

**Administrative Procedures**

**HMIS-PRO-SP-7652**

**Safety and Health Inspections**

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## **Change Summary**

### **Description of Change**

Improving the Appendix C. graded approach matrix and its implementation. Other updates are general in nature.

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## 1.0 PURPOSE

This Document is applicable to Hanford Mission Integration Solutions (HMIS) employees and HMIS subcontractor employees. It establishes the minimum requirements for:

- Conducting and documenting general hazard inspections for the workplace to identify existing and potential safety and health hazards and non-compliances with Department of Energy (DOE)-prescribed Occupational Safety and Health (OSHA) standards addressed in both 29 CFR 1910, *Occupational Safety and Health Standards* and 29 CFR 1926, *Safety and Health Regulations for Construction*.
- Assessing safety and health impacts associated with proposed facility changes to ensure the potential for any new hazards being introduced into the workplace are adequately identified and addressed.
- Conducting and documenting general observations of safe behaviors in the workplace and providing on-the-spot coaching when an unsafe act/behavior is observed.
- Conducting and documenting Safety and Health Construction Inspections including:
  - General Field Inspections
  - Oversight Inspections
  - Daily Supervisor Inspections
  - HMIS Team Inspections
- Ensuring that the trending and analysis of facilities inspections by the HMIS team to enable the identification and correction of issues takes place.

**NOTE 1:** *The purpose of this procedure is to provide a “snapshot” in time of conditions in the facilities. These inspections are not intended to include the performance of formal readiness reviews used in preparation for startup or restart of facilities, management assessments (refer to HMIS-PRO-PA-246, Management Assessment), Fire Protection assessments (refer to HMIS-PRO-FP-34037, Performance of Fire Protection Assessments and HMIS-RD-FP-9717, Fire Prevention for Construction/Occupancy/Demolition Activities), or the periodic or daily worksite inspections or walkdowns conducted by Safety and Health Professionals, management or workers.*

**NOTE 2:** *This procedure can be used to augment the Building Administrator monthly Fire Protection Inspection for the month the inspection takes place (refer to HMIS-PRO-FPROP-475, Building Administrator), provided that the checklist used for that facility inspection is inclusive of those items on the Fire Protection Inspection checklist. The BA will still be required to conduct the monthly Fire Protection Inspection for those months that Facility Safety and Health inspection (which must include those elements) does not occur.*

**NOTE 3:** *Projects/Organizations residing in facilities that are occupied by different organizations shall ensure that common areas (kitchens, bathrooms, parking lots, lobbies, etc.)*

*are inspected on the frequency stated in this procedure. If possible, organizations should coordinate the inspections of their respective areas as well as these common use areas.*

This procedure implements the HMIS-PLN-SP-003, *Integrated Environment, Safety, and Health Management System Description (ISMS)*, Core Functions of identifying hazards and requirements, analyzing hazards and implementing controls, and providing feedback and continuous improvement. Specific requirements can be found in [Appendix A](#).

## 2.0 SCOPE

This Level 1 Administrative procedure is applicable to HMIS employees and HMIS subcontractor employees.

## 3.0 RESPONSIBILITIES

### 3.1 Building Administrator

- Works with Safety Specialist and Organizational Manager to develop a facility specific checklist using Site form [A-6004-299](#) or [A-6004-299.1](#).
- Coordinates multiple organizations in the inspection of common areas (restrooms, kitchens, etc.).
- Coordinates with the Inspection Team Leader to facilitate inspection activities.
- Reviews and follows-up on issues found in the inspections.

### 3.2 Safety Specialist

- Works with Building Administrator and Organizational Manager to develop a facility specific checklist using Site form [A-6004-299](#) or [A-6004-299.1](#).
- Participates as a member of the inspection team.
- Works with the Inspection Team leader in determining the level of reporting and tracking of issues following the guidelines in [Appendix C](#).
- Formally reviews completed inspection checklists to determine trends or recurring issues and signs in indicated area and forwards the signed checklist to ^Safety Inspections organization for records retention.

### 3.3 Organization Manager

- Works with Safety Specialist and Building Administrator to develop a facility specific checklist using Site form [A-6004-299](#) or [A-6004-299.1](#).
- Develops an appropriate schedule for organizations ensuring that a broad base background of inspectors is used. This includes management, office workers, operators, crafts, Safety Specialists, and/or Industrial Hygienists knowledgeable in hazards identification and the inspection process.

