of the following requirements:

- HMESC J-2, 48 CFR 970.5223-1, "Integration of Environment, Safety and Health into Work Planning and Execution"
- ESH&Q related requirements in 89303320DEM000031, Attachment J-2

HMIS shall comply with, and assist DOE in complying with, ESH&Q requirements of all applicable laws and regulations, and applicable directives identified in the HMESC. In addition, HMIS shall cooperate with Federal and non-Federal agencies having jurisdiction over ESH&Q matters under the HMESC.

HMIS shall promptly evaluate and resolve any noncompliance with applicable ESH&Q requirements. HMIS understands that actions or failure to take action that causes substantial harm or an imminent danger to the environment or health and safety of employees or the public, the DOE Contracting Officer may issue an order stopping work in whole or in part.

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### 3.0 ISMS OVERVIEW AND IMPLEMENTATION STRATEGY

#### 3.1 ISMS Nine Guiding Principles and Five Core Functions

The nine Guiding Principles and five Core Functions as shown below in Table 1:

**Table 1. ISMS Core Functions and Guiding Principles**

Core Functions	Guiding Principles
Define Scope of Work	Line Management Responsibility for Safety and Environmental Controls
Identify and Analyze Hazards	Clear Roles and Responsibilities
Develop and Implement Hazard and Environmental Controls	Competence Commensurate with Responsibilities
Perform Work within Controls	Balanced Priorities
Feedback and Continuous Improvement	Identification of Safety and Environmental Standards and Requirements
	Hazard Controls Tailored to Work Being Performed
	Operations Authorization
	Worker Involvement
	Senior Management Involvement

The five core functions provide the necessary structure for any work activity that could potentially affect the safety of the workers, the public and the environment. The core functions describe what “must be done,” and applied in a continuous cycle with the degree of rigor appropriate to the type of work activity and hazards involved.

The nine guiding principles describe the environment or context for work activities in that most principles apply to each ISMS core function. HMIS integrates these guiding principles into all aspects of work planning and execution.

#### 3.2 ISMS Implementation

The HMIS ISMS is implemented and maintained to ensure work is performed in a manner that protects the employees, the public, and the environment. This is achieved by integrating safety into the planning and execution of work as required by the HMIS Contract DEAR Clause and implemented as described in this document.

HMIS performs work safely, in a manner that ensures worker, public, and environmental protection, and is accountable for the safe performance of work. HMIS exercises a degree of care commensurate with the work and the associated hazards while ensuring that management of environmental, safety, and health functions and activities is an integral and visible part of the contractor’s work planning and execution processes. In the performance of work, HMIS

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ensures the guiding principles and core functions described in subsequent sections, are appropriately implemented during all phases by the prime contractor and all subcontractors. Subsequent sections describe the processes used to implement the ISMS. This HMIS Integrated Environment, Safety and Health Management System Description provides a roadmap of directional documents used to identify, analyze, and control hazards for discrete work scopes, and to improve or correct processes when they do NOT perform according to expectations. The ISMS guiding principles comprise the essential elements of a procedure-based management system for implementing the five core functions. The core functions establish expectations for identifying and controlling risk through effective planning that is improved through ongoing analysis and feedback. This ISMS description describes the directional documents that define the function, responsibilities, authorities, and competencies (i.e., ISMS guiding principles 1, 2, and 3). This document is organized to the extent practicable by the ISMS guiding principles and core functions.

Implementation of all ISMS guiding principles and core functions are described in three contexts: company-level, service/function/facility-level, and activity-level. It is important to note that not all guiding principles and core functions apply to the same degree in each of these three-tiered contexts.

Many HMIS documents in this document are referenced as implementing mechanisms for core functions and guiding principles. Appendices A and B contain matrices of HMIS documents that exemplify implementation of guiding principles and core functions.

### 3.2.1 Management Systems

The HMIS management system is multi-tiered, beginning with the contract between DOE Hanford Field Office (DOE-HFO) and HMIS. The document hierarchy is described in HMIS-PRO-MS-589, *Hanford Mission Integration Solutions Procedures and Related Documents*. Policies convey the HMIS position on important-to-safety topics. Management plans establish the ISMS mechanisms to accomplish a given scope of work or a specific task. Charters establish cross-functional groups and teams that ensure coordination in employment of the ISMS Core Functions is effective. Implementing procedures contain specific activity-level direction where a common product or service is needed. Laws, regulations, and DOE directives flow through the hierarchy, embedding the requirements associated with specific activities within the procedures that govern those activities. When changes occur in the ISMS regulatory requirements documents, those changes are flowed down through the hierarchy of documents via the requirements management and procedure change process and are reflected in revisions of the documents.

### 3.2.2 Implementing Mechanisms

The HMIS implementing mechanisms define how the ISMS Core Functions and Guiding Principles are performed within the work scope of HMIS, and in compliance with DOE expectations expressed through various directives (i.e., policies, rules, orders notices, standards, and guidance), as well as through contracting functions. These implementing mechanisms are described at various levels within the structure of HMIS procedures and policies and include

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company-level policies, program-level administrative and technical procedures, and work documents.

HMIS implements the ISMS at three levels within the company. Each level is important to the successful implementation of ISMS and demonstrate how contract requirements are flowed down through each level. The three levels are:

- Company Level
- Service/Function/Facility Level
- Activity Level

### 3.2.3 Company Level

The Company Level is the highest tier and encompasses all functions and all employees within HMIS. At the Company Level, the HMIS contract and multi-year work scopes are managed and integrated with the Hanford baseline. Risks are widely identified and mitigation requirements are determined in support of resource planning. Additionally, ESH&Q policies are established in HMIS-POL-SP-5053, *Hanford Mission Integration Solutions Policy for Environment, Safety, Health and Quality*. HMIS describes company-level program requirements (such as radiological control, safety, and environmental) through implementation of work planning and control (HMIS-PRO-WC-12115, *Work Management*) and procedure processes (HMIS-PRO-MS-589, *Hanford Mission Integration Solutions Procedures and Related Documents*) to ensure a comprehensive management strategy for the implementation of ISMS. The company-level policies are implemented in the HMIS Level I/Level II documents.

### 3.2.4 Service/Function/Facility Level

The Service/Function/Facility Level is that element of HMIS scope controlled by each Vice President. At the Service/Function/Facility Level, work scopes are more detailed. The identification and mitigation of risks are tied to specific resources and requirements. ESH&Q procedures and other work process documents are developed and promulgated throughout the affected facilities and organizations. The Service/Function/Facility Level policies and procedures are implemented in the HMIS Level II/Level III documents.

### 3.2.5 Activity Level

The Activity Level is applicable to work typically under the control of a First Line Manager and/or Field Work Supervisor (FWS). The Activity Level is where work scope, task durations, hazards, controls, resources, and requirements are defined, documented and implemented. Specific activity-level instructions, Level III procedures, work documents or work packages are developed with identified/analyzed hazards and controls and are executed in the field consistent with applicable HMIS work control documents.

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### 3.3 Safety Culture

A mature ISMS program is foundational to the HMIS safety culture and is implemented formally throughout company policies, plans and procedures. This system description states formal employee, management, and senior management expectations to guide behaviors beyond the written work practices. By documenting how HMIS conducts business, and the behaviors expected, HMIS easily communicates safety requirements and best practices at every organizational level. HMIS continues to expand leadership development efforts by both HMIS and DOE-HFO to ensure practical lessons learned about culture awareness are maintained and communicated.

From this organizational culture flows a safety culture, moving from a compliance attitude into one that embraces continuous improvement and excellence. HMIS uses the ISMS to capture these improvements, when found, into its policies, plans and procedures to continually rebuild the foundation of the organizational culture and raise the bar on the safety culture goals. In short, safety is how HMIS fundamentally does business.

To further aid HMIS employees, our Employee Concerns Program is available for those who may raise concerns confidentially or anonymously through the program. There is also a telephone system linked directly to the Department of Energy Operations Office. In the commitment to sustain an open work environment, each employee has the right, without fear of reprisal, to raise concerns. DOE-0400, Hanford Site-Wide Employee Concerns Program Procedure describes the process.

Additionally, the HMIS Ethics Helpline offers similar opportunities for a reporting mechanism, including the ability to remain anonymous, for reporting issues and concerns. The availability of these reporting processes is communicated to employees through general employee training, annual refresher training, periodic articles, general communications, and through the HMIS website. HMIS-PLN-EO-62207, *HMIS Ethics and Compliance Program Plan*, outlines and communicates HMIS' comprehensive ethics and compliance program.

Resolution of differing technical and professional opinions is important in areas where there is no single correct answer; where there is a significant programmatic or mission impact; or where there is a potential to impact health, safety, or the environment. HMIS seeks to promote resolution of concerns at the lowest possible level. In rare cases, an employee may decide that the routine work process did NOT adequately resolve a technical issue or concern. The Differing Professional Opinion (DPO) process exists for use in these cases, (see HMIS-PRO-ENG-14616, *Differing Professional Opinions for Technical Issues Involving Environmental, Safety, and Health*).

Improving the company safety culture is based on reinforcing expectations and desired behaviors and using feedback to make the adjustments necessary to continue to grow and improve.

HMIS recognizes and communicates that safety culture is a subset of the overall corporate culture. If safety culture is NOT an integral and essential part of a corporate culture that is effectively communicated to the workforce and wholeheartedly accepted, then any attempt to

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promote and track progress on a functional safety culture will be ineffective. The current systems in place for developing and maintaining an effective safety culture are ISMS and the Voluntary Protection Program (VPP), which are focused on the human interaction skills of both management and employees to allow a free flow of effective communication that builds trust and creates mutual respect.

HMIS management measures and reports on progress within these focus areas on a regular basis using data from several different sources including HMIS General Employee Training (MGET) Surveys, recognition programs as described in HMIS-GD-SP-40148, *Safety Awareness and Recognition Program*, and results from the VPP evaluations and annual assessment.

**4.0 HMIS MANAGEMENT COMMITMENTS AND EXPECTATIONS**

The HMIS conducts its work to the highest ESH&Q standards, implementing a strong safety culture into all work activities. HMIS-POL-SP-5053, *Hanford Mission Integration Solutions Policy for Environment, Safety, Health and Quality*, is based on the principles of an Integrated Management System (IMS). HMIS believes that achieving zero accidents, incidents and environmental events is the logical outcome of a highly engaged and empowered workforce.

