

Plans

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Hanford Site Wide Safety Standards Management Plan

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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.

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1.0 INTRODUCTION

1.1 Purpose

The Hanford Site Wide Safety Standards (SWSS) was established by the U.S. Department of Energy (DOE) to standardize common safety processes and associated training for common activities performed across the Hanford Site. Contractors participate in SWSS per contract requirements.

Additionally, all worker safety and health practices must be conducted in accordance with 10 CFR 851, *Worker Safety and Health Program*, and all other applicable regulations and standards.

1.2 Scope

This Level 1 Management Plan defines the processes used to develop, implement, maintain, and revise Standards. The processes defined in this Plan are intended to encourage and reinforce collaboration through a consensus process among Contractors and Bargaining Units on the Hanford Site.

The Hanford Mission Integration Solutions, LLC (HMIS) SWSS organization manages the processes described in this Plan and supports participating Stakeholders. Appendix A lists current Standards, Appendix B defines acronyms, and Appendix C lists Committee ground rules.

1.2.1 Exceptions

- Contractors are not bound to adhere to this Plan and resulting Standards when they are inconsistent with their contracts, DOE orders, or regulatory and permit requirements.
- This Plan and resulting Standards do not supersede collective bargaining agreements and/or jurisdictional decisions.
- The Hoisting and Rigging Committee functions by the unique processes defined within its Charter and maintains DOE-RL-92-36, *Hanford Site Hoisting and Rigging Manual*.
- Due to the special nature of their work, the Hanford Guards Union (HGU) has chosen not to participate in SWSS processes but retains the right to do so.

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1.2.2 Stakeholders

Stakeholders identified by contract include:

- Contractors performing work under the following five prime contracts:
 - 222-S Laboratory Contract
 - Central Plateau Cleanup Contract (CPCC)
 - Hanford Mission Essential Services Contract (HMESC)
 - Hanford Occupational Medical Services Contract (HOMSC)
 - Integrated Tank Disposition Contract (ITDC)
- Bargaining Units at the Hanford Site, represented by the following organizations:
 - Central Washington Building & Construction Trades Council (CWB&CTC)
 - Hanford Atomic Metal Trades Council (HAMTC)

Stakeholder organizations participate in the SWSS process by appointing representatives to the Senior Management Team (SMT) and Committees. Stakeholder representation is defined in each Committee's Charter, which is approved by each Stakeholder's President or equivalent.

2.0 ROLES AND RESPONSIBILITIES**2.1 Department of Energy Hanford Field Office**

DOE Hanford Field Office (DOE-HFO) communicates expectations (e.g., priorities, funding, or schedules), provides or seeks interpretations, and supports SWSS functions. Responsibilities include the following actions:

- Issue contractual direction regarding Contractors' participation in SWSS processes.
- Observe/monitor the SWSS program, the resulting Standards, and the effectiveness of Contractor implementation.
- Provide contractual direction to Contractors when new or revised requirements must be implemented as a result of regulatory changes, DOE-HFO direction, or a Contractor Requirements Document (CRD).
- Retain final dispute resolution authority per DOE-0426, *Hanford Site Governance*. See Section 3.11, *Dispute Resolution*.

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- Review and approve DOE-0342, *Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP)*, as required by 10 CFR 850.10(b), *Development and Approval of the CBDPP*.
- Review and approve DOE-0336, *Hanford Site Lockout/Tagout Procedure*, as required by the HMESC. See Section 5.2, *References*.

2.2 Contractors

Contractors have been contractually directed to participate in SWSS processes (See Section 4.1, *Source Requirements*). Responsibilities for each Contractor include the following actions:

