

<u>CNS OPERATIONS MANUAL</u> ADMINISTRATIVE PROCEDURE 0.36.10 SAFETY COMMITTEE CHARTER	USE: INFORMATION QUALITY: NON-QAPD EFFECTIVE: 2/9/09 APPROVAL: GMPO OWNER: D. A. JONES DEPARTMENT: SAFETY
--	--

1. PURPOSE.....	1
2. DISCUSSION.....	2
3. SAFETY COMMITTEE.....	2
4. QUORUM.....	6
5. RECORDS.....	7
6. REFERENCES.....	7
ATTACHMENT 1 WORK AREAS.....	8
ATTACHMENT 2 DEPARTMENT COMMITTEE MEMBER TURN-OVER CHECKLIST ..	9

REV.	DATE	CHANGES
2	9/13/07	Added criteria for Walkdown and Sub-Committee Leads. Added reference to original charter in Procedure 0.36, Industrial Safety Procedure. Added reference to Procedure 0-CNS-07-PEER, Peer-To-Peer Observation Program. Added Outage Sub-Committee requirement to provide OE at the Safety Committee Meeting. Added corrective action information under Vice Chairperson responsibilities. Changed term for Shift Crews to 1 to 2 years. Other minor changes.
3	2/9/09	Changed Industrial Safety to Safety and Human Performance, changed Secretary to Administrative Assistant. Added Safety and Human Performance Representative will hold the Vice-Chairperson position. Added clarification on minimum 2 year term. Added clarification on-shift crew representative. Added clarification on responsibilities and preparing Condition Reports. Re-arranged Steps 3.10.1 and 3.10.2. Clarified Chairperson. Added requirement for CR be prepared if Quorum is not met. Added Maintenance - FIN Team, changed FRED to NED, changed Work Control designation. Added incoming and outgoing check-off list. Added safety representative should report safety information back to their department or work area. Other minor editorial changes.

1. PURPOSE

- 1.1 Clearly defines the duties and responsibilities of the CNS Safety Committee and Committee representatives.
- 1.2 Represent the employees at CNS and promote safety throughout the station.

2. DISCUSSION

2.1 OBJECTIVES

- 2.1.1 Assist with near miss and accident investigations as requested or needed.
- 2.1.2 Perform safety walkdowns.
- 2.1.3 Review and evaluate safety suggestions.
- 2.1.4 Establish guidelines for Safety Committee Membership and terms of office.
- 2.1.5 Coordinate site-wide safety functions.
- 2.1.6 Define duties and responsibilities of the Safety Committee Members.
- 2.1.7 Make recommendations to Senior Management on issues affecting safety.

3. SAFETY COMMITTEE

3.1 The Safety Committee will consist of:

- 3.1.1 The General Manager of Plant Operations (GMPO) who will hold the Safety Committee Chairperson position. ①
- 3.1.2 The **Safety and Human Performance Representative** who will hold the Vice-Chairperson position.
- 3.1.3 The Maintenance Manager or designee. ①
- 3.1.4 The Operations Manager or designee. ①
- 3.1.5 An **Administrative Assistant** appointed by the GMPO.
- 3.1.6 One (1) member per work area, as listed on Attachment 1, which can be from any level within plant staff.

3.2 COMMITTEE TERM OF SERVICE

- 3.2.1 Members of the Safety Committee are selected to serve a **minimum** 2 year term.
 - 3.2.1.1 Members of a **Shift Crew** may serve between 1 and 2 years as Safety Representative for their **crew**.

3.3 VACANCIES

- 3.3.1 Vacancies on the Safety Committee will be filled by the department as soon as possible. This is to ensure adequate participation and representation by all work groups.

3.4 CHAIRPERSON RESPONSIBILITIES

- 3.4.1 Conduct monthly Safety Committee Meetings.
- 3.4.2 Promote safety and provide guidance to all Safety Committee Members and CNS employees.
- 3.4.3 Support staffing of the Safety Committee, Sub-Committees, and Walkdown Teams.

3.5 VICE-CHAIRPERSON RESPONSIBILITIES

- 3.5.1 Assist Chairperson and assume the Chairperson's duties and responsibilities in the Chairperson's absence.
- 3.5.2 Schedule meetings, as necessary, with Site Management.
- 3.5.3 Maintain and track Safety Committee action items.
- 3.5.4 Generate corrective, learning organization, or work tracking actions as needed.
- 3.5.5 Ensure Sub-Committees and Walkdown Teams are adequately staffed.

3.6 ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

- 3.6.1 Record the minutes of monthly Safety Committee Meetings.
- 3.6.2 Maintain Safety Department Website.
- 3.6.3 Assist the Chairperson and Vice-Chairperson, as necessary.