To support this policy, HMIS processes incorporate early, active input from workers in planning and executing work including hazard and environmental impact identification, analysis and implementation of controls. The HMIS workforce also assists in the development of safety and health strategies and policies. Safety and health policy and procedure changes formally involve bargaining unit employees input prior to publication through the procedure review process as described in HMIS-PRO-MS-589, *Hanford Mission Integration Solutions Procedures and Related Documents*. This direct involvement by workers allows them to share their knowledge and experience, improve work efficiency and contribute to safe work performance. HMIS-POL-SP-4361, *HMIS Expectations for Worker Involvement*, recognizes that HMIS employees play a vital role in creating and maintaining an environment of involvement, teamwork, and continuous improvement.

HMIS is committed to operating in an environmentally safe manner with a goal of no unplanned releases or impacts to the environment. HMIS-POL-EFS-5054, *HMIS Environmental Policy*, captures the commitment to environmental protection, stewardship, compliance with environmental requirements and continual improvement of environmental performance.

Incidents, injuries and accidents are investigated, causal analyses performed, and corrective actions developed and tracked to closure in accordance with procedure HMIS-PLN-PA-29238, *Assurance System Description*. HMIS takes action to identify and resolve ESH&Q and security issues to continuously improve operations.

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**5.0 ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

HMIS roles and responsibilities are detailed in the prime contract with DOE, regulations, and specific procedures. HMIS-PLN-PC-42374, *Program Management Plan*, and HMIS-PLN-PC-63029, *Performance Management System Description*, provide overarching direction on HMIS organizational roles and responsibilities for executing, monitoring and controlling activities in accordance with the requirements of the DOE Contract Number 89303320DEM000031. At the supervisor and worker level, responsibilities are defined in documents such as procedures and work instructions appropriate to the activity.

**6.0 HMIS IMPLEMENTATION OF ISMS GUIDING PRINCIPLES AND CORE FUNCTIONS**

The objective of the HMIS ISMS and Environmental Management System (EMS) is to systematically integrate the elements of environmental, safety, health, and quality into work practices at all levels to ensure the HMIS mission is accomplished while protecting the public, the worker, and the environment.

ISMS/EMS has been fully implemented at HMIS. The objectives, guiding principles, and core functions of safety management are used consistently in safety and environmental management throughout HMIS. HMIS contractual requirements are listed in DOE Contract Number 89303320DEM000031, Attachment J-2. These requirements include federal, state and local laws and regulations, DOE directives, site-specific manuals and agreements and provide the basis for HMIS procedures and requirements documents.

**6.1 ISMS Guiding Principles**

The ISMS guiding principles describe the environment and associated attributes for attaining effective safety management. Programs are established to provide management and workers with the structure to ensure safety, quality and environmental protection as an integral part of HMIS's work activities. The guiding principles are the fundamental ISMS aspects that guide HMIS actions from the development of safety directives to the performance of work. The ISMS guiding principles and associated attributes are identified and described below.

Additional implementing documents are listed in Appendix A.

**6.1.1 Guiding Principle 1: Line Management Responsibility for Safety and Environmental****Company Level**

Line management (President, COO, Vice Presidents, Deputies, Directors, Managers/Supervisors and Field Work Supervisors) of the company are directly responsible for the protection of the public, the workers and the environment. HMIS line managers are expected to understand and accept their safety responsibilities. Line managers shall take steps to reinforce safety, including personal visits to work locations, conducting safety meetings and participating in walkthroughs to verify that their expectations are being met. Safety elements are incorporated into performance plans and evaluations for managers and safety professionals.

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HMIS plans and procedures implement ISMS line management responsibilities for safety at all levels within the company, particularly at the activity level. Examples include:

- HMIS-OTHER-IFM-00001, *Hanford Site Interface Management Plan and Governance Process*, describes the Interface Management operating structure that results in clear roles, responsibilities and processes between companies (e.g., administrative, technical and regulatory interfaces).
- HMIS PLN-EFS 42081, *HMIS Environmental Management System Description*, describes the HMIS Environmental Management System (EMS). The HMIS EMS Description reflects the values stated in the HMIS Environmental Policy (HMIS-POL-EFS-5054) and applies to all HMIS employees performing work under the HMESC at the Hanford Site.
- HMIS-PLN-PC-42374, *Program Management Plan* and HMIS-PLN-PC-63029, *Performance Management System Description*, provide roles and responsibilities with clearly stated organizational structure for all of the company.
- HMIS-PLN-SP-32219, *HMIS Worker Safety and Health Program*. HMIS management is responsible for the safety and health of the workforce, assigns worker safety and health program responsibilities, evaluates personnel performance and holds personnel accountable for worker safety and health performance.
- HMIS-PLN-NS-41930, *Nuclear Safety Protocol*, specifies management roles and responsibilities as they apply to Hanford Site prime contractors for work conducted by HMIS employees at nuclear facilities designed, maintained, or operated by Hanford Site prime contractors.
- HMIS-RD-WC-8524, *Field Work Supervision*, describes the designated FWS responsibilities for safe and productive performance of assigned work in accordance with established requirements and approved work procedures.

Line management responsibilities for environmental compliance and safety at the facility level are listed in the following documents when HMIS provides services to other Hanford contractors (OHC):

- HMIS-OTHER-IFM-00001, *HMIS Hanford Site Interface Management Plan and Governance Process*, defines clear roles, responsibilities and processes between companies (e.g., administrative, technical and regulatory interfaces).
- HMIS-PRO-IFM-45821, *HMIS Inter-Contractor Work Order Process*, defines clear roles, responsibilities, authorities and accountabilities relative to work scopes are accepted.
- HMIS-PLN-WC-47124, *Inter-Contractor Work Control*, describes acceptable approaches for conducting field work and establishes clear roles and responsibilities between HMIS and OHC for work requiring interface.

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- HMIS-PRO-RQ-62469, *Requirements Managements*, establishes responsibilities and processes for identifying, allocating, tracing, and implementing requirements established in the HMESC.
- HMIS-PRO-CONST-14990, *Construction Management*, identifies roles and responsibilities of construction and support personnel and provides an outline of the construction management processes applicable to subcontracted work scope

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix A.

### 6.1.2 Guiding Principle 2: Clear Roles and Responsibilities

#### Company Level:

HMIS establishes and maintains clear lines of authority and responsibility for safety at all organizational levels within the company. HMIS management at every level ensures that employees understand their role in implementing the higher tier policies, plans, programs and procedures that identify specific roles and responsibilities for the safe execution of work.

Examples include:

- HMIS-PRO-PC-62797, *Work Breakdown Structure and Coding Requirements*, establishes the requirements and responsibilities for developing and maintaining the subdivision of contract tasks into a logical, hierarchical breakdown so that the work can be effectively defined, planned, executed and controlled.
- HMIS-PLN-EFS-42081, *HMIS Environmental Management System Description*, identifies the President/General Manager (GM) as responsible for establishing an organizational structure to execute the work scope in the contract as described in HMIS-PLN-PC-42374, *Program Management Plan*, assigns the principal staff, including a Chief Operations Officer (COO), to carry out responsibilities.
- HMIS-MAN-RC-5173, *HMIS Radiological Control Manual*, describes the position of the Radiological Control Manager who is responsible for radiation safety and worker safety and health.
- HMIS-PLN-SP-32219, *HMIS Worker Safety and Health Program*, expects management and workers at every level to be responsible and accountable for understanding and implementing established company standards for safety.
- HMIS-PLN-QA-23333, *Environmental Quality Assurance Program Plan*, describes the quality assurance policy, requirements, roles, responsibilities and authorities of the environmental program conducted under the auspices of Mission Assurance.
- HMIS-PRO-SC-62011, *Acquisition Planning*, defines the requirements for acquisition planning, noncompetitive procurement justifications, and contract requisition creation

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for services and materials necessary to support Hanford Mission Integration Solutions, LLC (HMIS) Programs and Projects.

- HMIS-PRO-ENG-440, *Engineering Package Process*, describes the process for approval and release of engineering and technical documents.

**Service/Function/Facility Level:**

Current [organizational charts](#) are maintained that further clarify the reporting structure of the individual organizations, and implementation of the established roles and responsibilities

(HMIS-PRO-HR-050, *Managing Employee Performance*) describes managing employee performance and development. It addresses general guidelines for defining, measuring, and continually improving employee performance, including safety expectations/standards.

**Activity Level:**

Union contracts, position descriptions, performance expectations, procedures, and work packages also assign roles and responsibilities to employees and subcontractors working for HMIS.

(HMIS-PRO-CONST-14990, *Construction Management*), identifies roles and responsibilities of construction and support personnel and provides an outline of the construction management processes applicable to subcontracted work scope.

(HMIS-PRO-PA-058, *Event Investigation Fact Finding of Abnormal Events and Conditions Process*, details the process for capturing and documenting the facts and chronological sequence of events about an abnormal event, condition or trend.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix A.

**6.1.3 Guiding Principle 3: Competence Commensurate with Responsibilities****Company Level:**

HMIS personnel shall have the experience, knowledge, skills and abilities that are necessary to discharge their responsibilities. Workforce personnel and line management work together to ensure qualified workers perform work safely using approved procedures. Management determines the staffing levels, training and identifies the mix of knowledge, skills and abilities typically required for the organization's positions. Defining responsibilities is accomplished through a multi-tier process: annual budget planning, job postings, annual performance objectives for each non-bargaining unit employee and training. Worker competence is continually evaluated and reviewed by FWS or line managers through periodic observations of work performance. There are several tools available to line management for ensuring personnel are trained and qualified for assigned work. The Hanford Site Worker Eligibility

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Tool (HSWET) provides information relative to which workers meet both the training and medical clearance requirements for a specified work activity. Examples include:

- HMIS-PRO-HR-021, *Staffing*, outlines the process for obtaining, procuring, or hiring personnel and/or the reassignment of non-bargaining unit employees. Reassignment of bargaining unit personnel is accomplished per the applicable labor agreement contract. Human Resource verifies that candidates meet all minimum standards prior to hiring.
- HMIS-POL-TQ-11337, *Employee Training Policy*, provides the requirements for training and qualification programs. HMIS-PRO-SP-11058, *Occupational Medical Qualification and Monitoring using EJTA*, requires all personnel to have a completed Employee Job Task Analysis (EJTA) based on the employee's job duties/scope of work and results in the assignment of applicable medical monitoring.
- HMIS-STD-TQ-60877, *HMIS Work Management Training Program Description*, describes the training and qualification process for HMIS work management functions as defined in HMIS-PRO-WC-12115, *Work Management*. Following a Training Plan Description (TPD) provides assurance that personnel have the necessary knowledge, skills and abilities to perform their work management duties.
- HMIS-PRO-RQ-62469, *Management Requirements*, requires the responsible manager to determine the necessary training and qualifications for staff augmentation personnel. For subcontracted work activities, refer to HMIS-PRO-SC-192, *Buyers Technical Representative Assignments and Duties*. Buyers Technical Representative (BTR) ensures personnel are trained and understand their roles in performing the activity in accordance with the Statement of Work (SOW).

