Office of Safety and Emergency Management Evaluations Protocol for Required Reading

June 2012

Office of Enforcement and Oversight
Office of Health, Safety and Security
U.S. Department of Energy

Office of Safety and Emergency Management Evaluations
Protocol for Required Reading

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1.0 PURPOSE

The purpose of this protocol is to establish the requirements and responsibilities for conducting and managing the Office of Safety and Emergency Management Evaluations (HS-45) required reading program.

The required reading program provides a methodology to ensure that the HS-45 staff members are informed and up-to-date with Department of Energy (DOE), the Office of Health, Safety and Security (HSS), and office-specific requirements, processes, and guidance as well as to support continuous improvement. The required reading program will also be used to supplement staff training. This required reading program is based on DOE O 422.1 *Conduct of Operations* Attachment 2, Appendix A and DOE-STD-1033-92 *Guide to Good Practices for Operations and Administration Updates Through Required Reading*.

This program provides administrative and supervisory personnel a method of tracking required reading input data and training. The program also designates who can assign required reading, who sets due dates for an item, what goes into required reading, who issues the documents, and where and how the data is stored.

Documentation is approved for submittal as required reading and assigned a due date by the HS-45 Director who then identifies the affected staff. An e-mail containing the identified documentation is sent by the HS-45 Administrative Assistant to the appropriate HS-45 staff members. The e-mail will contain a voting button. A YES vote will indicate that the document has been read and understood. The HS-45 Administrative Assistant will then store the response and documentation in an electronic file.

2.0 APPLICABILITY

This is applicable to all HS-45 personnel.

3.0 REQUIREMENTS

General

- A list of the types of documents to be selected for required reading is developed.
- Required reading documents are assigned and given a required completion date.
- Personnel required to read the document are identified.
- Completion of reading assignments is documented and that documentation is retained.
- Annual reviews are performed to ensure required completion dates are met, or that extensions to required completion dates are justified.

List of the types of documents for required reading

- New or revised Department regulations, directives, and standards
- New or revised HSS procedures
- New or revised Office of Enforcement and Oversight or Office of Safety and Emergency Management Evaluations protocols and guidance

- Lessons learned documents from both external and internal sources
- Crosscutting reports
- Select DNFSB correspondence
- Assessments of the Independent Oversight program
- Corrective action plans for the Independent Oversight program

4.0 RESPONSIBILITIES

Director, Office of Safety and Emergency Management Evaluations

- Designates documents as required reading documents.
- Provides the Required Reading Coordinator with required reading assignments.
- Ensures feedback obtained from the HS-45 staff, if any, regarding the applicability of required reading assignments is given to the Required Reading Coordinator.
- Ensures that an annual audit of the required reading program is conducted.

Deputy Director, Office of Safety and Emergency Management Evaluations

- Develops and maintains a list of the types of documents to be selected for required reading.
- Identifies documents for required reading.
- Identifies staff members required to read documents.
- Periodically reviews required reading assignments to ensure completion dates are met.

Office of Safety and Emergency Management Evaluations Required Reading Coordinator (Administrative Assistant)

- Issues e-mails with approved required reading assignments to appropriate personnel.
- Keeps an electronic file of documents entered into required reading record for HS-45 personnel.
- Assists the Director of Safety and Emergency Management Evaluations in reviewing potential required reading documents.
- Ensures this procedure accurately reflects expectations.

Office of Safety and Emergency Management Evaluations Staff (HS-45 Staff)

- Read required reading assignments within a specified time frame and click YES on the voting button contained in the assignment e-mail.
- Make recommendation to the Director of Safety and Emergency Evaluations on potential required reading documents in support of continuous learning.

5.0 REFERENCES

- DOE O 422.1, *Conduct of Operations*
- DOE-STD-1033-92 *Guide To Good Practices For Operations And Administration Updates Through Required Reading*