- Identify primary and alternate authorized SMT representatives.
- Identify their company's Subject Matter Expert (SME) primary member and alternate for each Committee and coordinate their participation in Committee activities.
- Ensure that identified Contractor representatives attend Committee meetings and are empowered to represent the company.
- Ensure that Bargaining Unit representatives are released to attend Committee meetings.
- Communicate concerns and issues to Committees or SWSS prior to approval of a Standard.
- Identify potential cost or schedule impacts as soon as possible and engage with the Committees or SWSS to identify and propose solutions.
- Ensure mechanisms by which a Standard will be funded and implemented are in place prior to approving it.
- Establish implementation priorities, milestones, and schedules and provide them to SWSS for incorporation into the integrated implementation plan and schedule.
- Coordinate and complete their company's internal review process, ensuring that affected organizations have the opportunity to participate in field review and comment, assess Standard changes, and identify resulting cost and schedule impacts.
- Approve a new or revised Standard with a signature from the President or equivalent (for programs) or the appropriate Vice President or equivalent (for procedures), after implementation mechanisms are in place. See Section 3.9, *Formal Approval and Signature*.
- Implement the Standard in accordance with the integrated implementation plan and schedule.

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2.3 Bargaining Units

- Identify primary and alternate authorized SMT representatives.
- Identify Bargaining Unit primary and alternate Committee members.
- Communicate concerns and issues to Committees or SWSS prior to approval of the Standard.
- Participate in the field review and comment of new or revised Standards.

2.4 Senior Management Team

The SMT is comprised of senior-level representatives from Contractors and Bargaining Units. DOE-HFO provides advisory representatives. SMT members serve as executive sponsors for developing, implementing, maintaining, and revising Standards.

2.4.1 Senior Management Team Representatives

- Act as the senior policy agents of the represented organization. SMT representatives and alternates must be empowered with full authority to represent their organization and make decisions necessary to develop, implement, maintain, and revise Standards. Normally, an SMT member would be a Contractor Vice President (or equivalent) or Collective Bargaining Unit President.
- Attend scheduled SMT meetings.
- Obtain feedback from their representatives participating in Committees and, when necessary, request clarification from Committees.
- Support Committee representatives in ensuring input and concerns from affected organizations are articulated to Committees during development, field review, comment resolution, and implementation.
- If potential implementation or cost/schedule impacting issues are identified during the development or review processes, complete one or both of the following actions:
 - Propose solutions through direct interaction with the Committee.
 - Determine funding mechanisms for implementation.
- Participate in dispute resolution. See Section 3.11, *Dispute Resolution*.
- Engage contracting officers and legal counsel, as needed.
- Support Committee representatives during integrated implementation of approved Standards.

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2.5 HAMMER Training

- Provide advisory members for each Committee.
- Include Committees throughout the training process in accordance Section 3.3, *Training Process*, and HHT-PRO-TQ-61055, *Develop, Implement, Review and Revise HAMMER Training Activities*.
- Obtain Committee concurrence for content changes to courses related to that Standard.
- Obtain Committee concurrence prior to canceling courses related to that Standard.
- For a Training Program Description (TPD) or other HAMMER documents related to that Standard:
 - Include statement specifying which Standard the document supports
 - Obtain Committee concurrence on changes
 - Obtain Contractor concurrence through the HMIS Procedure System (HMIS-PS) on major revisions

2.6 Committees

Each Committee serves as the Technical Authority for their Standard and associated training. Each Committee Chair and Co-Chair shall be primary voting members of their respective Committee unless otherwise described in the Committee Charter.

2.6.1 Chair/Co-Chair

Except during Standards development or revision, when SWSS functions in a more active role, Committee Chairs/Co-Chairs have the following responsibilities:

- Adhere to the Committee's Charter and ensure that Committee members work within the tenets defined in their Charter.
- Adhere to and ensure the Committee follows the Ground Rules. See Appendix C, *Hanford Site Wide Safety Standards Committee Ground Rules*.
- Identify implementation issues during Standards development or revision.
- Ensure that meetings are scheduled as required by the Committee Charter.
- Ensure that meeting agendas are prepared and distributed to Committee members in a timely manner, with sufficient time to review materials prior to the meeting.
- Attend, lead, and facilitate scheduled meetings.

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- Assign actions and ensure they are tracked to completion.
- Work with SWSS to develop, prepare, and maintain implementation schedules, reporting schedule progress at least monthly.
- Review and approve meeting summaries.
- Identify issues that cannot be resolved within the Committee and request Facilitator assistance.
- Work with the Facilitator to communicate Committee status and issues to the SWSS Manager.
- Attend and participate in SWSS Chair/Co-Chair meetings.