- Periodically includes an Environment Compliance Officer (ECO) and/or Chemical Management Specialist (CMS) for those facilities where chemicals are used, stored or disposed of.
- Reviews completed inspection checklists for issues that may have been identified.

### **3.4 Inspection Team Leader**

- Obtains and reviews copy of previous facility inspection, determine the status of any issues previously identified.
- Contacts building administrator and (for shops) supervisors to arrange for representation of tenant/crafts working in building and shops.
- Inspection team conducts inspections, ranking areas in accordance with checklist criteria and note deficiencies. Deficiencies corrected during the inspection shall be noted on the checklist as well. Debriefs team at end of inspection to ensure that all issues are identified, documented, noted if corrected during the inspection, and the team concurs with the findings.
- Works with assigned Safety Specialist to determine level of reporting and tracking for all issues identified in the procedure following guidance provided by [Appendix C](#).
- Forwards checklist to Safety Specialist for review and signature.
- Informs the Environment Compliance Officer (ECO), Chemical Management Specialist (CMS) or project Industrial Hygienist for any issues involving chemical or environmental items.
- Ensures inspection checklists are forwarded to ^Safety Inspections, recordkeeping system, and the Building Administrator or Buyer's Technical Representative (BTR) (Construction Projects).

### **3.5 Inspection Team**

- Reviews previous inspection information and current checklist with inspection team leader.
- Reviews and concurs with issues found during the inspection and listed on the checklist.

### **3.6 Facility Management**

- Conducts inspections in coordination with assigned Safety Specialist and at least one employee that works in the area.
- Debriefs team at end of inspection to ensure that all issues are identified, documented, corrected during the inspection, and the team concurs with the findings.
- Works with the assigned Safety Specialist to determine level of reporting and tracking for all issues identified in the procedure following guidance provided by [Appendix C](#).
- Completes annual chair inspection by submitting a Kinetic Service Request (KSR).

### **3.7 Field Work Supervisor (Construction)**

- Conducts daily (shift) inspections of worksite as described in section 4.4.

### **3.8 Construction Manager**

- Coordinates and participates in scored team inspections as described in section 4.5.

