

IMPORTANT NOTICE: A printed copy of this document may not be the document currently in effect. The official version is located in the access-restricted PASS Shared Folders.

NTS--SS-SNL-NMSITE-2011-0003 "Employee Injures Ankle During Reapplication Move"

NTS Report Closure Approval Checklist

Safety and Security Regulatory Support Program (SSRSP) CA Evidence Approval								
Review Date	Approved by POC	POC Comments	POC Initials	Review Date	Approved by TL	TL Comments	TL Initials	CA #
Responsible organization shall conduct a formal root cause analysis including extent of condition and develop a corrective action plan with action owners and reasonable target dates.								
12/15	<input checked="" type="radio"/> YES <input type="radio"/> NO	appropriate RCA team completed analysis	TF	1/5/12	<input checked="" type="radio"/> YES <input type="radio"/> NO		DRM	CA #1
Department 4140 - Develop an ES&H communication to all employees regarding expectations for housekeeping and management of Reapplication pick up areas. (A5B2C08)								
12/15	<input checked="" type="radio"/> YES <input type="radio"/> NO		TF	1/5/12	<input checked="" type="radio"/> YES <input type="radio"/> NO		DRM	CA #2
Develop procedure to clearly and in writing communicate with property owners and their managers as to why material is rejected and the proper path forward for the requester. Enlist all Transportation drivers in 10262 as "field inspectors" responsible for reporting unsafe work environments throughout the lab. Track unsafe conditions as part of near miss reporting system managed by the Logistics (10260) Safety Committee. Concerns will be reported to management and communicated to the area owner as well as the ES&H Director.								
12/15	<input checked="" type="radio"/> YES <input type="radio"/> NO		TF	1/18/12	<input checked="" type="radio"/> YES <input type="radio"/> NO		DRM	CA #3
Department 4100 - The director of Center 4100 will meet with all managers in the center to discuss ownership of Reapplication pick up areas. The discussion will include lessons learned and an expectation of how items awaiting pick up by Reapplication personnel should be managed. Department 10260 - In the next Reapplication and Transportation meetings, do a lessons learned on this injury. Include discussions of: issues with working off hours, issues of working in basement, and other areas where communications are limited, the need to identify two methods of communication at all times, the need for a supervisor to be on call during off hours, the use of radios to contact EOC, review of emergency response procedures.								
12/15	<input checked="" type="radio"/> YES <input type="radio"/> NO		TF	1/18/12	<input checked="" type="radio"/> YES <input type="radio"/> NO		DRM	CA #4
Department 10260 - Enlist all Transportation drivers in 10262 as "field inspectors" responsible for reporting unsafe work environments throughout the lab. Track unsafe conditions as part of near miss reporting system managed by the Logistics (10260) Safety Committee. Concerns will be reported to management and communicated to the area owner as well as the ES&H Director.								
12/15	<input checked="" type="radio"/> YES <input type="radio"/> NO		TF	1/18/12	<input checked="" type="radio"/> YES <input type="radio"/> NO	Fix 1 page	DRM	CA #5
Conduct a verification of completion and validation of effectiveness of corrective actions and deliver the final report to the SSRS office by the target date.								
CA #6								

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Quality Review Checklist

Safety and Security Regulatory Support Program (SSRSP) CA Evidence Approval								
	Review Date	Approved by QA Reviewer	QA Reviewer Comments	QA Initials	Review Date	Approved by QA Reviewer	QA Reviewer Comments	QA Initials
CA #1	Description of Action	Responsible organization shall conduct a formal root cause analysis including extent of condition and develop a corrective action plan with action owners and reasonable target dates.						
1.	12/21/11	<input checked="" type="radio"/> YES <input type="radio"/> NO		TR		<input checked="" type="radio"/> YES <input type="radio"/> NO		
CA #2	Description of Action	Department 4140 - Develop an ES&H communication to all employees regarding expectations for housekeeping and management of Reapplication pick up areas. (A5B2C08)						
2.	12/21/11	<input checked="" type="radio"/> YES <input type="radio"/> NO		TR		<input checked="" type="radio"/> YES <input type="radio"/> NO		
CA #3	Description of Action	Develop procedure to clearly and in writing communicate with property owners and their managers as to why material is rejected and the proper path forward for the requester. Enlist all Transportation drivers in 10262 as "field inspectors" responsible for reporting unsafe work environments throughout the lab. Track unsafe conditions as part of near miss reporting system managed by the Logistics (10260) Safety Committee. Concerns will be reported to management and communicated to the area owner as well as the ES&H Director.						
3.	12/21/2011	<input checked="" type="radio"/> YES <input type="radio"/> NO		TR		<input checked="" type="radio"/> YES <input type="radio"/> NO		
CA #4	Description of Action	Department 4100 - The director of Center 4100 will meet with all managers in the center to discuss ownership of Reapplication pick up areas. The discussion will include lessons learned and an expectation of how items awaiting pick up by Reapplication personnel should be managed. Department 10260 - In the next Reapplication and Transportation meetings, do a lessons learned on this injury. Include discussions of: issues with working off hours, issues of working in basement, and other areas where communications are limited, the need to identify two methods of communication at all times, the need for a supervisor to be on call during off hours, the use of radios to contact EOC, review of emergency response procedures.						
4.	12/21/11	<input checked="" type="radio"/> YES <input type="radio"/> NO		TR		<input checked="" type="radio"/> YES <input type="radio"/> NO		
CA #5	Description of Action	Department 10260 - Enlist all Transportation drivers in 10262 as "field inspectors" responsible for reporting unsafe work environments throughout the lab. Track unsafe conditions as part of near miss reporting system managed by the Logistics (10260) Safety Committee. Concerns will be reported to management and communicated to the area owner as well as the ES&H Director.						
5.	12/21/11	<input checked="" type="radio"/> YES <input type="radio"/> NO		TR		<input checked="" type="radio"/> YES <input type="radio"/> NO		
CA #6	Description of Action	Conduct a verification of completion and validation of effectiveness of corrective actions and deliver the final report to the SSRS office by the target date..						