

Requirements Documents

HMIS-RD-SP-7085

Safety, Health and Environmental Responsibilities

Revision 0, Change 4

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Program: Worker Safety and Health Program (851) Implementing

Topic: Safety Programs

Subject Matter Expert: Coppersmith, Pamela J

Functional Manager: Nielsen, Christopher E

Use Type: Administrative



- No USQ Required

JHA: Administrative

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Change Summary

Description of Change

Clarify statement about bringing Electrical equipment and chemicals onto the site.

Safety, Health and Environmental Responsibilities

Published Date: 04/23/2026

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1.0 PURPOSE

These requirements identify the fundamental occupational safety, health and environmental-related rights and responsibilities of employees. Safety and health also encompasses environmental issues such as spill prevention and reducing the use of hazardous materials. Included herein are the safety-related responsibilities inherent to hosting and escorting Site Visitors.

This document provides a foundation for the Hanford Mission Essential Services Contract (HMESC) Team to meet the obligation for worker protection promulgated under the 10 CFR 851, *Worker Safety and Health Program*; 29 CFR 1910, *Occupational Safety and Health* (excluding 1910.1096, *Ionizing Radiation*); and 29 CFR 1926, *Safety and Health Regulations for Construction*.

2.0 SCOPE

This Level 1 Requirements Document is applicable to Hanford Mission Integration Solutions (HMIS) employees, subcontractors, and sub-tier contractors.

This document implements the Integrated Safety Management System (ISMS) Guiding Principles #1 – Line Management Responsibility for Safety and #2 – Clear Roles and Responsibilities; and Core Functions #4 - Perform Work within Controls, and #5 - Feedback and Improvement as well as portions of CRD O 226.1B, *Implementation of Department of Energy Oversight Policy*.

Safety, Health and Environmental Responsibilities

Published Date: 04/23/2026

Effective Date: 04/23/2026

3.0 REQUIREMENTS

3.1 Manager/Supervisor Requirements

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.	Contractors must comply with the following safety and health standards that are applicable to the hazards at their covered workplace: Title 29 CFR Part 1910, Occupational Safety and Health (excluding 29 CFR 1910.1096, "Ionizing Radiation.") and Title 29 CFR 1926, "Safety and Health Regulations for Construction."	V	10 CFR 851.23(a)(3) and .23(a)(7)
2.	Provide a place of employment that is free from recognized hazards that are causing or have the potential to cause death or serious physical harm to workers.	V	10 CFR 851.10(a)(1)
3.	Workers shall be properly trained and qualified for the job assigned to them.	I	48 CFR 970.5223-1, Section (b) (3); 10 CFR 830.122(b); 10 CFR 835.103
4.	Resources (financial and personnel) shall be effectively allocated to ensure appropriate levels of worker protection.	I	48 CFR 970.5223-1, Section (b) (4)
5.	Employee's safety, health and environmental responsibilities and their company-level safety, health and environmental requirements which they are held accountable to follow shall be clearly communicated to them (i.e. including reducing of use of hazardous materials by product substitution). <i>NOTE: For regular exempt and salaried nonexempt employees, the Annual Performance Evaluation serves as a useful method for defining individual safety, health and environmental responsibilities.</i>	I	48 CFR 970.5223-1, Sections (b) and (c)
6.	Provide mechanisms to involve workers and their elected representatives in the development of the worker safety, health and environmental program goals, objectives, and performance measures and in the identification and control of hazards in the workplace.	V	10 CFR 851.20(a)(4) 48 CFR 970.5223-1 Sections (b) and (c)