### **3.9 Buyer's Technical Representative**

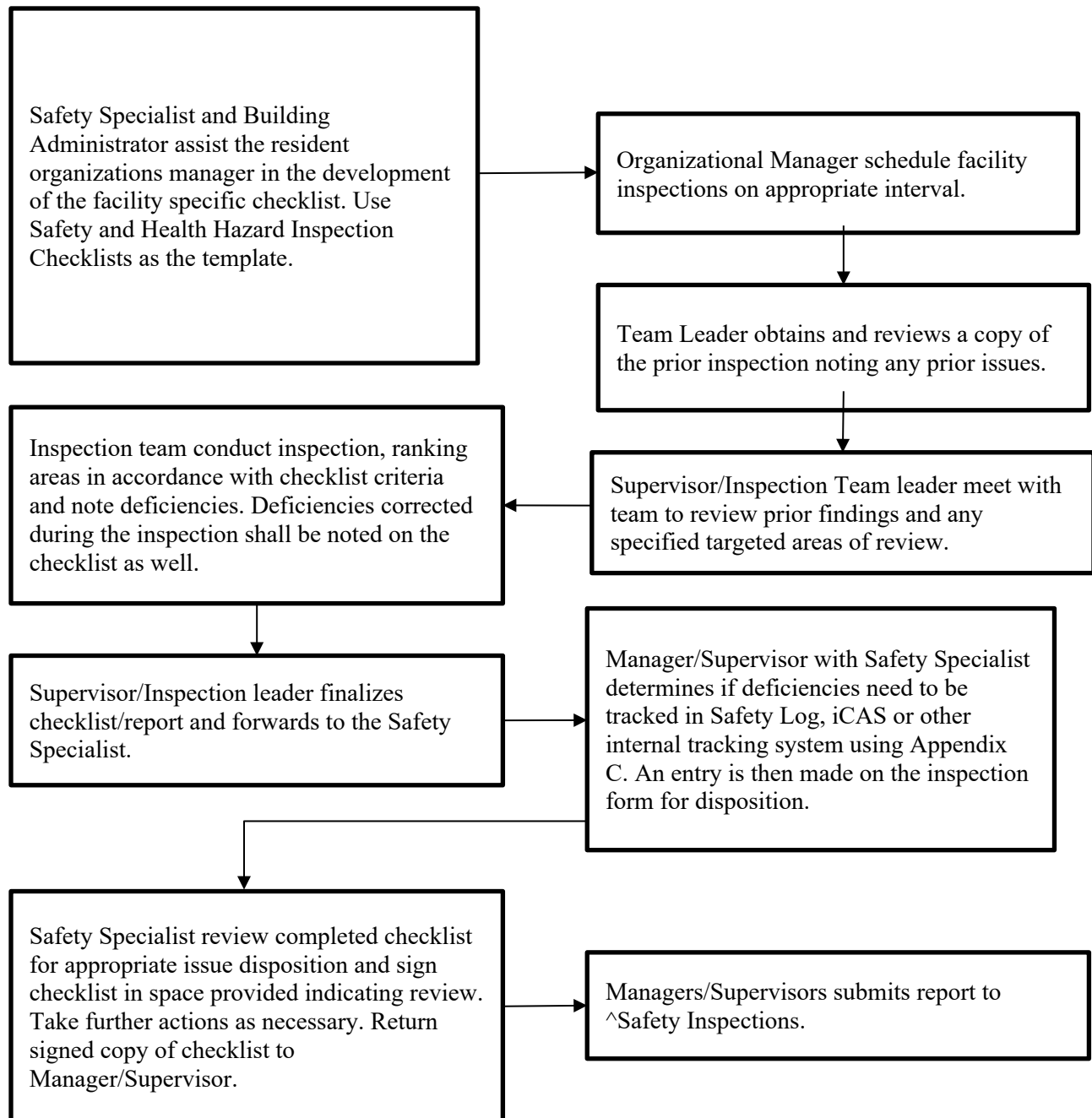
- Reviews and maintains copies of construction inspection checklists in accordance with contractual guidelines.

Safety and Health Inspections

4.0 INSTRUCTIONS

Figure 1 shows the basic process that should be followed when planning, conducting, summarizing, and reporting inspection results.

Figure 1. Safety and Health Inspections



#### 4.1 Developing Facility Specific Checklists

Actionee	Step	Action
Safety Specialist/ Facility Supervisor/ Building Administrator	1.	<p>ASSIST the resident organizations manager in the development of the facility specific checklist as follows:</p> <ul style="list-style-type: none"> <li>USE Site Form <a href="#">A-6004-299</a>, <i>HMIS General Industry Safety and Health Hazard Inspection Checklist</i> or <a href="#">A-6004-299.1</a>, <i>General Office Safety and Health Inspection Checklist</i>, as the template or other checklist containing the applicable items listed on this form.</li> </ul>

**NOTE:** *Modified checklists are maintained by the facility organization and should be periodically reviewed to ensure alignment with changing work area conditions.*

#### 4.2 Administrative Area Safety Inspections

**NOTE:** *This section applies to all HMIS administrative areas.*

Actionee	Step	Action
Office/Facility Supervisor	1.	CONDUCT quarterly Administrative Area inspection(s).
Team Leader/ Delegate	2.	PERFORM/DOCUMENT inspection(s) on a checklist developed for that location using General Office Safety and Health Inspection Checklist (Site form A 6004 299.1).
Supervisor/Team Leader	3.	<p>ENSURE identified deficiencies are corrected using the following:</p> <ul style="list-style-type: none"> <li>TRACK safety and health issues identified from inspection to closure using the Safety Log or similar tracking system. For more complex issues a graded approach (<a href="#">Appendix C</a>) should be used to determine if an iCAS should be issued in accordance with HMIS-PRO-PA-052, <i>Issues Management</i>.</li> </ul>
Manager/Supervisor	4.	REVIEW completed checklist and forward to the Safety Specialist.
Safety Specialist	5.	REVIEW completed checklist for appropriate issue disposition, and SIGN checklist in space provided indicating review.
	6.	TAKE further actions as necessary.
	7.	FORWARD signed copy of checklist to the Manager/Supervisor.

Actionee	Step	Action
Manager/Supervisor	8.	FORWARD signed copy of completed checklist to ^Safety Inspections and the Building Administrator.