**Service/Function/Facility Level:**

Each organization's Level II/III documents must comply with the requirements as defined at the company level.

**Activity Level:**

- HMIS-PRO-WC-12115, *Work Management*, requires the fieldwork supervisor to verify that workers have the appropriate training before beginning any work activity.
- HMIS-PRO-WC-14047, *Conducting Pre-job Briefings and Post Job Reviews*, describes conducting pre-job briefings and post job activities (i.e., lessons learned) and process for verification that personnel are trained and qualified prior to work assignments.

The Hanford Site Worker Eligibility Tool (HSWET) is a web-based system that allows first line supervisors to determine workers training and medical eligibility for work scope and run crew-based reports prior to starting work.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix A.

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**6.1.4 Guiding Principle 4: Balanced Priorities****Company Level:**

HMIS priorities for planning and budgeting work are to ensure the safety of our workers, the public and the environment and comply with regulatory requirements and agreements. HMIS procedures have established methods for ensuring a proper balance among competing priorities of the organization (e.g., safety, quality, budget, schedule,). These include processes for reconciling internal and external conflicts, managing change control and ensuring a balance in resource allocation. The goal is to define work and allocate resources so that work performed is safe and contributes to the accomplishment of the DOE mission. The HMIS organizations listed understand protecting human health and the environment is a top priority whenever HMIS plans and performs work. HMISs Core Functional Service Areas (FSA) include Safeguards, Security & Emergency Response (SS&ER), Information Management Services (IM), Infrastructure and Site Services (I&SS), Mission Assurance; Interface & Integration Services (I&IS); Business and Prime Contract Administration; Portfolio Management, CFO Office, Workforce Solution (WS); and HMIS Engineering & Projects, The Office of the President includes Chief Counsel, Chief of Staff, Communications, Internal Audit, Employee Concerns, Ethics Office, Integrated Operations Mission Support, COO and Integrated Business & Mission Support.

Priorities are balanced at the company level by implementing criteria in:

- HMIS-PLN-PC-42374, *Program Management Plan*, which establishes the methods for ensuring a proper balance among competing priorities of the organization (e.g. safety, quality, budget, schedule). These include processes for reconciling internal and external conflicts, managing change control and ensuring a balance in resource allocation.
- HMIS PLN-PC-63029, *Performance Management System Description*, describes how resources are allocated effectively to address ESH&Q, programmatic and operational considerations.

**Service/Function/Facility Level:**

The ISMS Core Functions are implemented using the graded approach established within the work document development processes (HMIS-PRO-WC-12115, *Work Management*). Schedules are established and work is controlled to ensure they are performed within the established controls.

**Activity Level:**

At the Activity level, work control uses a rolling schedule process HMIS-PRO-WC-62653 designed to streamline the flow of work activities from the Hanford Mission Integration Solutions (HMIS) priority listing and workweek data to the point of work release. This process is integral in coordinating work activities in advance, ensuring that loaned labor, direct labor, and equipment resources are effectively scheduled and utilized for optimal performance. This involves the implementation of the Rolling Schedule process across HMIS organizations.

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While line management within the facility organization is responsible for identifying the work to be performed, the Rolling Schedule process serves as a crucial tool to ensure that planning priorities are met within individual projects. It does NOT dictate internal planning but provides a predictive tool to level-load resources, helping to manage the peaks and valleys of workload demands efficiently. By integrating these elements, the process ensures that work is conducted in a timely and efficient manner, aligning with the overarching goals of HMIS.

HMIS-PRO-WC-14047, *Conducting Pre-job Briefings and Post Job Reviews*, describes conducting pre-job briefings and post job activities (i.e., lessons learned) and process for verification that personnel are trained and qualified prior to work assignments.

**6.1.5 Guiding Principle 5: Identification of ESH&Q Standards and Requirements****Company Level:**

HMIS implements this Guiding Principle through the use of management plans, requirements documents, practices and procedures. The ESH&Q requirements, established in the contract, are identified and flowed down into the appropriate implementing document, and to subcontractors. The implementing documents provide assurance that work will be performed safely and that the public, workers and environment will be protected. Depending on the complexity and hazards associated with the work, HMIS does NOT intend to require the subcontractor to submit a Safety Management System for HMIS's review and approval. The HMIS Technical Authority (TA), Subject Matter Expert (SME), BTR and Safety Professional ensure the applicable subcontractor safety documents and submittals reflect the appropriate requirements consistent with the HMESC. The BTR is responsible for internal coordination of, and interface with, the Subcontractor regarding the various technical requirements, including safety and health requirements. The HMIS safety, industrial hygiene, quality assurance and training professionals provide Subcontractor management support to the BTR by communicating requirements and performing assessments, inspections, and/or surveillances to ensure compliance. Documents that require requests for services for subcontractors identify ESH&Q standards and requirements commensurate with the hazards. For additional ISMS implementing documents/mechanisms refer to Appendix A. Examples include:

- HMIS-GD-SP-55890, *Implementation of Safety and Health Requirements*, is applicable to all HMIS subcontractor employees who are assigned responsibility to monitor, review, or implement safety and health requirements. The primary audience of this document includes safety and health professionals assigned as SME and/or as a TA.
- HMIS-PLN-SP-32219, *HMIS Worker Safety and Health Program*, constitutes the HMIS Worker Safety and Health Program (WSHP) and provides the methods for implementing the requirements of 10 CFR 851, "Worker Safety and Health Program," and NFPA 1500, "Standard on Fire Department Occupational Safety and Health Program."
- HMIS-RD-SP-7085, *Safety, Health and Environmental Responsibilities*, provides a foundation for HMIS to meet the obligation for worker protection promulgated under

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10 CFR 851 and the Occupational Safety and Health Administration (OSHA) 29 CFR Parts 1910 and 1926 and is NOT intended to be all-inclusive.

**Service/Function/Facility Level:**

Safety standards, requirements, and legal obligations are established at the company level and incorporated into work documents. Work document development considers the environmental basis, as well as the requirements basis.

HMIS-GD-SP-55890, *Implementation of Safety and Health Requirements*: This Guidance Document clarifies and defines the process for participating in the development, review, and implementation safety and health programs and procedure requirements.

**Activity Level:**

The ISMS Core Functions are implemented using the graded approach established within the work document development processes (HMIS-PRO-WC-12115, *Work Management*).

HMIS-PRO-WC-14047, *Conducting Pre-Job Briefings and Post-Job Reviews*.

HMIS-PRO-WP-079, *Job Hazard Analysis*.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix A.

**6.1.6 Guiding Principle 6: Hazard Controls Tailored to Work Being Performed****Company Level:**

Controls to prevent and mitigate hazards are tailored to the work being performed. HMIS applies a graded approach to individual work activities based on risk and complexity to implement safe, environmentally protective, and cost-effective operations as described in HMIS PRO WC-12115, *Work Management*. Hazard eliminations, engineering controls, administrative controls and personal protective equipment (PPE) are utilized based on the scope/environment of the work and associated hazards. Examples include:

- HMIS-OTHER-SP-1200369, *HMIS General Hazard Analysis*, covers general work activities performed routinely with limited work instructions or where work instructions are NOT required. The controls listed in this hazard analysis are provided for all employees to utilize, when applicable, in the performance of their daily work.
- HMIS-PLN-QA-599, *Quality Assurance Program Description*, provides direction to perform work in accordance with the requirements of the Quality Assurance Program Description (QAPD) to ensure high quality products, services meet the customer's needs, and to fulfill the expectations of our customers to achieve adequate protection of workers, the public and the environment, taking into account the work to be performed and the associated hazards.

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- HMIS-PRO-SP-079, *Job Hazard Analysis*, establishes the process for integrating activity-based Job Hazard Analysis (JHA) for all work. Safety and health requirements are integrated into work planning and execution and when applicable, using a graded approach. This procedure discusses the Craft Specific Hazard Analysis (CSHA) specific to each craft worker. This procedure also specifies the hierarchy of controls that include hazard elimination, substitution, engineering controls, administrative controls and PPE.
  - The hazard analysis for Security Police Officer (SPO) and emergency tactical response follow HMESC J-2, CRD O 473.3A, Chg. 1 (Supp. Rev. 0) *Protection Program Operations*.
  - The hazard analysis for Fire Fighters' follows DOE Standard 1166.120, *Fire Protection*, and NFPA 1001, *Standard for Fire Fighter Professional Qualifications*.
- HMIS PRO WC-12115, *Work Management*, considers the nature of the task to determine the proper balance of work planning, work instructions, worker supervision and craft skills. Once risk and complexity of the task have been defined, facility/program history and worker experience are considered to establish a set of controls and facility job authorization requirements.

**Service/Function/Facility and Activity Level:**

HMIS uses the Job Hazard Analysis process described in HMIS-PRO-SP-079, *Job Hazard Analysis* to ensure hazard controls are tailored to the work being performed at the activity level during work planning and execution. HMIS-PRO-SP-079, *Job Hazard Analysis* requires a team approach when analyzing hazards. Subject Matter Experts (SME) from the functional organization have input for the implementing controls, thus promoting worker, technical discipline SMEs, and first line manager involvement at the earliest stages of work definition. This process facilitates reconciliation of different requirements, allowing the worker and environmental and safety experts to participate collaboratively to develop the most protective controls for the worker tailored to the specific work conditions. Based on the risk and complexity of the work activity, a proper balance of hazard analysis documentation, work instructions/procedures, worksite supervision, and craft skills is applied.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix A.

**6.1.7 Guiding Principle 7: Operations Authorization****Company Level:**

HMIS conditions and requirements to be satisfied for operations are established and agreed upon by DOE via HMESC. HMIS releases work in accordance with approved work control processes. HMIS ensures OHC work is properly released through the OHC work control process prior to performing the work. OHC management may provide documented delegation

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to HMIS for performing certain work control responsibilities, such as development of work documents and releasing work for these facilities.