Safety, Health and Environmental Responsibilities

Published Date: 04/23/2026

Effective Date: 04/23/2026

#	REQUIREMENT	TYPE V or I	SOURCE
7.	The workforce shall be empowered with the requisite authority and resources to meet their assigned responsibilities.	I	48 CFR 970.5223-1, Section (c)
8.	Organizational objectives and improvement plans shall be developed to achieve established safety, health and environmental goals.	I	48 CFR 970.5223-1, Section (d)
9.	Routine walkthroughs of the workplace shall be performed to review safety, health and environmental performance.	I	48 CFR 970.5223-1, Section (c); 10 CFR 830.122(i)
10.	Inform workers of their rights and responsibility by appropriate means, including posting the DOE-designated Worker Protection Poster in the workplace where it is accessible to all workers. (See Appendix B) (This requirement can be satisfied by completion of Hanford General Employee Training).	V	10 CFR 851.20(a)(10)
11.	Safe work habits and safety, health and environmental awareness shall be promoted in accordance with HMIS-PLN-SP-003, <i>Integrated Environment, Safety, and Health Management System Description</i> .	I	48 CFR 970.5223-1, Section (c)
12.	Involvement shall be maintained in the following activities, as they apply to the function of the organization: <ul style="list-style-type: none"> • Hazard evaluation (including spill control measures and the use of product substitution to reduce hazardous substances). • Worksite inspections and assessments. • Safety meetings and committee functions. • Safety, health and environmental policy development. • Pre-job briefings. • Resolution of safety, health and environmental concerns. • Accident/near miss investigation and corrective action planning. 	I	48 CFR 970.5223-1, Sections (b) and (c)
13.	Employee physical limitations and medical work restrictions shall be considered in assignment of tasks.	I	48 CFR 970.5223-1, Section (c)
14.	Safety, health and environmental policy shall be communicated to workers on a periodic basis.	I	48 CFR 970.5223-1, Section (c)
15.	Safety, health and environmental requirements shall be enforced with consistency in accordance with established disciplinary programs to workers, visitors, vendors, and contractors.	I	48 CFR 970.5223-1, Section (c)

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

Safety, Health and Environmental Responsibilities

Published Date: 04/23/2026

Effective Date: 04/23/2026

3.2 Requirements for All Employees

#	REQUIREMENT	TYPE V or I	SOURCE
1.	All employees shall perform work in a safe, healthy and environmentally conscious manner consistent with the guiding principles and core functions presented in HMIS-PLN-SP-003, <i>Integrated Environment, Safety, and Health Management System Description</i> . The following requirements apply:	I	48 CFR 970.5223-1, Sections (b) and (c)
	a. Employees shall observe the "Master Safety Rules" (see Appendix A).	I	48 CFR 970.5223-1, Sections (b) and (c)
	b. Employees shall actively support programs designed to protect employees against workplace hazards.	I	48 CFR 970.5223-1, Sections (b) and (c)
	c. Employees shall promptly notify management of events or conditions that could have an adverse effect on worker safety, health or the environment. Wherever possible, the unsafe act/condition observed shall be immediately corrected.	I	48 CFR 970.5223-1, Sections (b) and (c)
	d. Employees shall STOP WORK to prevent or control hazards which are considered an immediate threat.	I	48 CFR 970.5223-1, Sections (b) and (c)
	e. Employees shall heed safety notices and warnings (e.g., signs, postings, memos, tags, procedures, etc.).	I	48 CFR 970.5223-1, Sections (b) and (c)
	f. Employees shall work defensively and be watchful that co-workers are not placed at uncontrolled risk.	I	48 CFR 970.5223-1, Sections (b) and (c)
	g. Employees shall submit ideas and suggestions for safety and environmental improvement to their manager.	I	48 CFR 970.5223-1, Sections (b) and (c)
	h. Employees shall report injuries/illnesses and medically imposed work restrictions to their manager: (1) to ensure injuries/illnesses are reported in a timely manner for preservation of the event scene, proper investigation of the event, assigning appropriate corrective actions, consideration in work assignments, and proper recordkeeping classifications.	I	48 CFR 970.5223-1, Sections (b) and (c)