### 4.3 Operational Area Safety Inspections

**NOTE:** *This section applies to all HMIS shop areas, both permanent and temporary.*

Actionee	Step	Action
Team Leader/ Shop Supervisor/ Foreman	1.	CONDUCT monthly inspections by a team that includes: <ul style="list-style-type: none"> <li>• Team Leader/Supervisor/Foreman</li> <li>• One employee that routinely works in area</li> <li>• Safety and Health Professional</li> </ul>
Team Leader/ Shop Supervisor/ Foreman	2.	PERFORM/DOCUMENT inspection(s) on a checklist developed for that location using <i>HMIS General Industry Safety and Health Hazard Inspection Checklist</i> (Site Form <a href="#">A-6004-299</a> ) as the template.
Team Leader/ Shop Supervisor/ Foreman	3.	ENSURE identified deficiencies are corrected by using the following: <ul style="list-style-type: none"> <li>• TRACK safety and health issues identified from inspection to closure using the Safety Log or similar tracking system. For more complex issues a graded approach (<a href="#">Appendix C</a>) should be used to determine if an iCAS should be issued in accordance with HMIS-PRO-PA-052, <i>Issues Management</i>.</li> </ul>
	4.	DOCUMENT reporting and tracking method on the inspection checklist.
Team Leader/ Shop Supervisor/ Foreman	5.	REVIEW completed checklist and forward to the Safety Specialist.
Safety Specialist	6.	REVIEW completed checklist for appropriate issue disposition, and SIGN checklist in space provided indicating review.
	7.	TAKE further actions as necessary.
	8.	RETURN signed copy of checklist to the Team Leader/Shop Supervisor/Foreman.
Team Leader/Shop Supervisor	9.	FORWARD signed copy of completed checklist to ^Safety Inspections and the Building Administrator.

#### 4.4 Daily Supervisor Inspections

Actionee	Step	Action
Field Work Supervisor (FWS)	1.	<p>On active construction project, CONDUCT daily (shift) inspections including, but not limited to:</p> <ul style="list-style-type: none"> <li>• General work areas</li> <li>• Outlying areas (laydown, etc.)</li> <li>• Temporary shops/trailers</li> <li>• Mobile equipment</li> <li>• Workers' compliance</li> <li>• Tools</li> <li>• Housekeeping</li> <li>• PPE</li> <li>• Field Work Supervisor</li> </ul>

#### 4.5 Subcontractors Scored Team Inspections

		Action
Construction Manager/Safety and Health Manager	1.	<p>INITIATE Inspections and CONDUCT with a team that includes:</p> <ul style="list-style-type: none"> <li>• Construction Manager (or designee)</li> <li>• Subcontractor Supervisor (for contract work)</li> <li>• Sub-tier contractor Supervisor (if applicable)</li> <li>• Safety and Health Professional(s)</li> </ul>
Construction Manager	2.	<p>DOCUMENT inspection(s) on <i>Safety and Health Scored Inspection for Construction Sites</i> (Site Form <a href="#">A-6004-276</a>).</p>
	3.	<p>EVALUATE/GRADE inspection attributes (items) as follows:</p> <ul style="list-style-type: none"> <li>• Each inspection attribute is assigned a maximum point value of four.</li> <li>• Points are awarded based on effective implementation of requirements pertaining to the attributes (such as conditions, behaviors).</li> <li>• A percent score is determined by dividing total points earned by points available.</li> </ul>

**Action**

Project Management 4. RESPOND to results of inspection as follows:

Score	Evaluation	Response Required
95-100%	Outstanding	Correct deficient conditions
90-94%	Very Good	Correct deficient conditions
75-89%	Satisfactory	Correct deficient conditions
Below 75%	Fail	Issue Stop Work. Notify Project Manager. Corrective action plan required prior to restart.

5. SUBMIT completed inspection form(s) to the BTR for tracking and trending.

## 5.0 RECORD IDENTIFICATION

Records generated in support of construction activities will be included in the Construction Work Package and will be managed in accordance with HMIS-PRO-CONST-14990, *Construction Management*.

All other records are to be maintained, used, retained, and dispositioned in accordance with HMIS-PRO-RM-10588, *Records Management Processes*, or HMIS-PRO-RM-32281, *Electronic Records Management*, as applicable.