2.6.2 Members

- Act as the representative for their organization with full understanding of their delegated authority to give consensus on decisions necessary to develop, implement, maintain, and revise Standards.
- Adhere to their Committee's Charter and the Ground Rules. See Appendix C, *Hanford Site Wide Safety Standards Committee Ground Rules*.
- Communicate regularly with and solicit input from their SMT representative and any affected organizations regarding:
 - Issues or concerns that need to be communicated to and from the Committee regarding Standards, Change Forms, and/or revisions.
 - Issues affecting implementation, such as cost, scheduling, training, etc.
 - Progress of implementation, identifying any barriers and proposing solutions.
- Attend scheduled meetings.
- Work to resolve issues through appropriate, collaborative discussions.
- Contribute to development and revision of draft Standards.
- During review and comment of a draft Standard:
 - Assign reviewers; collect information regarding comments and issues
 - Assist in compiling and resolving comments during the comment resolution process
 - Maintain communication with their constituency regarding the status of their comments and resolution See Section 3.8, *Review and Comment Resolution*.

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- Communicate Standard changes to their respective organizations.
- Develop integrated implementation plans and schedules.
- For new Standards, revised Standards, and approved Change Forms, communicate and coordinate implementation among senior management, affected organizations, and the Committee.
- Maintain communication with their alternate to ensure that the alternate is prepared to make decisions on behalf of their respective organization when the primary member is unable to attend.
- Coordinate with SWSS as needed for Committee website updates when deficiencies are noted.
- Promptly identify and bring to the attention of the Committee any proposed or forthcoming regulatory changes that may impact the current revision of the Standard.

2.7 Site Wide Safety Standards Organization

2.7.1 Organizational Responsibilities

- Provide Committees with a Facilitator, Operations Support Specialist, and Technical Writer/Editor.
- Conduct and track Chair and Co-Chair elections according to each Committee's charter.
- Facilitate resolution of disputes according to Section 3.11, *Dispute Resolution*.
- Support all Standards by:
 - Facilitating development and revision.
 - Coordinating with Stakeholders to obtain signature approval on Charters.
 - Working with Committee members to monitor forthcoming regulatory changes.
 - Coordinating and facilitating field review and comment resolution.
 - Coordinating with Committee Chairs to develop and provide pertinent information for the SMT and/or Interface Management per DOE-0426, *Hanford Site Governance*, as needed.
 - Coordinating with Contractors to obtain formal signature approval on Standards via Site Form A-6009-049, *Formal Approval for Hanford Site Wide Standards*.
 - Coordinating publication of Standards.
 - Communicating with Stakeholders when Standards are published.

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- Communicate with the SMT and/or Interface Management per DOE-0426, *Hanford Site Governance*, as needed regarding SWSS activities:
 - When potential regulatory or other changes and potential impacts to Standards are identified.
 - When changes to Standards may result in cost, operational, or schedule impacts.
 - When disputes cannot be resolved within Committees. See Section 3.11, *Dispute Resolution*.
 - Status of the Standards.
- Maintain a status report of all Standards.
- Develop and maintain SWSS websites.
- Maintain documentation and administer change control. Specific responsibilities include:
 - Maintain master files for all Standards to retain the historical knowledge of revisions for reference.
 - Ensure that any revisions are appropriately numbered to show the progression of the Standards.
 - Maintain all records generated in accordance with HMIS-PRO-RM-10588, *Records Management Processes*.

2.7.2 Manager

- Communicate with SMT regarding status, issues, and focus of Standards and Committees.
- Ensure coordination of Committee meetings and Committee presentations to the SMT.
- Coordinate with Contractors and Bargaining Unit leadership to ensure appropriate representation of all Stakeholders at Committee meetings.
- Coordinate with the SMT and/or Interface Management per DOE-0426, *Hanford Site Governance*, as needed:
 - Schedule and conduct meetings as needed to resolve issues, report status, and discuss cost, training, or schedule impacts.
 - Coordinate approval for new or revised Standards.