Examples of Operations Authorization and Work Authorization documents include:

- HMIS-PLN-PC-63029, *Performance Management System Description*, defines how project organizations and Cost Account Managers (CAMs) receive the authority to conduct work. The flow-down of Work Breakdown Structure (WBS) elements (scope, planning, scheduling, budget, cost accumulation and work authorization) is finalized when a Work Authorization Document at the control account level of the project is issued.
- HMIS-PRO-ENG-440, *Engineering Package Process*, applies to HMIS and subcontractors involved in engineering activities in support of the contract scope of work. The Engineering Package (EP) process is an electronic workflow that is used by Engineering to release technical documents into the sites document control system. Document types by the EP process are as follows: calculations; specification engineering drawings and sketches; Facility Modification Packages (FMPs); Functional Requirements and Design Criteria Documents; System Health & Status Reports; vendor information; testing documentation, and engineering/technical text only documents and Project/Program Execution Plans (PEP).
- HMIS-PRO-PC-31463, *Work Authorization*, defines the HMIS Work Authorization process. HMIS-PRO-CONST-14990, *Construction Management*, applies to construction subcontractors and describes the purpose of a Construction Work Authorization Envelope (CWAE) in section 4.4.6. The (CWAE) is to serve as a formal agreement between the project team and facility, or system representatives owned by Other Hanford Contractors.
- HMIS-PRO-ENG-20052, *Design Authority Program*, defines the HMIS Design Authority (DA) program, including DA expectations and responsibilities.
- HMIS-PLN-NS-41930, *Nuclear Safety Protocol*, directs HMIS to coordinate with the OHC to comply with their work control processes, including work authorization, work release, entry/exit controls, required training and perform work within their controls.
- Work for OHC conducted under a Memorandums of Agreement (MOA), which describes the interfaces necessary to define work authorization documents that includes the minimum information required for work definition, cost, estimating and acceptance.

**Service/Function/Facility and Activity Level:**

At the service/function/facility and activity level, readiness to perform work, including implementation of controls, is confirmed before starting work. The work release process described in HMIS PRO WC-12115, *Work Management*, provides control at the activity level. Pre-job briefings are used as another confirmation of readiness before beginning individual

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work activities to ensure that the work team understands the work tasks, requirements, and workplace conditions as required by HMIS-PRO-WC-14047, *Conducting Pre-Job Briefings and Post-Job Reviews*.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix A.

**6.1.8 Guiding Principle 8: Worker Involvement****Company Level:**

Workers are actively involved in performing work safely, including planning, hazard and environmental impact identification and analysis, communication of hazards and applicable controls, implementation of controls, and pre-job and post-job reviews.

- HMIS understands that involvement of employees is key to success as a company. Worker involvement improves the safety and quality of service to HMIS customers. HMIS-POL-SP-4361, *HMIS Expectations for Worker Involvement*, recognizes that HMIS employees play a vital role in creating and maintaining an environment of active participation, teamwork, and continuous improvement. HMIS projects and support organizations encourage active employee involvement at all levels of operations. Involvement, such as that exercised within the framework of the Voluntary Protection Program, remains an essential element in the planning and execution of work for long-term success of HMIS goals and objectives.
- HMIS applies a team approach that encourages early worker involvement as discussed in HMIS-PRO-WC-12115, *Work Management*. Workers are involved actively in preparing work, including planning, hazard and environmental impact identification and analysis, communication of hazards and controls, implementation of controls, and pre-job and post job reviews. This direct involvement by workers helps ensure their knowledge and experience are shared, work efficiency is enhanced, and work is performed safely. Each worker has the right, responsibility, and authority to report unsafe or environmentally unsound conditions or practices and stop work without fear of reprisal (DOE-0343, *Hanford Site Stop Work Procedure*).

**Service/Function/Facility and Activity Level:**

Workers are actively involved in preparing work, including planning, hazard and environmental impact identification and analysis, implementation of controls, and pre-job and post-job reviews as described at the company level. Work is planned using a team approach with the planners, craft, engineering, operations, and safety and health professionals collaboratively planning the work.

HMIS employees are encouraged to participate through various councils/committees (i.e., Employee Zero Accident Councils, Site-Wide Safety Standard Committees and subcommittees, Hanford Site Traffic Safety Committee) focused on safety initiatives. Other programs may be initiated to promote specific behaviors such as safe vehicle operation and seasonal safety topics. Such programs are employed to obtain worker involvement at the

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service/function/facility and activity level. In the workplace, every employee is expected to identify potential safety and quality issues and threats to the environment, propose solutions where possible, and inform management of the situation.

Concerns raised at Zero Accident Councils can be addressed at the Service/Function/Facility level or elevated to the company level for consideration and resolution. These higher-level councils are described in HMIS-RD-SP-9982, *President's and Employee Zero Accident Councils*.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix A.

### 6.1.9 Guiding Principle 9: Management Involvement

#### Company Level:

Management is actively engaged in the implementation, maintenance, and improvement of the ISMS.

- It is an expectation (documented in all HMIS manager's Performance Appraisals) of the HMIS President that all HMIS Manager's routinely engage in discussions with the workforce, proactively solicit their opinions, develop a partnering relationship with the HAMTC and HGU Safety Representatives, and provide support to worker participation in ISMS/VPP working groups/reviews/conferences. All managers are expected to support both safety committee's (Employee Zero Accident Council – EZAC's) and the Presidents Zero Accident Committee (PZAC). Frequent attendance and engagement of Management at EZAC and PZAC meetings is encouraged.

Management regularly evaluates work performance, which includes the effectiveness of ISMS implementation. This is accomplished by management conducting field visits and interactions with workers, holding discussions with HAMTC/HGU Safety Reps and Mission Assurance assigned safety professionals, and performing informal/formal self-assessments. Management monitors Contractor Assurance System (CAS) metrics and intervenes when corrective actions are necessary to ensure high levels of performance. These actions may require the need for changes to policy, objectives, and other elements of the ISMS to accommodate worker, management, and independent assessment results, changing circumstances, and the commitment to continuous improvement. In addition, an Executive Safety Review Board (ESRB) HMIS-CHT-PA-62280, *Executive Safety Review Board Charter*, oversees and monitors the effectiveness of programs and processes associated with HMIS Functional Areas, QA Program, ISMS/EMS activities and the Price-Anderson Amendments Act (PAAA)/ WSHP and to review the Contractor Assurance System performance.

A key expectation in HMIS-POL-SP-5053, *Hanford Mission Integration Solutions Policy for Environment, Safety, Health and Quality*, is that the senior management team is frequently in the field.

Management Observation Program (MOP) activities can be utilized by management as a tool to aid in coaching and mentoring activities and to collect observations and information which can

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be further evaluated. The Management Observation Program is described in HMIS-PRO-QA-62401, *Management Observation Program*. The MOP provides management a mechanism to apply a graded approach to evaluate organizational requirements, controls and expectations.

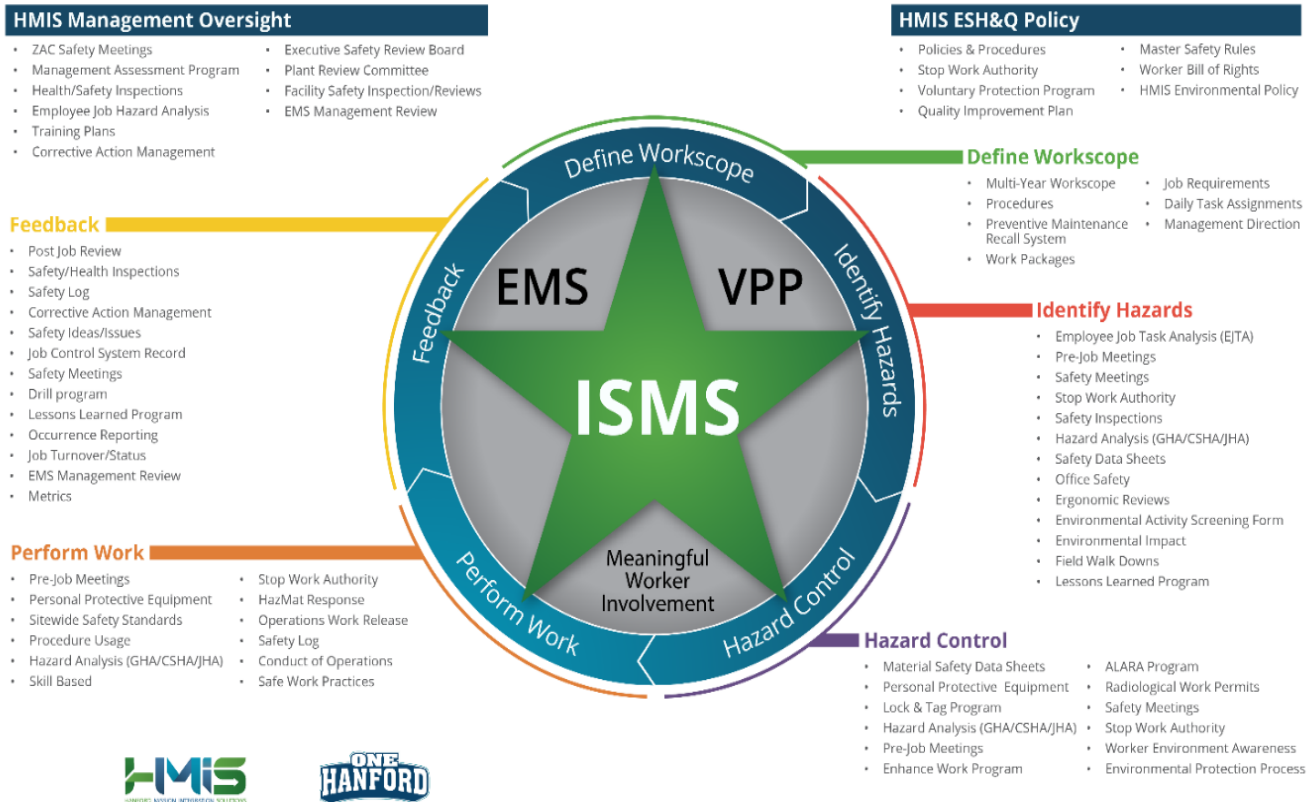
**NOTE:** For additional ISMS implementing documents/mechanisms refer to Appendix A.

**6.2 ISMS Core Functions**

HMIS uses the processes/activities shown in Figure 1 to implement the ISMS Core Functions. HMIS workers are involved in an appropriate manner in all aspects of the Core Functions. Often, workers are most familiar with the worksite, the hazards at the site, the work to be performed and they are knowledgeable about effective controls. Workers are key to providing feedback for continuous improvement of HMIS implementation of the five Core Functions.

Additional implementing documents are listed in Appendix B.