**Table 1. Records Capture Table**

Name of Document	Submittal Responsibility	Retention Responsibility
Safety and Health Scored Inspection for Construction Sites	Manager, Field Work Supervisor, Team Leader	Inspector's organization / IDMS
General Industry Safety and Health Hazard Inspection Checklist	Building Administrator/Safety Specialist	OS&IH Programs / IDMS

## 6.0 SOURCES

### 6.0 Source Requirements

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*  
CRD O 243.1B (Supp Rev.0), *Records Management Program*  
HMIS-PLN-SP-003, *Integrated Environment, Safety, and Health Management System*  
*Description (ISMS)*  
HMIS-PRO-PA-052, *Issues Management*

### 6.1 References

29 CFR Part 1910, *Occupational Safety and Health Standards*  
29 CFR Part 1926, *Safety and Health Standards for Construction*  
DOE/EH-0433, *Part I, Program Elements for Worksite Analysis requirements defined by the*  
*Department of Energy Voluntary Protection Program (DOE-VPP)*  
HMIS-PLN-SP-32219, *HMIS Workers Safety and Health Program*  
HMIS-PRO-CONST-14990, *Construction Management*  
HMIS-PRO-FP-34037, *Performance of Fire Protection Assessments*  
HMIS-PRO-FPROP-475, *Building Administrator*  
HMIS-PRO-FPROP-2827, *Facility & Mobile Office Number Management*  
HMIS-PRO-PA-246, *Management Assessment*  
HMIS-PRO-RM-10588, *Records Management Processes*  
HMIS-PRO-RM-32281, *Electronic Records Management*  
HMIS-PRO-SP-10468, *Chemical Management Process*  
HMIS-RD-FP-9717, *Fire Protection for Construction/Occupancy/Demolition Activities*  
HMIS-RD-FP-10606, *Fire Protection Program Requirements*  
HMIS-RD-FPROP-10689, *Building Management*

### 6.2 Forms

*Safety and Health Scored Inspection for Construction* ([A-6004-276](#))  
*HMIS General Industry-Based Safety and Health Hazard Inspection Checklist* (Site Form  
[A-6004-299](#))  
*HMIS General Industry-Based Office Safety and Health Hazard Inspection Checklist* (Site  
Form [A-6004-299.1](#))

### Appendix A. Requirements

#### A.1 General HMIS Facilities

**NOTE:** For the tables in this section under the requirement "type" column, "V" means verbatim, and "I" means interpreted.

#	Requirement	Type V or I	Source
1.	<p>Responsible supervisors shall schedule and conduct formal safety and health inspections. These inspections should cover work areas and activities under their supervision to identify and address any existing or potential workplace hazards and unsafe acts or behaviors.</p> <p>When conducting inspections, ensure that you include the facility's parking areas, walkways, and all structures, such as cargo containers. Verify that proper signage is in place and that enhanced visual aids, like cones and flags, are used to clearly mark objects in or near driveways and parking areas. Additionally, ensure compliance with the 10-foot minimum set-back requirement.</p> <p><b>NOTE:</b> <i>Employee participation is encouraged and should be actively solicited for all inspections. This is particularly important for inspections conducted in operational areas and at construction or demolition sites.</i></p>	I	10 CFR 851.22(a)
2.	<p>Personnel who possess the requisite skill and knowledge to perform formal safety and health inspections relating to the scope of the inspection and have authorization to have the hazards corrected shall participate in the inspection (e.g., Safety Specialist).</p> <p><b>NOTE:</b> <i>At least one member of the team conducting facilities Safety and Health Inspections shall have received a briefing or orientation in the conduct of safety and health inspections appropriate for their facility.</i></p>	I	10 CFR 851.25(a)
3.	<p>The minimum frequency for conducting formal safety and health inspections is as follows:</p> <ul style="list-style-type: none"> <li>• <b>Administrative Areas:</b> Offices or buildings used exclusively for administrative activities shall be inspected quarterly.</li> </ul>	I	10 CFR 851.22(a)