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2.7.3 Facilitator

- Facilitate consensus-building and Committee processes:
 - Provide Committee members with information regarding SWSS processes and Ground Rules. See Appendix C, *Hanford Site Wide Safety Standards Committee Ground Rules*.
 - Reinforce – and enforce – the Ground Rules within the Committee meetings.
 - Maintain effective collaboration and communication within the Committee and with Stakeholders.
 - Ensure Clarification, Interpretation, and Guidance (CIG) and Change Forms are completed in accordance with Section 3.5, *Clarifications and Changes*.
 - Coordinate with the Committee to identify issues that may result in cost, training, or schedule impacts during implementation.
 - Mentor chair and co-chair.
- Assist the Committee chair in preparing for meetings:
 - Coordinate meetings, including location, scheduling, documentation, and attendance.
 - Coordinate the development and timely distribution of meeting agendas and supporting materials.
 - For consensus items, distribute one workweek prior to the meeting whenever possible.
- Facilitate scheduled meetings as needed or requested.
- Coordinate website updates with the Committee.
- Facilitate conflict resolution as needed or requested:
 - Assist members in identifying issues and possible resolutions.
 - Assist in resolution of conflicts as an independent third party.
 - Notify SWSS Manager if Committee appears to be at an impasse.
- Coordinate field review and facilitate comment resolution of new or revised Standards.
- Work with Committees to develop integrated implementation plans and schedules.

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- Work with the Chair to communicate Committee status and issues to the SWSS Manager and the SMT.

2.7.4 Technical Writer/Editor

- Provide technical writing and editing services to Committees and the SWSS Manager.
- Attend scheduled meetings, as needed.
- Maintain configuration control of program and procedure files, including master files, revision progression, and other relevant files.
- Notify Contractors so they can complete required Unreviewed Safety Question (USQ) review prior to a Standard going into effect.
- Develop SWSS writing and formatting criteria to ensure consistency in SWSS Standards.
- Work collaboratively with the Facilitator and the Committee to accomplish tasks as needed.
- Serve as backup Operations Support Specialist as needed.

2.7.5 Operations Support Specialist

- Capture key points in meetings such as action steps and consensus items.
- Work with Facilitators and Chairs to update and maintain Committee documents.
- Act as Committee liaison to Site Forms.
- Collaborate with the SWSS team to support communication and problem-solving.
- Check in with management and stakeholders to keep tasks aligned with goals.

3.0 PLAN**3.1 Standards Requirements and Formatting**

Standards and supporting documents (e.g., implementing procedures, maintenance and care instructions, TPDs) function as endorsed procedures, as defined by HMIS-PRO-MS-589, *Hanford Mission Integration Solutions Procedures and Related Documents*.

Because Standards and supporting documents are owned jointly by all stakeholders via SWSS committees, they remain independent in process and format. However, to aid workers in the field, Standards maintain a rough equivalence to HMIS and Hanford procedure requirements. SWSS evaluates Hanford and HMIS procedure requirements for applicability as appropriate

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and documents formatting decisions in the SWSS Style Guide. In addition, most Standards are programs, but three are procedures containing step-by-step instructions that are subject to DOE O 422.1, Change 2, *Conduct of Operations*, requirements.

Details of Standards formatting are available in the SWSS Style Guide, which is approved by the SWSS Manager.

3.2 Development Process

When the need for a new Standard has been identified and approved, SWSS works with Contractors and Bargaining Units to establish a development Committee. The development Committee will then review requirements and develop a draft Standard with support from SWSS. The draft Standard will then proceed through the same review, training, approval, and implementation processes as revised Standards.

If a new or revised Standard is the result of a regulatory change, Contractors are responsible to follow the applicable contractual processes to incorporate the Standard into their contract.

The Committee develops a Charter after the Standard is approved. The charter is signed by all Stakeholders and is a standalone document that becomes effective upon signature. At the discretion of the Committee, the Charter can either be published as an attachment to their Standard or be published separately from the Standard. All changes to a Charter require formal Stakeholder approval.