**HMIS ISMS Core Function Activities**



**Figure 1. HMIS Integrated Safety Management System**

**NOTE:** Employees may print off this document for reference purposes but are responsible to check HMIS Procedure System to ensure the most current version is used to prevent unintended use of obsolete versions.

**Administrative**

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**6.2.1 Core Function 1: Define Scope of Work****Company Level:**

The broad HMIS Scope of Work is defined by the DOE contract 89303320DEM000031 and in particular, by the services listed in Attachment J-3, Hanford Site Services and Interface Requirements Matrix. HMIS translates these services into work scope in accordance with HMIS-PLN-PC-42374, *Program Management Plan* and HMIS-PLN-PC-63029, *Performance Management System Description*.

- HMIS-PRO-PC-18477, *Technical Baseline Change Management Process*, supplements the program management plan by providing direction for maintaining and managing configuration control of the contract technical baseline.

**Service/Function/Facility and Activity Level:**

- HMIS-PRO-WC-12115, *Work Management*, translates mission services into work at the service/functional/facility and activity levels.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix B.

**6.2.2 Core Function 2: Identify and Analyze Hazards****Company Level:**

Major ESH&Q risks and vulnerabilities are identified, communicated and appropriately discussed with involved workers. The methods to address risks and hazards are incorporated into budget planning to effectively manage ESH&Q risks. To meet these objectives, project management uses risk management as early as possible in the project life cycle to ensure that critical technical, scope, schedule and cost risks are identified and addressed as part of project planning, budget and execution activities.

**Identifying Safety Hazards**

- HMIS-PLN-SP-32219, *HMIS Worker Safety and Health Program*, provides the methods for implementing the requirements of 10 CFR 851, *Worker Safety and Health Program*; Subpart C, specific requirements (10 CFR 851.20 – 851.27). An integral part of the WSHP can be found in Appendix A, which provides a detailed implementation matrix identifying HMIS documents used to implement the various subparts of 10 CFR 851.

**Identifying Radiological Hazards and Requirements**

- HMIS-PLN-RC-1145, *HMIS Radiation Protection Program Plan (RPP)*, provides for the control of radioactive material hazards and is organized to comply with the provisions of 10 CFR 835, *Occupational Radiation Protection*.

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### Identifying Environmental Control Hazards

- HMIS-RD-EFS-15332, *Environmental Protection Requirements*, EFS-RD-EFS-62271, *Environmental Requirements Guide for Project Planning and Execution*, and HMIS PRO-EFS-15333, *Environmental Protection Processes*, describe the requirements and roles/responsibilities for conducting environmental impact identification and analysis.
- HMIS-PLN-EFS-49744, *Long-Term Stewardship Program Plan*, identifies the HMIS Long-term stewardship (LTS) Program's responsibilities, activities and explains how HMIS manages these activities to protect human health and the environment and ensure the safety of the program's workers. The LTS Program Plan refers to all activities necessary to ensure protection of human health and the environment following completion of cleanup, disposal, or stabilization at a site or a portion of a site.

### Identifying Nuclear Hazards

- HMIS-PRO-NS-8366, *Facility Hazard Categorization*, describes how nuclear hazard analysis and categorization is performed in support of HMIS's management of the "Less than Hazard Category 3" facilities.
- HMIS-PLN-NS-41930, *Nuclear Safety Protocol*, specifies management roles and responsibilities as they apply to Hanford Site prime contractors for work conducted by HMIS employees at nuclear facilities designed, maintained, or operated by Hanford Site prime contractors.

### Identifying Fire Protection Program Hazards

- HMIS-RD-FP-10606, *Fire Protection Program Requirements*, provides an overview of the HMIS Fire Protection Program requirements and responsibilities. This document implements a Fire Prevention Program that meets or exceeds the requirement of nationally recognized codes and standards.

### Identifying Sitewide Emergency Hazards

- HMIS is responsible for site-wide emergency planning based on the type and scope of hazard and the controls necessary to contain and recover from the incident. The emergency management program (HMIS-RD-EM-7647, *Emergency Preparedness Program Requirements*) uses the Emergency Planning Hazard Analysis as the technical basis for emergency response planning thereby establishing controls for emergency situations. The extent of emergency planning directly corresponds to the type and scope of hazards and environmental impacts present and the potential consequences of analyzed events or scenarios.

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Identifying Worker Medical Hazards

- HMIS-PRO-SP-11058, *Occupational Medical Qualification and Monitoring using EJTA*, describes the process for completing an Employee Job Task Analysis (EJTA) which is used to identify necessary employee medical qualifications and monitoring based on the job requirements, hazards, exposures and overall risk associated with their assigned work scope.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix B.

**6.2.3 Core Function 3: Develop and Implement Hazard and Environmental Controls****Company Level:**

HMIS directs that hazards are analyzed and proper controls are established to support work at the activity level. Company level processes are designed to support the safe performance of work at the activity level. By effectively controlling hazards, ISMS/EMS objectives are met and the workers, the public, and the environment are protected. Examples include:

- HMIS-RD-ENG-1819, *HMIS Engineering Requirements*, describes how hazard controls are identified during engineering design at the service/function/facility level.
- HMIS-PLN-NS-41930, *Nuclear Safety Protocol*, provides the roles and responsibilities to manage hazards and environmental controls within a nuclear facility.
- HMIS-PRO-EFS-15333, *Environmental Protection Processes*, requires that all hazards applicable to the EMS process are considered during the planning, implementation, inspection and management of environmental activities conducted by HMIS. This procedure is activity based and includes project planning, facility construction, waste minimization, pollution prevention and modification, deactivation, decommissioning, demolition, excavation and waste management.

**Service/Function/Facility and Activity Level:**

Facility/project level processes are designed to support the safe performance of work at the activity level.

- HMIS-PRO-SP-079, *Job Hazard Analysis*, establishes specific criteria for implementing a graded approach to hazard analysis. This procedure describes the process for developing the CSHA and JHA.
- HMIS-PRO-WC-12115, *Work Management*, defines the process for the worker safety and environmental controls at the activity level. These controls are captured within work control documents, instructions, job tickets and procedures.
- HMIS-PRO-CONST-14990, *Construction Management*, defines the process for developing hazard controls for construction activities.

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- HMIS-PRO-SC-186, *Statements of Work*, may also establish hazard controls for subcontracted work.

**NOTE:** For additional ISMS implementing documents/mechanisms refer to Appendix B.

**6.2.4 Core Function 4: Perform Work within Controls****Company Level:**

HMIS processes and procedures require that adequate preparations at the facility, project, or activity level are complete to safely perform work. The formality and rigor of the process, the extent of documentation and level of approval is based on the hazards and complexity of work. Agreed-upon safety control measures are a discernable part of the work plan and integrated into the work. Personnel are responsible and accountable for working in accordance with the controls.

- HMIS-PRO-WC-12115, *Work Management*, details the work management process for initiating, authorizing, performing and conducting fieldwork within the scope of the HMESC. Fieldwork includes repair, replacement or alteration of physical assets or property including rental and other portable powered equipment performed in HMIS-controlled facilities and equipment, shop fabrication, Environmental Restoration (ER) and Deactivation and Decommissioning (D&D) work.
- HMIS-PLN-SP-32219, *HMIS Worker Safety and Health Program*, contains a matrix which lists the procedures for implementing controls and performing work with range of hazards found at HMIS.
- HMIS-RD-SP-7085, *Safety, Health and Environmental Responsibilities*, and DOE-0343, Hanford Site Stop Work Procedure, give all employees and subcontractors the responsibility and authority to Stop Work on any specific activity, job, or task when they believe a situation exists that places themselves, their coworkers, or the environment in danger, or to clarify work instructions or to propose additional controls.

**Service/Function/Facility and Activity Level:**

- HMIS managed construction projects may be subject to HMIS-PRO-WC-12115, *Work Management*, to the extent agreed upon through HMIS-PRO-CONST-14990, *Construction Management*, or Memorandum of Understanding (MOU). Work planning and execution requirements for contracted work activities developed by the BTR are described in the resulting applicable SOW.
- When HMIS performs a managed task for OHC under the direction of an SOW, the requirements and controls within the SOW are flowed down into the appropriate Work Package. HMIS-PRO-WC-12115, *Work Management*, does NOT apply when HMIS employees perform fieldwork in HMIS facilities/shops for OHC benefit. In these cases, the OHC will provide direction, work package instructions, hazard analysis and fieldwork supervision.

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**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix B.

**6.2.5 Core Function 5: Provide Feedback and Continuous Improvement****Company Level:**

HMIS uses a variety of feedback and assessment methods to evaluate the adequacy and effectiveness of its processes and to ensure continuous improvement in ISMS implementation. Data is collected at the company, service/facility, and activity levels through formal and informal mechanisms. HMIS management systems for obtaining feedback include assessments, post-job reviews, work records, lessons learned information, internal and external sources and direct communication with workers. Internal examples include:

- HMIS-PRO-PA-052, *Issues Management*, describes the comprehensive HMIS processes for managing issues providing feedback and continuous improvement. Management receives feedback regarding issues in safety, environmental and quality performance from numerous internal sources and various external oversight organizations.
- HMIS-PRO-PA-246, *Management Assessment*, describes the process for conducting management assessments; HMIS-PRO-QA-9662, *Internal Quality Assurance Audits*, describes the process for conducting internal Quality Assurance audits; HMIS-PRO-QA-9769, *Surveillance*, describes the surveillance process. HMIS process for providing feedback and continuous improvement through assessments/surveillances to evaluate performance against requirements and reviewing results with the assessed/surveilled organizations.

**NOTE:** All assessments are coordinated with the projects through the Integrated Evaluation Plan (IEP).

Sources of external feedback may include:

- DOE-HFO/DOE Headquarters
- Defense Nuclear Facility Safety Board (DNFSB)
- U.S. Environmental Protection Agency (EPA)
- Washington State Departments of Ecology and Health
- Benton County Clean Air Authority
- Department of Energy Laboratory Accreditations Program
- External SMEs contracted on behalf of HMIS

Issues identified from the internal and external sources are managed in accordance with HMIS-PRO-PA-052, *Issues Management*. The Corrective Action Management process is used by HMIS to identify, track to closure and trend significant issues, adverse conditions and opportunities for improvement. In addition, any employee may document an issue or potential concern on the Corrective Action Management System.