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#	Requirement	Type V or I	Source
	<ul style="list-style-type: none"> <li>• <b>Operational Areas:</b> Offices, shops, buildings, or areas where work beyond administrative tasks is performed shall inspected monthly.</li> <li>• <b>Construction or Demolition Activities:</b> The inspection frequency should be planned by the Team Lead or Building Administrator in collaboration with Safety and Health Management and/or Construction Manager, as agreed upon for their project.</li> </ul> <p><b>NOTE:</b> <i>The inspection frequency may be adjusted based on the facility's use and the type of work activities performed within it. If the inspection frequency exceeds a monthly schedule, Safety and Health Management must approve the documented alternative frequency.</i></p>		
4.	<p>Completed formal safety and health inspections shall be formally reviewed and signed by the assigned Safety Specialist to obtain knowledge of the results and verify that findings are documented as required by step A.1.8 below.</p> <p><b>NOTE 1:</b> <i>Certain construction inspections are forwarded to the BTR for the project for inclusion in the project package (see A.2).</i></p> <p><b>NOTE 2:</b> <i>Site form A-6004-299, HMIS General Industry-Based Safety and Health Hazard Inspection Checklist provides a template for Safety and Health Inspections in facilities. This Checklist lists the conditions that must be assessed as appropriate to the facility. This Checklist should be periodically reviewed and modified to address potential changes in conditions/hazards of the facility and be used as a standard checklist. Items in this Checklist must be considered for any checklist used or developed.</i></p> <p><b>NOTE 3:</b> <i>Appendix B to this procedure provides additional information and guidance for the use of a basic checklist to guide and document facility inspection results.</i></p>	I	10 CFR 851.21(a)
5.	<p>Formal safety and health inspections shall be documented to identify workplace hazards and submitted to mailbox (^Safety Inspections) (or for constructions activities the appropriate BTR) with copies to and the building administrator.</p>	I	10 CFR 851.22(a)

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#	Requirement	Type V or I	Source
6.	Safety and health inspection performance shall be communicated to the project/organization management team.	I	10 CFR 851.22(a)
7.	Formal safety and health inspection results (e.g., checklists) shall be processed through the HMIS OS&IH Programs for review and tracking. Send inspection checklists to mailbox (^Safety Inspection).	I	10 CFR 851.21(a)
8.	<p>Responsible Supervisors or Managers in conjunction with their organization's cognizant Safety and Health Professional shall identify and process safety and health issues identified by Projects resulting from inspection as required per HMIS-PRO-PA-052, <i>Issues Management</i>.</p> <p>Deficiencies or items found during Safety and Health inspections shall be documented and tracked to resolution. Minor issues such as hygiene (dirty microwaves etc.), burnt out light bulbs, and housekeeping may be tracked using a Safety Log or similar tracking system. For more complex issues a graded approach (<a href="#">Appendix C</a>) should be used to determine if an iCAS should be issued in accordance with HMIS-PRO-PA-052, <i>Issues Management</i>.</p> <p><b>NOTE 1:</b> <i>The process of ensuring that the level of analysis, documentation, and actions comply with a requirement (i.e., 10 CFR 830) is commonly referred to as the Graded Approach, commensurate with:</i></p> <ul style="list-style-type: none"> <li>• <i>The relative importance to safety, safeguards, and security</i></li> <li>• <i>The magnitude of any hazard involved</i></li> <li>• <i>The potential for environmental impact</i></li> <li>• <i>Regulatory exposure</i></li> <li>• <i>CONOPS practices</i></li> <li>• <i>The relative importance of radiological and non-radiological hazards</i></li> <li>• <i>Real or potential consequences</i></li> </ul> <p><b>NOTE 2:</b> <i>Issues that are recurring (issues that were observed in the prior inspection and were not corrected OR have reoccurred) should be considered for escalation in the reporting hierarchy.</i></p>	I	HMIS-PRO-052 Section 2.1

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#	Requirement	Type V or I	Source
	<p>Issues that are identified involving Radiological, Environmental, Security, or Conduct of Operations needs should be evaluated with those SME's for guidance regarding the level of reporting.</p> <p>See <a href="#">Appendix C</a> for additional guidelines in applying a graded approach to deficiency reporting and tracking issues related to facilities inspection.</p>		
9.	<p>Informal safety and health inspections should be conducted routinely in all work areas by supervision responsible for the activities and condition of the areas.</p> <p><b>NOTE:</b> <i>Such reviews need not be documented and are designed to maintain a safe work environment during the course of normal daily activities, and as a readiness for the documented periodic inspections.</i></p>	I	10 CFR 851.22(a)
10.	<p>Any record documents shall be managed in compliance with HMIS-PRO-RM-10588, <i>Records Management Processes</i>, or approved lower-tier implementing document.</p>	I	CRD O 243.1B (Supp Rev. 0)  10 CFR 851.26(a)(1)