3.3 Training Process

Training is to be considered throughout the development process. Specifically, HAMMER shall:

- Monitor proposed drafts and communicate with the Committee regarding training mechanisms and potential training impacts.
- Include committees throughout the training process in accordance with this Plan and with HHT-PRO-TQ-61055, *Develop, Implement, Review and Revise HAMMER Training Activities*.
- Obtain Committee concurrence for content changes to courses related to that Standard.
- Obtain Committee concurrence prior to canceling courses related to that Standard.
- For a TPD or other HAMMER documents related to that Standard:
 - Include statement specifying which Standard the document supports
 - Obtain Committee concurrence on changes
 - Obtain Contractor concurrence through HMIS-PS on major revisions

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Training requirements are documented in the Standard via a combination of the following methods as needed:

- Including course titles
- Including course content requirements
- Referring to the associated TPD
- Other methods as needed

3.4 Maintenance Process

Following development of a Standard, an implementation and maintenance Committee is formed according to their Charter. The Committee provides long-term stewardship of the Standard, including developing interpretive guidance, communicating lessons learned, and monitoring their Standard to ensure it is current and appropriately incorporates regulatory requirements.

The following key activities are conducted during maintenance:

- Committee meetings are scheduled and conducted as per their Charter.
- Committee members respond to field issues and, when appropriate, elevate issues to the Committee.
- Committee reviews and responds to proposed CIG and Change Forms.
- Committee collectively evaluates implementation consistency across the Site.
- Committee monitors regulatory requirements that may affect the Standard.
- SWSS communicates with the SMT and/or Interface Management per DOE-0426, *Hanford Site Governance*, as appropriate, regarding proposed changes to a Standard.

3.5 Clarifications and Changes

When a committee is evaluating an emerging field issue/condition and determining what action to take, two forms are available to assist them in discussion and documentation.

3.5.1 Clarification, Interpretation and Guidance Form

Any Stakeholder may initiate a request for clarification, interpretation, or guidance using Form A-6005-815, *Clarifications, Interpretations, and Guidance Form for Hanford Site Wide Standards*. The CIG form is not used to make content changes to a published Standard or provide direction to workers.

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Approved CIGs are published on the Committee's website for information purposes. Committee members are responsible to communicate the disposition of the CIG to the initiator and their respective organizations. The Committee or stakeholders may develop and issue additional communications to workers as necessary. Relevant Contractor communications should be provided to the Committee for information.

3.5.2 Change Form

Any stakeholder may initiate a request for a content change to a published Standard.

For most Standards, the request shall be initiated via Form A-6007-183, *Change Form for Hanford Site Wide Standards*; however, requested changes to the CBDPP shall be initiated via Form A-6007-487, *Change Form for Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP)*. The Change Form must be complete (including communication and implementation actions) before Committee consensus. Committee members are responsible to communicate the disposition of the Change Form to their respective organizations.

The Committee determines which of the following actions to take for an approved Change Form:

- Implement immediately at the Contractor level and incorporate into the Standard at a later date.
- Incorporate as a minor revision to the Standard and implement as specified in the Change Form.
- Process a major change as a minor revision with SMT concurrence and implement in accordance with SMT decision.
- Incorporate into the next major revision of the Standard.

All approved Change Forms require the following prior to implementation:

- Committee Contractor representatives communicate and coordinate implementation among senior management, affected organizations, and the committee.
- Contractors complete Unreviewed Safety Question (USQ) process.
- Contractors complete internal procedure processes.

SWSS publishes approved Change Forms on the Committee's website. The Committee or stakeholders may develop and issue additional communications to workers as necessary. Relevant Contractor communications should be provided to the Committee for information.

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3.6 Change Classification and Processing

Major and minor changes are documented on a Change Form, or the Committee can opt to place the item on a parking lot for a future revision.

3.6.1 Minor Change

A minor change involves minimal cost, training, or implementation impacts. Minor changes do not significantly alter the technical scope or intent of the Standard and do not add requirements.