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- HMIS-PLN-EFS-42081, *HMIS Environmental Management System Description*, describes the process to review the scope, effectiveness and suitability of the HMIS EMS through Performance Evaluation (i.e., Monitoring, Measurement, Analysis and Evaluation, Internal Audits & Management Review).
- HMIS-RD-SP-9982, *Presidents' and Employee Zero Accident Council*, describes the process to elicit feedback from President's Zero Accident Council (PZAC) and Employee Zero Accident Council (EZAC) personnel. Workers are encouraged to elevate environmental, safety, health and quality issues through the management chain and raise issues at local EZAC meetings.
- HMIS Employee Concerns Program and DOE-0400, *Hanford Site-Wide Employee Concerns Program Procedure*, allow an employee's concern to be addressed at the HMIS or DOE-HFO level.
- HMIS-PLN-PA-29238, *Assurance System Description*, includes assignment of management responsibilities and accountabilities and provides evidence to ensure both the Department of Energy's (DOE) and HMIS' management that work is being performed safely, securely, and in compliance with all requirements; risks are being identified and managed; and that the systems of control are effective and efficient. The Contractor Assurance System (CAS) is used to analyze and review reportable/non-reportable events. The CAS uses systematic and repeatable processes to review information, analyze trends and present recommendations to the executive staff as input into the decision-making process necessary for performance improvement.
- HMIS-RD-EM-7647, *Emergency Preparedness Program Requirements*, requires SMEs to conduct a review of evaluation/reports from exercises, drills and assessments to identify Lessons Learned from actual responses, training, drills and exercises. In addition, HMIS-PRO-PA-067, *Operating Experience Program*, the SME will submit EMP Lessons Learned to the OPEX Coordinator. HMIS-RD-EM-7647, *Emergency Preparedness Program Requirements*, requires evaluations of conditions and correction of identified issues resulting from internal or external evaluations, appraisals and assessments; exercises or actual events be managed in accordance with HMIS-PRO-PA-052, *Issues Management*.
- HMIS-PRO-PA-067, *Operating Experience Program*: The HMIS Operating Experience Program uses the Web-Based U. S. Department of Energy (DOE) Headquarters Operating Experience program (DOE-OPEXSHARE) which provides a process for the identification, review, screening and dissemination of operating experience to prevent adverse incidents. The program also provides a mechanism for employees to identify and submit operating experience and lessons learned so they can be shared with others. The Operating Experience Program is an ISMS implementing mechanism.

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**Service/Function/Facility and Activity Level:**

- HMIS-PRO-SP-7652, *Safety and Health Inspections*, describes the process for performing and documenting facility safety and health inspections and providing feedback and continuous improvement through those inspections.
- HMIS-RD-SP-9982, *Presidents' and Employee Zero Accident Council*, describes the process to elicit feedback from President's Zero Accident Council (PZAC) and Employee Zero Accident Council (EZAC) personnel. Workers are encouraged to elevate environmental, safety, health and quality issues through the management chain and raise issues at local EZAC meetings.
- HMIS-PRO-WC-14047, *Conducting Pre-Job Briefings and Post-Job Reviews*, describes the process for conducting effective pre and post job briefings. Positive and negative outcomes experienced during work performance should be used to provide feedback and continual improvement.

**NOTE:** For additional ISMS implementing documents/mechanisms, refer to Appendix B.

**7.0 ISMS INTEGRATING PLANS, PROGRAMS AND INITIATIVES****7.1 Environmental Management System**

HMIS-PLN-EFS-42081, *HMIS Environmental Management System Description*, provides a description of the HMESC EMS and includes how EMS is integrated into ISMS. This description reflects the values stated in the HMIS Environmental Policy (HMIS-POL-EFS-5054) and applies to all HMIS employees and HMIS subcontractors performing work under the HMESC at the Hanford Site.

The HMIS EMS description satisfies the specifications of the HMESC, 89303320DEM000031, which requires that HMIS develop and implement an EMS in accordance with contractor requirements of CRD O 436.1 (Supp. Rev. 0) HMESC J-2, CRD O, *Departmental Sustainability*. The EMS also includes a description of environmental integration within this ISMS.

Additionally, the EMS reflects the International Organization for Standardization (ISO) 14001:2015(E) International Standard with core elements that include context of the organization, leadership, planning, support and operation, performance evaluation and improvement.

**Worker Health and Safety Program (WSHP):** applies to conduct of activities within the scope of the HMESC by the HMIS and its subcontractors for services supporting the DOE Hanford mission and lower-tiered subcontractors, performing DOE work at a HMIS covered workplace. Subcontractors and lower-tiered contractors will use HMIS approved safety and health plans/documents when performing HMIS work and includes how WSHP is integrated into ISMS.

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**Safeguards & Security (SAS) and Emergency Response organization:** provides security for facilities possessing critical Safeguards and Security interests. Coverage is provided 24/7 via the Hanford Patrol. SAS also provides physical security for accountable quantities of nuclear and classified materials.

**Hanford Fire Department (HFD):** provides the site with rescue, fire suppression, emergency medical services, hazardous materials mitigation, special operations, and other emergency services. HMIS HFD integrates 10 CFR 851 and NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, into the worker health and safety procedures that are specific to HFD operations and includes how ISMS is integrated into HFD NFPA 1500 covers the worker health and safety requirements for fire departments.

**Radiological Protection Program (RPP):**

This RPP is organized to maintain compliance with the provisions of 10 CFR 835. Hanford Mission Integration Solutions (HMIS) uses the HMIS Radiological Control Manual, HMIS-MAN-RC-5173 to promulgate program policy and requirements established in this document (HMIS-PLN-RC-1145). Appendix A provides an RPP program policy and commitment matrix.

**7.2 Quality Assurance**

HMIS-PLN-QA-599, *Quality Assurance Program Description (QAPD)*, establishes quality requirements, describes the integration of Quality Assurance into ISMS and applies to all HMIS employees and HMIS subcontractors performing work under the HMESC at the Hanford Site. The QAPD implements 10 CFR 830, *Nuclear Safety Management*, Subpart A; DOE O 414.1E, *Quality Assurance*; and NQA-1-2008, *Quality Assurance Requirements for Nuclear Facility Applications*, with the NQA-1a-2009 addenda.

**7.2.1 The DOE Voluntary Protection Program**

HMIS strongly supports continuing participation in the DOE VPP. This program outlines areas where DOE contractors and subcontractors can go beyond compliance with DOE Orders and the (OSHA) standards.

Requirements for VPP certification are based on comprehensive management systems, with employees actively involved in assessing, preventing and controlling the potential health and safety hazards at the site. VPP is one of the most important ways HMIS implements the ISMS Guiding Principles of Worker Involvement.

The Hanford Atomic Metal Trades Council (HAMTC), Hanford Guards Union (HGU) and the Central Washington Building & Construction Trades Council (CWB&CTC) appoint safety representatives that have overall responsibility for the union safety program and reports to the Mission Assurance Vice President. They assist DOE-HFO and the HMIS subcontractors in resolving worker-level employee concerns/issues related to environmental, safety and health and act as point-of-contact for stop work, root-cause analysis, fact-finding, event investigations, critiques and other activities. They ensure worker-level perspective is at the forefront of hazard

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analysis planning and execution of work. The HMIS VPP initiative has the full support of HAMTC and HGU.

**7.2.2 Hanford Site Traffic Safety**

The Hanford Site Traffic Safety Committee is led by HMIS and consists of both bargaining unit and exempt members representing the One Hanford Contractors, PNNL, DOE-Hanford Field Office (HFO), Energy Northwest, the Hanford Advisory Board, Benton County Sheriff's Office and other local law enforcement agencies. The committee shares traffic related safety concerns and works to find resolutions. The committee also encourages the use of the resources available on the Hanford Site Traffic Safety webpage.

**7.2.3 Safety Logs**

HMIS-GD-SP-50606, *Safety Logs*: HMIS encourages employees to report safety and environmental issues and support the use of Safety Logs as one method for communicating safety suggestions and/or concerns. The use of Safety Logs is a “best management practice” and applies to all HMIS and subcontracted employees.

**7.2.4 HFD Safety and Health**

HFD-PRO-PPP-61505, *Safety and Health*: The purpose of this procedure is to establish guidelines for the organization and operation of the Safety, Health and Wellness Program for the Hanford Fire Department (HFD). The HFD has established a triennial approach for assessment and implementation of NFPA 1500, *Standard on Fire Department Occupational Safety*.

**7.2.5 Safety Awareness and Recognition**

HMIS-GD-SP-40148, *Safety Awareness and Recognition Program*: This document provides definition and associated guidelines for administering the Safety Awareness and Recognition Program. HMIS realizes the value of having a process in place for encouraging and recognizing unique safety improvements, suggestions, actions and contributions originating from the employees that foster the desired safety culture.

**7.2.6 President's and Employee Zero Accident Councils**

HMIS-GD-SP-9982, *Presidents' and Employee Zero Accident Councils*: This guidance document establishes the requirements for developing and maintaining joint management/worker safety councils. It also includes expected council activities and functions as they relate to implementation and administration of HMIS safety programs. Such councils are designed to promote a safe and healthy work environment and achieve exemplary safety performance in a cooperative effort, utilizing the elements of the DOE Voluntary Protection Program.

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### 7.2.7 Operating Experience Program

HMIS-PRO-PA-067, *Operating Experience Program*. The HMIS Operating Experience Program uses the Web-based U. S. Department of Energy (DOE) Headquarters Operating Experience (OE) program (DOE-OPEXShare) which provides a process for the identification, review, screening and dissemination of operating experience to prevent adverse incidents. The program also provides a mechanism for employees to identify and submit operating experience and lessons learned (LL) so they can be shared with others. The Operating Experience Program is an ISMS implementing mechanism.

Managers and supervisors ensure that key individuals in their organization including SME and Work Planners, Safety Professionals, and others as appropriate review and share applicable information from DOE-OPEXShare. Furthermore, managers review and incorporate applicable OE and LL to help identify potential hazards/controls and good work practices.

Subject Matter Experts review issued DOE-OPEXShare OE or LL specific to their responsibilities and take action as necessary and applicable.

Work Planners review applicable OE and LL to help identify potential hazards/controls and good work practices. In addition, Work Planners utilize this information as discussion points during planning meetings and include them in the work planning process and in work packages.

### 7.2.8 Safety Campaigns and Presentations

Weekly Safety Starts are sent to all employees and managers through the weekly Mission Insight newsletter. Safety Starts include an array of safety topics that are relevant to the current work atmosphere and home safety. Managers review Safety Starts in the morning safety meetings. Topics may include, but are not limited to daylight saving time, shoveling snow safely, eye protection and using a fire extinguisher.