Safety, Health and Environmental Responsibilities

Published Date: 04/23/2026

Effective Date: 04/23/2026

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	(2) to ensure employees and managers consider medical restrictions when assigning work, and any additional or augmented hazards potentially brought about by performing tasks while under medically imposed work restrictions are considered during pre-job discussions.		
	i. Employees shall participate in initiatives sponsored by safety/accident prevention/environmental councils (e.g., Presidents' Zero Accident Council and Employee Zero Accident Councils).	I	48 CFR 970.5223-1, Section (c)
	j. Employees shall attend scheduled safety meetings in accordance with HMIS-RD-SP-10743, <i>Safety Communications</i> .	I	10 CFR 851.20(a)(8)
	k. Employees shall operate power-driven equipment and machinery only after being trained in its safe use.	I	10 CFR 830.122 (b)
	l. For entry into radiological posted areas, employees shall complete training in accordance with HMIS-OTHER-RC-5173, Chapter 3.	I	10 CFR 835.901; HMIS-OTHER-RC-5173
	m. Employees shall avoid contact with wildlife, if possible and contact an Environmental Compliance Officer.	I	DOE Order 450.1A; HMIS-PLN-SP-003
	n. Chemical products obtained through unauthorized methods (e.g. retail purchase, personal residence, or other non-approved procurement processes) for operational use are prohibited and shall NOT be used or brought onsite for work activities.	I	HMIS-PRO-SP-10468
	o. Electrical equipment brought onto the Hanford Site must comply with DOE-0359 requirements. All electrical equipment must be evaluated for impacts to site infrastructure and approved by building management before use.	I	DOE-0359

Safety, Health and Environmental Responsibilities

Published Date: 04/23/2026

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3.3 Responsibilities for Hosting Visitors

#	REQUIREMENT	TYPE V or I	SOURCE
1.	Hosts shall determine and identify the level of Visitor safety training or orientation required for the work areas to be accessed and the scope of activities to be performed.	I	10 CFR 851.25(a)
2.	Hosts shall ensure and document that the Visitor(s) completes the safety training or orientation required for the visit in accordance with HMIS-STD-TQ-61030, <i>Hanford Site Access Training Program Description</i> .	I	10 CFR 851.25(b)(1); 10 CFR 835.901
3.	Hosts shall ensure that the radiation protection controls established by Article 214 of the HMIS-OTHER-RC-5173, <i>HMIS Radiological Control Manual</i> are adhered to and implemented.	I	HMIS-OTHER-RC-5173, Chapter 2, Section 214
4.	Hosts shall serve as an Escort, or delegate an Escort, to accompany the Visitor(s) during the course of a visit where a Safety Escort is required. NOTE: <i>A Safety Escort will have supplemental duties, where security escorting is required. Refer to HMIS-RD-SEC-12524, Escorting.</i>	I	10 CFR 851.22(a)

3.4 Responsibilities for Escorting Visitors

NOTE 1: *For unescorted access, requirements 2 through 7 become the responsibility of the Host.*

NOTE 2: *For Foreign National escort, HMIS-PRO-SEC-392, Unclassified Foreign National Access Program, must also be followed.*

#	REQUIREMENT	TYPE V or I	SOURCE
1.	Escorts shall ensure that the Visitor(s) under their surveillance remain within sight and/or verbal communications. NOTE: <i>The purpose of such direct, close contact, from a safety perspective, is based on the need to maintain immediate control and monitoring of the Visitor's well-being in all situations.</i>	I	10 CFR 851.22(a)
2.	Escorts shall be responsible to oversee and direct the safe conduct and actions of the Visitor(s).	I	10 CFR 851.22(a)

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#	REQUIREMENT	TYPE V or I	SOURCE
3.	Escorts shall convey special safety instructions and information commensurate with the activities, to include an identification of hazards to which the Visitor(s) may be exposed.	I	10 CFR 851.22(a)
4.	Escorts shall ensure that the Visitor(s) access only those areas approved for the visit.	I	10 CFR 851.22(a)
5.	Escorts shall avoid traversing their Visitor(s) through work areas where they are unnecessarily exposed to co-located work activities.	I	10 CFR 851.22(a)
6.	Escorts shall arrange for prompt first aid or medical care of an injured or ill Visitor, if needed.	I	10 CFR 851.22(a)
7.	<p>Escorts shall ensure that the Visitor(s) come prepared with or are otherwise provided with the personal protective equipment (e.g., hard hat, eye protection, footwear, radiological) required to be worn for the scope of the intended visit.</p> <p>NOTE: <i>Coverall safety glasses with side shields are to be issued to the Visitor(s) who wears prescription glasses that are not equipped with impact resistant lenses and side shields.</i></p>	I	<p>29 CFR 1910 Subpart I; HMIS-MAN -RC- 5173, Chapter 3, Table 3-2</p>