Minor Changes include editorial changes, such as the following examples:

- Correcting grammar, typographical, or spelling errors
- Renumbering sections, pages, tables, figures, or attachments without changing their sequence
- Changing the title or number of the Standard
- Updating organizational names or titles, without changing specific responsibilities
- Updating or changing reference citations, where the technical requirements are equivalent
- Rephrasing language in a manner that does not conflict with the original intent of the Committee

SWSS recognizes that revisions may be presented that are not explicitly described in the definition of Minor Change, above. In such cases, the Committee may designate such changes as Minor Changes through Committee consensus documented on a Change Form.

3.6.2 Major Change

A major change is a change that meets any of the following conditions:

- Is not a minor change as defined in Section 3.6.1, *Minor Change*, above
- Exceeds normal operating costs for training and/or implementation, as determined by the Committee or Contractors
- Involves any change designated a major change by the SMT

The committee may also request SMT concurrence to process a major change as a minor revision.

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3.7 Revision Process

Revisions to Standards will be required as a result of emerging conditions, changes in regulatory requirements, or a need to augment programs and procedures. All revisions require Committee consensus and will result in a new number. Minor revisions will receive an updated change number (e.g., Rev. 2-1 to Rev. 2-2), and major revisions will receive an updated revision number (e.g., Rev. 3 to Rev. 4). The following key activities are conducted during revision:

- Stakeholders propose a revision to a Standard based on current and proposed regulations, consensus standards, or issues in the field.
- SWSS notifies the SMT when a revision is being considered or is in process.
- If impacts to contracts, costs, or operations are anticipated, SWSS will proceed per DOE-0426, *Hanford Site Governance*.
- If a new or revised Standard is the result of a regulatory change, Contractors are responsible to follow the applicable contractual processes to incorporate the Standard into their contract.
- The Committee develops a draft revision through a series of facilitated meetings, incorporating feedback from all Stakeholders following a consensus-building process. SWSS documents the progress of the Committee through redlined drafts.
- Training is to be considered throughout the revision process, as stated in Section 3.3, *Training Process*.
- Contractors identify cost or implementation impacts:
 - During revision, Contractors should begin contract discussions regarding anticipated cost or schedule impacts. The mechanisms by which implementation of the Standard is funded must be identified or resolved prior to approval, publication, and implementation of the Standard.
 - If a revised Standard defines new or revised requirements that are not the result of a regulatory change, DOE-HFO direction, or a CRD, the Contractors determine proposed funding and implementation mechanisms for the Standard.
 - See Section 3.10, *Implementation Process*, for more details.
- Any issues that cannot be resolved within the Committee enter dispute resolution. See Section 3.11, *Dispute Resolution*.

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3.8 Review and Comment Resolution

3.8.1 Field Review and Comment

Newly developed Standards and major revisions of Standards undergo field review. Key activities include:

- The Standard is submitted to Stakeholders for field review and comment. Contractors are responsible to appropriately assign reviewers within their organization.
- The Committee conducts field review and comment. Typically, two rounds occur: the first round lasts a minimum of two work weeks, and the second round lasts a minimum of one work week.

Affected organizations must provide comments to SWSS within the review period using the form provided. SWSS will not accept informal or verbal comments during this process. If more time is needed, organizations must formally request an extension within the first week of the review period.

3.8.2 Comment Resolution

After the review period has closed, the Committee meets to evaluate and resolve comments. Comment resolution will generally occur at weekly meetings until comments are resolved. Key activities include:

- Committee Contractor representatives consolidate comments from their organization and submit to SWSS.
- SWSS compiles Stakeholder comments and facilitates the Committee comment resolution process. Comments that cannot be resolved at the Committee level enter dispute resolution (See Section 3.11, *Dispute Resolution*), while the Committee continues to resolve other comments.
- Committees may determine that one round of field review is sufficient based on the outcome of the first round of comment resolution. If the Committee determines that additional rounds are necessary, they will follow the same process as the first round.

When the Committee determines that all comments have been resolved, they review the final redline and change summary. The Committee then reaches consensus on whether the newly developed Standard or major revision is ready to submit for signature.