Focused safety campaign initiatives are held several times a year to encourage employees to be safe while at work or enjoying days with family and friends. The EZAC chairperson will kick off the campaign at their local EZAC meeting, inform the group of the recognition award for participating employees, the timeframe for participation in the campaign and the associated recognition.

### 7.3 Site-Wide Safety Standards

DOE has designated HMIS as the integrating contractor responsible for the development and maintenance of Hanford Site-Wide safety and health processes for use by Hanford Site contractors, as defined by HMIS-PLN-SP-41080, *Hanford Integrated Site Wide Safety Standards Management Plan*. This program implements the requirements of 10 CFR 851.11, *Development and Approval of Worker Safety and Health Program*. The intent is to have common programs and processes for worker safety where there are similar hazards, requirements and worker expectations across contractor scopes of work.

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**8.0 ISMS MAINTENANCE AND CONTINUOUS IMPROVEMENT****8.1 ISMS Effectiveness Review**

HMIS ISMS effectiveness reviews are conducted when requested by DOE and complies with the following directives and documents:

- DOE P 450.4A, *Integrated Safety Management Policy*
- Hanford Mission Essential Services Contract (HMESC) 8903320DEM000031

The purpose of the ISMS effectiveness review is to improve safety performance by:

- Determining the effectiveness of the ISMS in complying with requirements, integrating safety into work performance, and supporting the safe performance of work.
- Identifying strengths of ISMS implementation to communicate organizational achievements.
- Identifying weaknesses of ISMS implementation to focus attention on corrective and improvement actions.
- Identifying opportunities for improvement in efficiency or effectiveness.

The ISMS effectiveness review is developed using information obtained from:

- HMIS's Contractor Assurance System (CAS)
- Self-assessments
- Management oversight activities
- Performance Objectives, Measurements and Commitments (POMCs)
- Operating Experience Program
- Safety culture data from VPP questionnaires
- MGET safety culture survey
- Other performance measurements

**8.2 Periodic Review**

All HMIS policies and procedures undergo periodic review within the Mission Integration Procedure System as described in HMIS-PRO-MS-589, *Hanford Mission Integration Solutions Procedures and Related Documents*.

**8.3 Declaration Process**

HMIS provides an ISMS and QA Effectiveness Review Declaration in accordance with the requirements of contract 89303320DEM000031 and HMESC J-2, 48 CFR 970.5223-1. The declaration is a process to determine whether the organization is in full conformance with the

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requirements and expectations of an effective ISMS. The ISMS declaration is based in part on the results of the ISMS effectiveness review. The declaration includes any immediate corrective or compensatory actions that will be (or have been) taken. The declaration should also include a response to any specific guidance received from DOE.

### 8.4 Annual Performance Objectives, Measures and Commitments (POMC) Process

The Annual POMCs are developed by senior management based on guidance received from DOE as well as through the evaluation of prior-year performance against identified objectives. Quarterly POMC updates and the end of fiscal year status are captured in DevonWay. The POMCs are established to drive further improvement in safety performance and ISMS effectiveness. This approach ensures that HMIS remains responsible to the DOE program and budget execution guidance while maintaining the integrity of the ISMS. The objectives are used to support the DOE expectation for HMIS personnel behaviors and attitudes in the conduct of their daily work activities and operational performance regarding worker injuries and illnesses, regulatory enforcement actions and environmental releases. The end of year POMC status updates are submitted to DOE for approval as required by HMESC J-2, 48 CFR 970.5223-1.

### 8.5 Management Assessment Process

Assessments are performed when required by contract, condition report action, requirement or standards, as well as when it is determined by management as warranted. Assessments address systems, processes, and programmatic elements in a risk-based manner and often includes direct observation of work performed.

Assessment categories include the following:

- **Self-Assessments** are a management system owner's or process owner's critical review of their own processes, organization, etc. to determine whether specific requirements are being met, and if improvement opportunities are present.
- **Management Assessments** are performed by, or under the direction of, managers at all levels in an organization, to identify and correct problems that hinder implementing organizations from achieving their objectives or to identify opportunities for improvement.

### 8.6 Management Observations

The Management Observation Program (MOP) is a critical component of HMIS' commitment to enhancing safety and performance within the organization. This program is designed to support the ISMS and EMS by providing a structured approach for management oversight through direct observation, coaching, and mentoring. Management observations are utilized within the core function elements of Feedback and Improvement.

HMIS-PRO-QA-62401, *Management Observation Program*, describes how to perform MOP activities and is used to collect information and can be used to evaluate ISMS core function and guiding principal integration into work activities.

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Hanford Mission Integration Solutions, LLC – 89303320DEM000031		<b>X</b>					<b>X</b>		
HMIS-PLN-RC-60545, (MSC-OTHER-RC-1203599) <i>Environmental Radiation Protection Program</i>			<b>X</b>		<b>X</b>	<b>X</b>			
HMIS-PLN-RC-1145, <i>HMIS Radiation Protection Program Plan</i>					<b>X</b>	<b>X</b>			
HMIS-CHT-PA-62280, <i>Executive Safety Review Board Charter</i>									<b>X</b>
HMIS-RD-SP-9982, <i>President's and Employee Zero Accident Councils</i>	<b>X</b>							<b>X</b>	<b>X</b>
HMIS-PLN-RIM-42375, <i>Project Risk Management Plan</i>				<b>X</b>					

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HMIS-PRO-SC-62011, <i>Acquisition Planning</i>					<b>X</b>				
HMIS-PLN-EFS-42081, <i>HMIS Environmental Management System Description</i>	<b>X</b>	<b>X</b>							<b>X</b>
HMIS-PLN-PA-29238, <i>Assurance System Description</i>		<b>X</b>							<b>X</b>
HMIS-PRO-RQ-62469, <i>Management Requirements</i>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
HMIS-PLN-SP-32219, <i>HMIS Worker Safety and Health Program</i>	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>		<b>X</b>	
HMIS-PLN-TQ-011, <i>HMIS Qualification and Training Plan</i>		<b>X</b>	<b>X</b>						
HMIS-POL-EFS-5054, <i>HMIS Environmental Policy</i>	<b>X</b>								

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HMIS-POL-HR-11388, <i>Open Door and Zero Tolerance for Retaliation</i>									<b>X</b>
HMIS-OTHER-EO-62388, <i>HMIS Ethics Guide</i>					<b>X</b>				
HMIS-POL-SP-5053, <i>Hanford Mission Integration Solutions Policy for Environment, Safety, Health and Quality</i>	<b>X</b>							<b>X</b>	<b>X</b>
HMIS-POL-TQ-11337, <i>Employee Training</i>			<b>X</b>						
HMIS-PRO-SC-62011, <i>Acquisition Planning</i>					<b>X</b>				
HMIS-PRO-CONST-14990, <i>Construction Management</i>							<b>X</b>		
HMIS-PRO-PA-058, <i>Event Initial Investigation Fact Finding of Abnormal</i>					<b>X</b>			<b>X</b>	<b>X</b>

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<i>Events and Conditions Process</i>									
<i>HMIS-PRO-EM-060, Reporting Occurrences and Processing Operations Information</i>							<b>X</b>		
<i>HMIS-RD-EM-7647, Emergency Preparedness Program Requirements</i>						<b>X</b>	<b>X</b>		
<i>HMIS-PRO-ENG-14616, Differing Professional Opinions for Technical Issues Involving Environmental, Safety and Health</i>								<b>X</b>	
<i>HMIS-PRO-ENG-440, Engineering Package Process</i>						<b>X</b>	<b>X</b>		
<i>HMIS-PRO-EFS-15333, Environmental Protection Processes</i>					<b>X</b>	<b>X</b>			

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HMIS-PRO-FP-34037, <i>Performance of Fire Protection Assessments</i>						<b>X</b>			
HMIS-RD-RM-8310, <i>Document Control Program</i>		<b>X</b>							
HMIS-PRO-PA-067, <i>Operating Experience Program</i>	<b>X</b>	<b>X</b>				<b>X</b>		<b>X</b>	<b>X</b>
HMIS-PRO-RQ-62469, <i>Requirements Management</i>					<b>X</b>				
HMIS-GD-SP-55890, <i>Implementation of Safety and Health Requirements</i>					<b>X</b>	<b>X</b>			
HMIS-PRO-NS-8366, <i>Facility Hazard Categorization</i>						<b>X</b>			
HMIS-PRO-RC-4323, (HMIS-MS-PRO-RC-4323) <i>Radioactive Material Areas</i>						<b>X</b>			

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HMIS-PRO-SP-077, <i>Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events</i>		<b>X</b>							
HMIS-PRO-SP-409, <i>Industrial Hygiene Monitoring, Reporting, and Records Management</i>					<b>X</b>				
HMIS-RD-SP-7085, <i>Safety, Health and Environmental Responsibilities</i>	<b>X</b>	<b>X</b>			<b>X</b>			<b>X</b>	<b>X</b>
HMIS-PRO-SP-48065, <i>Subcontractor Safety Processes</i>	<b>X</b>	<b>X</b>			<b>X</b>				
HMIS-PRO-SP-7652, <i>Safety and Health Inspections</i>						<b>X</b>		<b>X</b>	<b>X</b>
HMIS-PRO-SP-10468, <i>Chemical Management Process</i>						<b>X</b>			<b>X</b>
HMIS-PRO-SP-11058, <i>Occupational Medical Qualification and Monitoring using EJTA</i>			<b>X</b>					<b>X</b>	<b>X</b>

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HMIS-PRO-TQ-175, <i>Training Program Descriptions</i>			<b>X</b>						
HMIS-PRO-SP-079, <i>Job Hazard Analysis</i>					<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>
HMIS-PRO-WC-12115, <i>Work Management</i>			<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
HMIS-PRO-WC-14047, <i>Conducting Pre-Job Briefings and Post-Job Reviews</i>			<b>X</b>				<b>X</b>	<b>X</b>	
HMIS-RD-ENG-1819, <i>HMIS Engineering Requirements</i>					<b>X</b>	<b>X</b>			
HMIS-PRO-EFS-15333, <i>Environmental Protection Processes</i>					<b>X</b>	<b>X</b>			
HMIS-PRO-EIS-60825, (EIS-0601) <i>Emergency Planning and Community Right-To-Know Act Reports and Notifications</i>					<b>X</b>	<b>X</b>			
HMIS-POL-FP-36200, <i>Fire Protection Program Policy</i>		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			