Safety, Health and Environmental Responsibilities

Published Date: 04/23/2026

Effective Date: 04/23/2026

4.0 SOURCES**4.1 Source Requirements**

10 CFR 830.122, U.S. Department of Energy, Nuclear Safety Management, *Quality Assurance Criteria*
10 CFR 835, U.S. Department of Energy, *Occupational Radiation Protection*
10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*
29 CFR 1910, U.S. Department of Labor, *Occupational Safety and Health*
29 CFR 1926, *Safety and Health Regulations for Construction*
48 CFR 970.5223-1, DOE Acquisition Regulation (DEAR), *Integration of Environment, Safety and Health into Work Planning and Execution*
CRD O 226.1B (Supp Rev 0), *Implementation of Department of Energy Oversight Policy*
CRD O 450.1A, *Environmental Protection Program*
HMIS-MAN -RC-5173, *HMIS Radiological Control Manual*

4.2 References

HMIS-PLN-SP-003, *Integrated Environment, Safety, and Health Management System Description*
HMIS-PLN-SP-32219, *10 CFR 851 HMIS Worker Safety and Health Program Description*
HMIS-RD-SEC-12524, *Escorting*
HMIS-RD-SP-10743, *Safety Communications*

Safety, Health and Environmental Responsibilities

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Appendix A. Master Safety Rules

1. Maintain the work environment and equipment in a clean and orderly condition.
2. Correct and report unsafe conditions or practices.
3. Inspect all tools, ladders, and equipment for defects before each use.
4. Know the hazards of the job and protective controls required prior to starting work.
5. Comply with established safety procedures and practices.
6. Use prescribed protective clothing and equipment.
7. Do not indulge in horseplay. Avoid distracting others.
8. Lift correctly: bend knees, keep back straight, and get help when needed.
9. Report every injury. Get first aid immediately.
10. Know the emergency procedures and respond promptly to all warning signals.
11. Observe all warning signs and do not enter barricaded areas without proper authorization.
12. Keep emergency equipment and exits clear at all times.

DO WORK SAFELY!

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Appendix B. The Worker's Bill Of Rights

Every employee performing work on the HMIS Team has the following guaranteed rights, without fear of reprisal:

1. The RIGHT TO HAZARD INFORMATION associated with work tasks, provided in a timely manner.
2. The RIGHT TO CONTRIBUTE to job hazard analysis, employee job task analysis, accident investigations, pre-job planning, worksite inspections, assessments, safety meetings, safety committee activities, special task teams, policy/procedure development, safety training, safety goals and objectives, etc.
3. The RIGHT TO FILE A COMPLAINT with HMIS or Department of Energy Hanford Field Office (DOE-HFO) to request a workplace inspection or otherwise address a safety or health concern.
4. The RIGHT TO REFUSE OR STOP WORK until an identified safety and health hazard has been effectively corrected or controlled.
5. The RIGHT TO PERSONAL PROTECTIVE EQUIPMENT provided by the company as required by the hazards associated with the activity or work location.
6. The RIGHT TO IDENTIFY error precursors and error likely situations related to work tasks and conditions, PRACTICE error reduction techniques, and PARTICIPATE in activities designed to minimize human performance related events.
7. For all employees, and where applicable in accordance with the Collective Bargaining Unit Agreement:
 - The RIGHT TO ACTIVELY PARTICIPATE in Voluntary Protection Program Initiatives.
 - The RIGHT TO BE CONSIDERED for participation with safety committee activities.
8. The RIGHT TO PERSONAL EXPOSURE MONITORING for toxic materials and harmful physical agents and access to the records of acquired monitoring, bioassay, and exposure data.
9. The RIGHT TO BE INFORMED about results of accident investigations and workplace inspections.
10. The RIGHT TO ACCESS personal safety and health records.

NOTE: *These rights are guaranteed, and it is the responsibility of management, employees and unions to uphold these rights and respect those that invoke them for their personal safety or the safety of others. These rights shall be communicated to all employees including subcontractor employees and shall be posted conspicuously.*