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3.9 Formal Approval and Signature

Newly developed Standards and major revisions require formal signature approval by the Contractor Presidents or equivalent (for programs) or Vice Presidents or equivalent (for procedures). Contractors approve via Site Form A-6009-049, *Formal Approval for Hanford Site Wide Standards*, when they have determined that implementation can be appropriately funded and is achievable.

3.10 Implementation Process

Following approval of the Standard, Contractors work with the Committee to develop and finalize an integrated implementation plan and schedule. Contractors are responsible to adhere to their internal issuance, posting and notification requirements.

The following key activities generally occur during implementation but might be initiated during Standards revision:

- The Committee coordinates with SWSS to finalize an integrated schedule and implementation date. The plan and schedule include activities, milestones, and due dates, with the goal of consistent and coordinated implementation.
- The Committee meets regularly to track progress, update the schedule, and ensure communication among Stakeholders.
- HAMMER finalizes the training needs analysis and develops or updates training. The Committee works with HAMMER to review content and ensure accuracy.
- Contractors provide implementation status updates to the Committee.
- The Committee establishes the Publication Date and Effective Date, based upon coordination within Contractors. The effective date must allow sufficient time after the publication date for Contractor implementation and USQ process.
- Following determination of the effective date, SWSS submits the Standard for information clearance and publishes it in HMIS-PS based upon the Committee-approved Publication and Effective Dates.
- The Committee declares final implementation of the Standard when all Contractors have completed implementation.

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3.11 Dispute Resolution

The Committee will attempt to resolve all disputes internally, with assistance from the facilitator as needed or requested.

If a dispute cannot be resolved, the SWSS Manager may attempt to resolve it with the Committee. If the dispute still cannot be resolved, it is declared an impasse. However, an impasse on one point should not completely halt Committee business.

All impasses are elevated to the SMT for resolution. If the SMT cannot resolve the impasse, SWSS will elevate the issue per DOE-0426, *Hanford Site Governance*, for final resolution. The Committee and Contractors shall adhere to the decision, if necessary through contract direction.

The above actions do not eliminate or replace Contractor internal dispute resolution processes or Hanford Site employee concerns programs.

4.0 REFERENCES**4.1 Source Requirements**

2022 Labor Agreements between Hanford Site Contractors and Hanford Atomic Metal Trades Council (HAMTC), AFL-CIO; Article X

222-S Laboratory Contract, 89303320CEM000075, Part C, Section C.3.2.9, *Sitewide Safety Systems*

CPCC, Contract No. 89303320DEM000030, Attachment J-3, Table J-3.b-46, *Site Safety Standards (Common Safety Processes)*

HMESC, Contract No. 8903320DEM000031, Section C.4.7.8, *Site Safety Standards – Common Safety Processes*; Section C.4.5.1.1 Table C-1, *Required Standardized Training and Common Safety Processes*; Section J, Attachment J-3, Table J-3.b-46, *Site Safety Standards (Common Safety Processes)*

HMESC, Contract No. 89303320DEM000031, Section J, Attachment J-2, Table J-2.8, *Directives, Regulations Policies, and Standards*, reference to CRD O 422.1 (Sup Rev 0), requirement to submit Hanford Site Lockout/Tagout Procedure updates to DOE-HFO and consider them approved unless otherwise notified

HOMSC, Contract No.89303324DEM000093, Attachment J-3, Table J-3.b-46, *Site Safety Standards (Common Safety Processes)*

ITDC, Contract No. 89303324DEM000096, Attachment J-3, Table J-3.b-46, *Site Safety Standards (Common Safety Processes)*

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4.2 References

10 CFR 850.10(b), *Development and Approval of the CBDPP*

10 CFR 851, *Worker Safety and Health Program*

DOE-0342, *Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP)*

DOE-0426, *Hanford Site Governance*

DOE-RL-92-36, *Hanford Site Hoisting and Rigging Manual*

HHT-PRO-TQ-61055, *Develop, Implement, Review and Revise HAMMER Training Activities*

