

# INFORMATION

## ONLY Document Modification Request

25. DMR No.  
**96-DMR-ERM-0017**

**Originator**

Print or Type all information (except signatures). Process procedures in accordance with 1-A01-PROC DEV-400, Procedure Process.

1. Name/Phone/Pager/Location  
**Steven A Joliat**

2. Date  
**4/11/96**

3. Existing Document Number and Revision  
**RF/ER-96-0016 Rev 0**

4. Document Type:  Procedure  Plan  
 Other

5. Document Title  
**RMRS Health and Safety Plan for the 1996 WARD**

6. Item	7. Page	8. Step	9. Proposed Modification
1	10-1	1	<p><del>First paragraph of attached page from the H&amp;S Plan</del>            Upon completion of the project, safety records will be submitted to the Records Center with the rest of the project records.</p>

10. Item 10a. Justification (reason for modification, EJO #, TP #, etc.)

1  
**H&S Plan needs to address final document location**

**DOCUMENT CLASSIFICATION  
REVIEW WAIVER PER  
CLASSIFICATION OFFICE**

**Originator & Supervisor**

11.  Process (print/sign/date)  
 Do not Process (state reason in Block 10a)  
**T.P. Lovseth, [Signature] 4/11/96**

12.  Process (Complete Blocks 13-22) (print/sign/date)  
 Do not Process (state reason in Block 10a)  
**T.P. Lovseth, [Signature] 4/11/96**

13. New Document/ Rev. No. (if new or changed)

Complete either Section 14a. or 14b., as applicable. For procedures, attach completed Procedure Modification Worksheet from 1-A01-PROC DEV-400.

14a. Type of Complete Modification  
 New  Revision  
 One-Time-Use  Cancellation

14b. Changes: (check all that apply)  
 Intent Change  Nonintent Change  
 Editorial Correction  Regular  
 Interim Approval Requested - Needed for Immediate Use (14-day limit for obtaining final approval)

Additional Attributes:  
 Temporary  
 One-Time-Use  
 Limited Distribution

15. ERM Change Control Board Required:  Yes  No (Applicable only to new procedures, revisions, and intent changes.)  
List the reviewing disciplines in Block 16. After concurrence has been obtained (in accordance with 1-A01-PROC DEV-400), enter the name of the reviewer followed by /s/ in block 17. If the reviewer indicates No comments, the review signature constitutes concurrence. Enter the date concurrence is obtained in Block 18.

16. Organization	17. Reviewer/Concurrence	18. Date	16a. Organization	17a. Reviewer/Concurrence	18a. Date
ER QA	Greg DiGregorio / [Signature]	4/12/96			
ER WMF	W.R. Belcher / [Signature]	4/12/96			

19. Assigned SME/Phone/Pager/Location  
**SA Joliat 4401/5970/7893 B**

20. Cost Center **0203** 21. Charge Number **98659020** 22. Requested Completion Date **4/12/96**

23. Prescreen/Screen/USOD Number 24. Independent Safety Review Meeting and Date

26. After obtaining ALL required signatures: Responsible Manager's Approval (print/sign/date) (Not required for New procedures or Revisions)  
**T.P. Lovseth, [Signature] 4/8/96**

27. Effective Date **4/12/96**  
28. Expiration Date (if applicable)  
**N/A**

96-DMR-ERM-0017

## 10.0 RECORD KEEPING

Records documenting the safety program will be maintained. Logs and records will include documentation of exams, training, medical information, safety meetings, injuries, illnesses, and emergency events. Record keeping in the field includes maintaining a H&S logbook and calibration logs. Upon completion of the project, safety records will be submitted to the Records Center with the rest of the project records.

### 10.1 HSS' LOGBOOK

A H&S logbook and sign in/sign out log will be maintained by the HSS throughout a project and given to the project manager after the project is completed where the logbook will be maintained in the project files.

Logged information will include:

- Names of all personnel entering and leaving the site each day;
- Names and employers of crew members;
- Daily listing of data collection in site numbers to be visited by field teams;
- Description of unforeseen hazards and steps taken to mitigate hazards;
- Weather conditions;
- Instruments to be used that are not listed on data forms to be completed;
- Location of work sites;
- Status of work zones;
- Unforeseen hazards and steps taken to mitigate hazards;
- Safety infractions at the work site, if any;
- Accidents and injuries at the work site, if any;
- Any contact made with RFETS representatives for H&S;
- Any problems with facility personnel; and
- Pertinent data from the performance of the tasks accomplished;
- Summary of telephone conversations regarding H&S;
- Safety infractions, if any;
- Accidents and injuries; and
- All other significant H&S items.