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<i>EFS-RD-EFS-62271, Environmental Requirements Guide for Project Planning and Execution</i>	X	X			X				
<i>HMIS-PRO-TQ-164, Integrated Training Electronic Matrix</i>			X						
<i>DOE-0343, Stop Work</i>								X	
<i>DOE-0400, Hanford Site-Wide Employee Concerns Program</i>								X	
<i>DOE/RL-2001-0036, Hanford Site Transportation Safety Document</i>						X			
<i>HMIS-PRO-PA-2243, Identification, Reporting, and Tracking of Nuclear Safety and Worker Safety and Health Requirement Noncompliances</i>		X	X		X				
<i>HMIS-OTHER-SP-1200369, HMIS General Hazard Analysis</i>						X			

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<b>Appendix A. Implementing Documents (Guiding Principles)</b>									
<b>Implementing Documents</b>	<b>GP-1</b> Line Management Responsibility for Safety/ Environmental Requirements	<b>GP-2</b> Clear Roles, Responsibilities and Documentation	<b>GP-3</b> Competence Commensurate with Responsibilities	<b>GP-4</b> Balanced Priorities & Objectives	<b>GP-5</b> Identification of Safety Standards, Requirements, Legal Obligations	<b>GP-6</b> Hazard Controls Tailored to Work Being Performed	<b>GP-7</b> Operations Authorization and Control	<b>GP-8</b> Worker Involvement	<b>GP-9</b> Management Involvement
HMIS-OTHER-IFM-00001, <i>Hanford Site Interface Management Plan and Governance Process</i>	<b>X</b>								
HMIS-PLN-PC-42374, <i>Program Management Plan</i>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>
HMIS-PLN-PC-63029, <i>Performance Management System Description</i>	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>		<b>X</b>		<b>X</b>
HMIS-PLN-NS-41930, <i>Nuclear Safety Protocol</i>	<b>X</b>						<b>X</b>		
HMIS-RD-WC-8524 <i>Field Work Supervision</i>	<b>X</b>								
HMIS-PRO-IFM-45821, <i>HMIS Inter-Contractor Work Order Process</i>	<b>X</b>								
HMIS-PLN-WC-47124, <i>Inter-Contractor Work Control</i>	<b>X</b>								
HMIS-PRO-PA-052, <i>Issues Management</i>				<b>X</b>					
HMIS-PRO-PC-62797, <i>Work Breakdown Structure and Coding Requirements</i>		<b>X</b>							

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<b>Implementing Documents</b>	<b>GP-1</b> Line Management Responsibility for Safety/ Environmental Requirements	<b>GP-2</b> Clear Roles, Responsibilities and Documentation	<b>GP-3</b> Competence Commensurate with Responsibilities	<b>GP-4</b> Balanced Priorities & Objectives	<b>GP-5</b> Identification of Safety Standards, Requirements, Legal Obligations	<b>GP-6</b> Hazard Controls Tailored to Work Being Performed	<b>GP-7</b> Operations Authorization and Control	<b>GP-8</b> Worker Involvement	<b>GP-9</b> Management Involvement
HMIS-MAN-RC-5173, <i>HMIS Radiological Control Manual</i>		<b>X</b>							
HMIS-PLN-QA-23333, <i>Environmental Quality Assurance Program Plan</i>		<b>X</b>							
HMIS-PRO-HR-021, <i>Staffing</i>			<b>X</b>						
HMIS-STD-TQ-60877, <i>HMIS Work Management Training Program Description</i>			<b>X</b>						
HMIS-PLN-QA-599, <i>Quality Assurance Program Description</i>						<b>X</b>			
HMIS-PRO-ENG-20052, <i>Design Authority Program</i>							<b>X</b>		
HMIS-PRO-PC-31463, <i>Work Authorization</i>							<b>X</b>		
HMIS-POL-SP-4361, <i>HMIS Expectations for Worker Involvement</i>								<b>X</b>	

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## Appendix B. Implementing Documents (Core Functions)

Implementing Documents	CF-1 Define Scope of Work	CF-2 Identify and Analyze Hazards	CF-3 Develop and Implement Hazard Controls	CF-4 Perform Work Within Controls	CF-5 Provide Feedback and Continuous Improvement
Hanford Mission Integration Solutions, LLC – 89303320DEM000031	X				
HMIS-PLN-RC-60545, (MSC-OTHER-RC-1203599) <i>Environmental Radiation Protection Program</i>		X		X	
HMIS-PLN-RC-1145, <i>HMIS Radiation Protection Program Plan</i>		X		X	
HMIS-CHT-PA-62280, <i>Executive Safety Review Board Charter</i>					X
HMIS-RD-SP-9982, <i>President's and Employee Zero Accident Councils</i>					X
HMIS-PLN-RIM-42375, <i>Project Risk Management Plan</i>	X				
HMIS-PRO-SC-62011, <i>Acquisition Planning</i>	X				
HMIS-PLN-EFS-42081, <i>HMIS Environmental Management System Description</i>	X	X	X	X	X

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HMIS-PLN-PA-29238, <i>Assurance System Description</i>					X
HMIS-PRO-RQ-62469, <i>Management Requirements</i>	X	X	X	X	
HMIS-PRO-QA-261, <i>Quality Assurance Planning</i>	X	X	X		X
HMIS-PLN-SP-32219, <i>HMIS Worker Safety and Health Program</i>		X	X	X	
HMIS-PLN-TQ-011, <i>HMIS Qualification and Training Plan</i>	X	X	X	X	
HMIS-POL-EFS-5054, <i>HMIS Environmental Policy</i>	X				
HMIS-POL-HR-11388, <i>Open Door and Zero Tolerance for Retaliation</i>					X

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HMIS-POL-SP-5053, <i>Hanford Mission Integration Solutions Policy for Environment, Safety, Health and Quality</i>	X				
HMIS-POL-TQ-11337, <i>Employee Training</i>	X	X	X	X	
HMIS-PRO-SC-62011, <i>Acquisition Planning</i>	X				
HMIS-PRO-CONST-14990, <i>Construction Management</i>		X	X	X	X
HMIS-PRO-PA-058, <i>Event Initial Investigation Fact Finding of Abnormal Event sand Conditions Process</i>					X
HMIS-PRO-EM-060, <i>Reporting Occurrences and Processing Operations Information</i>					X
HMIS-RD-EM-7647, <i>Emergency Preparedness Program Requirements</i>		X	X	X	X

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HMIS-PRO-ENG-14616, Differing Professional Opinions for Technical Issues Involving Environmental, Safety and Health		X			
HMIS-PRO-ENG-440, <i>Engineering Package Process</i>	X	X	X		
HMIS-PRO-EFS-15333, <i>Environmental Protection Processes</i>	X	X	X	X	
HMIS-PRO-FP-34037, <i>Performance of Fire Protection Assessments</i>		X	X		
HMIS-PRO-HR-050, <i>Managing Employee Performance</i>					X
HMIS-RD-RM-8310, <i>Document Control Program</i>				X	
HMIS-PRO-PA-067, <i>Operating Experience Program</i>		X	X		X
HMIS-PRO-RQ-62469, <i>Requirements Management</i>		X			

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HMIS-PRO-PA-2243, <i>Identification, Reporting, and Tracking of Nuclear Safety and Worker Safety and Health Requirement Noncompliances</i>					X
HMIS-GD-SP-55890, <i>Implementation of Safety and Health Requirements</i>					X
HMIS-PRO-NS-8366, <i>Facility Hazard Categorization</i>		X	X		
HMIS-PRO-RC-4323, (HMIS-MS-PRO-RC-4323) <i>Radioactive Material Areas</i>			X	X	
HMIS-PRO-SP-077, <i>Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events</i>					X
HMIS-PRO-SP-409, <i>Industrial Hygiene Monitoring, Reporting, and Records Management</i>					X
HMIS-RD-SP-7085, <i>Safety, Health and Environmental Responsibilities</i>				X	X
HMIS-PRO-SP-48065, <i>Subcontractor Safety Processes</i>	X				
HMIS-PRO-SP-7652, <i>Safety and Health Inspections</i>			X	X	X

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HMIS-PRO-SP-10468, <i>Chemical Management Process</i>		X	X	X	
HMIS-PRO-SP-11058, <i>Occupational Medical Qualification and Monitoring using EJTA</i>		X			X
HMIS-PRO-TQ-175, <i>Training Program Descriptions</i>	X	X	X	X	
HMIS-PRO-SP-079, <i>Job Hazard Analysis</i>		X	X		X
HMIS-PRO-WC-12115, <i>Work Management</i>	X	X	X	X	
HMIS-PRO-WC-14047, <i>Conducting Pre-Job Briefings and Post-Job Reviews</i>				X	X
HMIS-RD-ENG-1819, <i>HMIS Engineering Requirements</i>	X	X	X	X	X
HMIS-PRO-EIS-60825, (EIS-0601) <i>Emergency Planning and Community Right-To-Know Act Reports and Notifications</i>					X

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HMIS-POL-FP-36200, <i>Fire Protection Program Policy</i>		X	X		X
EFS-RD-PM-62271, <i>Environmental Requirements Guide for Project Planning and Execution</i>	X				
DOE-0343, <i>Stop Work</i>				X	
DOE-0400, <i>Hanford Site-Wide Employee Concerns Program</i>					X
DOE/RL-2001-0036, <i>Hanford Site Transportation Safety Document</i>				X	
HMIS-OTHER-SP-1200369, <i>HMIS General Hazard Analysis</i>		X	X		
HMIS-PLN-PC-42374, <i>Program Management Plan</i>	X				
HMIS-PLN-PC-63029, <i>Performance Management System Description</i>	X			X	
HMIS-PRO-PC-18477, <i>Baseline Change Management Process</i>	X				
HMIS-PRO-SC-186, <i>Statements of Work</i>			X		
HMIS-PLN-NS-41930, <i>Nuclear Safety Protocol</i>			X		

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HMIS-RD-EFS-15332, <i>Environmental Protection Requirements</i>		X			
HMIS-PLN-EFS-49744, <i>Long-Term Stewardship Program Plan</i>		X			
HMIS-PRO-NS-8366, <i>Facility Hazard Categorization</i>		X			
HMIS-PLN-NS-41930, <i>Nuclear Safety Protocol</i>		X			
HMIS-RD-FP-10606, <i>Fire Protection Program Requirements</i>		X			
HMIS-PLN-QA-599, <i>Quality Assurance Program Description</i>					X
HMIS-PRO-PA-246, <i>Management Assessment</i>					X
HMIS-PRO-QA-9662, <i>Internal Quality Assurance Audits</i>					X
HMIS-PRO-QA-9769, <i>Surveillances</i>					X
HMIS-PRO-PA-052, <i>Issues Management</i>					X

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