HMIS-PRO-MS-589, *Hanford Mission Integration Solutions Procedures and Related Documents*

HMIS-PRO-RM-10588, *Records Management Processes*

4.3 Forms

A-6005-815, *Clarifications, Interpretations, and Guidance Form for Hanford Site Wide Standards*

A-6007-183, *Change Form for Hanford Site Wide Standards*

A-6007-487, *Change Form for Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP)*

A-6009-049, *Formal Approval for Hanford Site Wide Standards*

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Appendix A. List of Site Wide Safety Standards

Number	Title
DOE-0336	<i>Hanford Site Lockout/Tagout Procedure</i>
DOE-0342	<i>Hanford Site Chronic Beryllium Disease Prevention Program (CBDPP)</i>
DOE-0343	<i>Stop Work Procedure</i>
DOE-0344	<i>Hanford Site Excavating, Trenching, and Shoring Procedure (HSETSP)</i>
DOE-0346	<i>Hanford Site Fall Protection Program (HSFPP)</i>
DOE-0352	<i>Hanford Site Respiratory Protection Program (HSRPP)</i>
DOE-0355	<i>Hanford Standardized HAZWOPER Training Program Description</i>
DOE-0359	<i>Hanford Site Electrical Safety Program (HSESP)</i>
DOE-0360	<i>Hanford Site Confined Space Procedure (HSCSP)</i>
DOE-RL-92-36	<i>Hanford Site Hoisting and Rigging Manual</i>

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Appendix B. Acronym List

CBDPP	Chronic Beryllium Disease Prevention Program
CIG	Clarification, Interpretation, and Guidance
CPCC	Central Plateau Cleanup Contract
CRD	Contractor Requirements Document
CWB&CTC	Central Washington Building & Construction Trades Council
DOE	U.S. Department of Energy
HAMTC	Hanford Atomic Metal Trades Council
HFO	Hanford Field Office
HGU	Hanford Guards Union
HMESC	Hanford Mission Essential Services Contract
HMIS	Hanford Mission Integration Solutions, LLC
HMIS-PS	Hanford Mission Integration Solutions Procedure System
HOMSC	Hanford Occupational Medical Services Contract
PRC	Plateau Remediation Contract
SME	Subject Matter Expert
SMT	Senior Management Team
SOMC	Site Occupational Medical Contractor
SWSS	Site Wide Safety Standards
TOC	Tank Operations Contract
USQ	Unreviewed Safety Question

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Appendix C. Hanford Site Wide Safety Standards Committee Ground Rules

HANFORD SITE WIDE SAFETY STANDARDS COMMITTEE GROUND RULES

Site Wide Safety Standards (SWSS) has established these ground rules to facilitate discussion, foster understanding, and build consensus

RESPECTFUL ENGAGEMENT

Maintain a respectful and safe environment by:

- Focusing on issues, not individuals
- Actively listening with full attention and eye contact
- Approaching all interactions without ego

PROACTIVE PARTICIPATION

Actively engage by:

- Representing my organization diligently
- Sharing information openly
- Committing to the Committee Charter
- Giving others the benefit of the doubt
- Seeking clarity through questioning

CONSTRUCTIVE DYNAMICS

Foster a learning and innovative environment by:

- Acknowledging and respecting emotions
- Admitting and learning from mistakes
- Providing and soliciting feedback

INFORMED DECISION-MAKING

Encourage workable solutions by:

- Dedicating time to understand issues fully
- Supporting decisions reached through consensus
- Ensuring openness, honesty, and flexibility
- Considering all positions for the greater good

GOAL-ORIENTED ACTIONS

Maintain focus on overarching objectives by:

- Developing programs and procedures to protect past, present, and future workers
- Upholding decisions that align with these goals



Any committee member can and should:

- Remind others of ground rules or inform the Chair or Facilitator of the need to invoke the ground rules
- Bring up concerns about the conduct of meetings to the Chair or Facilitator during or outside of meetings
- Request a break to confer with specific members (caucus) if needed

HMIS-PLN-SP-41080, Hanford Site Wide Safety Standards Management Plan