## **A.2 Construction Work Site Safety and Health Inspections**

1.	<p>Daily work site safety and health inspections of construction projects shall be conducted and documented by the construction contractor, during periods of active work.</p>	I	10 CFR 851 App A, Section 1(a)(1)
2.	<p>Periodic inspections of subcontracted work activity shall be conducted and documented to provide safety oversight and monitoring of compliance with applicable codes, standards, and regulations.</p> <p><b>NOTE 1:</b> <i>Inspections should be conducted by a Construction Manager/Field Work Supervisor and safety representative, in technical support of the Buyer's Technical Representative (BTR), where applicable.</i></p> <p><b>NOTE 2:</b> <i>The frequency of such inspections should depend upon the number and type of hazards involved, level of risk based on</i></p>	I	10 CFR 851 App A, Section 1(b)

	<p><i>work scope, project duration, and prior experience with this subcontractor, presence of a qualified subcontractor safety and health representative, or need identified by the BTR.</i></p> <p><b>NOTE 3:</b> <i>Various checklists are called out for use in these requirements and are listed in section 6.0 of this procedure and are the recommended method for documenting results.</i></p> <p><b>NOTE 4:</b> <i>Inspection documents shall be forwarded to the BTR for that construction contract.</i></p>		
<p>3.</p>	<p>Safety oversight inspections shall be tracked to facilitate the earliest possible identification of issues and assist the BTR in evaluating contractor performance.</p>	<p>I</p>	<p>10 CFR  851 App A, Section 1(b)</p>

## Appendix B. Basic Checklist Instructions (Guidance for Use)

**NOTE:** Each facility or project should develop their own specific hazard checklist using Site Form A-6004-299, HMIS General Industry-Based Safety and Health Hazard Inspection Checklist as a guide to ensure comprehensive coverage of all issues only those issues applicable to a facility or project need to be addressed and reported on. The checklist outlines the minimum issues that must be addressed for each location as applicable.

### How should a checklist be used?

The checklist is used to document the results of a formal safety and health inspection.

- Review the checklist before the inspection begins.
- Determine the work areas to be inspected.
- Prepare an inspection sequence, to maximize organization and efficiency.
- Ask affected employees who are working in the area at the time of the walkthrough for input.
- Focus the inspection on unsafe acts/behaviors and unsafe conditions.
- Stop and observe employees working for a few minutes to enhance the observation process.
- Document any observed hazards clearly and accurately. Utilize the Corrective Actions Management Systems, Safety Logbook, or Organizations Safety Issue Database as outlined in [Appendix C](#). Record the method of documentation and correct issues immediately, whenever possible (especially unsafe acts/behavior).

### Who uses the checklist?

The checklist may be used by anyone involved in performing a formal safety and health inspection. Inspections should be conducted by a team consisting of representation from field work supervision and the employee workforce.

### Who is responsible for the results of the check list?

The field work supervisor/department manager and the project manager are responsible for worksite conditions, and for correction of identified hazards.

### Who retains the inspection records?

The building administrator should retain a copy of the inspection record and follow up to ensure the items are addressed in a timely manner.

### What to do with the check list observations?

Correct checklist observations in a timely manner, based on risk level. Correct serious hazards immediately; then set priority for correcting other hazards. Safety Specialist and other Subject Matter Experts as appropriate shall be utilized in assisting to determine the reporting requirements and corrective actions. The reporting method shall be indicated with the relevant finding on the checklist. Inspection results should be communicated to the workforce, using such media as meetings, newsletters, or postings. Send a copy of the completed inspection to ^Safety Inspections. As discussed

in A.1.8, determination of the method of documentation and tracking of issues found must be made and issues tracked to completion as appropriate.

**Recurring hazards**

Any hazard or unsafe condition that is found for the second consecutive time should be considered a *recurring* hazard. This may be a hazard/unsafe condition that was identified on the previous inspection, and failed to be corrected, or a hazard/unsafe condition that was previously identified, corrected and then found a second time.

**Graded (Points) Inspection Checklists****Who determines when/if graded checklists/points are to be utilized?**

The inspecting supervisor, with input from the inspection team, will utilize graded checklist and award/assign point values.

**Appendix C. Guidelines for Graded Approach to Reporting and Tracking Safety and Health Inspection Issues**

<b>Likelihood</b>	<b>Very Likely</b>	Low	Med	High	High	High
	<b>Likely</b>	Low	Med	Med	High	High
	<b>Somewhat Likely</b>	Low	Low	Med	Med	High
	<b>Unlikely</b>	Low	Low	Low	Med	High
	<b>Very Unlikely</b>	Low	Low	Low	Med	Med
		Negligible	Moderate	Significant	Critical	Crisis
		<b>Consequence</b>				

<b>Low</b>	No reporting necessary.
<b>Med</b>	Submit Safety Log item or track in similar issues tracking system.
<b>High</b>	Submit Action Request in iCAS.

Steps to using the matrix:

1. Classify the severity of the issue should it fail or cause a failure and result in one of the described outcomes.

2. Determine the likelihood the issue failing or causing a failure and resulting in the outcome Identify where the consequence and likelihood categories intersect and find the resultant product in the matrix above to determine subsequent action. Examples:

- a. *During a Safety and Health Inspection a dirty microwave was found with food particles and burnt sauce. This was identified as a deficiency.*

*ANALYSIS: The severity of this issue was identified as a low-level factor, posing minimal risk to people, the environment, assets, or reputation. The frequency of the deficiency, which could potentially lead to minor hygiene effects, is also determined to be low-level. According to the matrix, this low-level issue does not require reporting unless the facility or organization chooses to do so.*

- b. *During a Safety and Health Inspection a T Post was found in the parking lot approximately 3' in height and located in an area where vehicles back out of parking slots. This was identified as a deficiency.*

*ANALYSIS: The severity of this issue is considered high-level, as a collision with a T Post could result in vehicle damage costing up to \$1,000. The likelihood of vehicles hitting a T Post is high, given past occurrences and the probability of it happening again, as indicated by historical data. According to the matrix, this high-level issue necessitates generating an iCAS to address the concern.*

- c. *During a Safety and Health Inspection a damaged electrical cord was found on a portable heater. This was identified as a deficiency.*

*ANALYSIS: The severity of this issue was assessed as medium-level, with the potential consequence being a critical first aid incident. Although the frequency of this deficiency leading to such an outcome is unlikely, it remains possible. As a medium-level issue, it should be recorded in the safety log or a similar safety issues database and tracked until resolved.*

- d. *During Safety and Health Inspection a large propane cylinder used for supplying fuel to an emergency generator was found to be >7 years old (12 years old) and had no immediate documentation of required re-inspection. This was identified as a deficiency.*

*ANALYSIS: The severity of this issue is classified as medium-level (critical), as the potential failure of the tank could lead to fire, environmental damage, or further harm due to the generator being out of service and lacking power. Although the frequency of this deficiency resulting in such consequences is unlikely and not anticipated, the medium-level nature of this issue necessitates an entry in the safety log.*

\* Sometimes these types of issues may require an investigation to determine the extent of condition (failure of the procedure/contracting or poor practices materials). These cases require the issuance of an iCAS to identify the extent of a minor problem.

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### Appendix D. Guidelines for Hanford Fire Department NFPA 1500 Facility Inspections

**NOTE:** *This appendix addresses specific Hanford Fire Department (HFD) requirements as they apply to facility inspections and NFPA 1500.*

Locations: Inspected areas will include any associated storage buildings, conex boxes, training towers, garage areas, maintenance shops, SCBA shop, exercise buildings and parking areas.

Location Name	Building Number
200 Fire Station	609A, 609H,
200 Area	609G, 609J, MO6129, MO292, 609K
100 Area	609
400 Area	4704S, 3170GWW
300 Area	3709A & 3709B

Frequency: HFD will comply with the frequency found in this procedure as well as all associated NFPA 1500 requirements. HFD Annual Safety checklist, A-6007-460 will be used for annual NFPA 1500 inspections requirements.

Recording: Inspections shall be recorded using forms *HMIS General Industry Safety and Health Hazard Inspection A-6004-299*, *HMIS General Office Inspections Checklist A-6004-299.1*.