3.7 COMMITTEE MEMBER RESPONSIBILITIES

- 3.7.1 Represent respective work area at the monthly Safety Committee Meetings and communicate safety information back to their department or work area.
- 3.7.2 Actively participate in assigned Sub-Committee and Walkdown Teams.
- 3.7.3 Assist the Chairperson, Vice-Chairperson, and Administrative Assistant, as necessary.
- 3.7.4 Promote positive safety behaviors and correct unsafe acts "on-the-spot".
- 3.7.5 Provide a monthly progress report for any assigned actions.
 - 3.7.5.1 For items on the Safety Top Ten List or other action item lists, provide that information to the Safety and Human Performance Department to ensure the lists are updated.
- 3.7.6 When term of service is over, use the Department Committee Member Turn-Over Checklist on Attachment 2 to inform the next Department Committee Member of their responsibilities.

3.8 SAFETY COMMITTEE MEETINGS

- 3.8.1 The Safety Committee will meet monthly. At the Chairperson's or Vice-Chairperson's discretion, additional meetings may be scheduled or planned meetings may be cancelled.
- 3.8.2 Prior to an outage, the Safety Committee will determine how it will manage meetings during the outage. Meetings may be held or cancelled based on the work scope of the outage and/or the schedule of the Committee Members.

3.9 WALKDOWN TEAMS

3.9.1 WALKDOWN TEAM LEADERS RESPONSIBILITIES

- 3.9.1.1 Schedule the monthly walkdowns.
 - a. If possible, walkdowns should be scheduled at least 1 week prior to the Safety Committee Meeting to allow time to prepare an Observation Report, **Condition Reports, as applicable**, and issue actions.
 - 3.9.1.2 Correct unsafe conditions in the field if possible.
 - 3.9.1.3 **Ensure** corrective actions **are entered** to resolve any unsafe conditions that could not be corrected in the field. Track to resolution.
 - 3.9.1.4 **Ensure** the walkdown results **are entered** into the web based Safety Observation Program.
 - 3.9.1.5 Send observation link to the Safety Committee **Administrative Assistant** for inclusion to the Safety Webpage.
 - 3.9.1.6 At the monthly Safety Meeting, discuss the actions the Walkdown Team has taken to resolve any unsafe conditions and provide a walkdown overview and any significant conditions.
- 3.9.2 Ensure all walkdowns are conducted and evaluated based upon CNS standards such as procedures and policies, critical behaviors, and at risk behaviors.
 - 3.9.3 Ensure all necessary areas are walked down by following the walkdown schedule using the link located on the Safety Webpage (on the Walkdown Team page).

3.10 SUB-COMMITTEES

3.10.1 SUB-COMMITTEE TEAM LEADERS RESPONSIBILITIES

3.10.1.1 Schedule the monthly Sub-Committee Meetings.

- a. If possible, Sub-Committee Meetings should be scheduled at least 1 week prior to the Safety Committee Meeting to allow time to prepare a report and issue actions.

3.10.1.2 Write a Meeting Report including the following:

- a. Sub-Committee Name.
- b. Date Sub-Committee met.
- c. Attendance; both attendees and those absent.
- d. List open actions with due dates and owners.
- e. Any other pertinent data.

3.10.1.3 Send Sub-Committee Reports to the Safety Committee Administrative Assistant for inclusion to the Safety Webpage.

3.10.1.4 At the monthly Safety Meeting, provide an overview of the activities the Sub-Committee is working on.

~~3.10.13~~.10.2 ALL SUB-COMMITTEES

~~3.10.1.13~~.10.2.1 Respond to Condition Reports, when requested.

~~3.10.23~~.10.3 PROCEDURE AND POLICY REVIEW SUB-COMMITTEE

~~3.10.2.13~~.10.3.1 Responsible for review and update of the Safety Committee Charter and procedures related to industrial safety, as requested.

~~3.10.2.23~~.10.3.2 Develop and implement new procedures and policies when the Committee deems necessary.

~~3.10.2.33~~.10.3.3 Communicate recommendations on new and changed procedures and policies to the Committee for concurrence.

~~3.10.33~~.10.4 BEHAVIOR BASED SAFETY AND SAFETY SUGGESTION SUB-COMMITTEE

~~3.10.3.13~~.10.4.1 Analyze Behavior Based Safety (BBS) data and report monthly trend results to the CNS Safety Committee.

~~3.10.3.23~~.10.4.2 Evaluate Safety Work Orders and suggestions given to the Committee or site and determine an appropriate means to implement these ideas at CNS, if appropriate.

- ~~3.10.3.33.10.4.3~~ Track resolution/completion of Safety Work Orders in a timely manner.
- ~~3.10.3.43.10.4.4~~ The Behavior Based Safety and Safety Suggestion Sub-Committee includes, as a minimum, an exempt member of the Safety Staff and a total of three craft members designated by the Maintenance Department and approved by the Site Safety Committee.
- ~~3.10.3.53.10.4.5~~ The BBS Facilitator/Sub-Committee Chair will be a craft member from Maintenance. This individual will lead the Sub-Committee.

~~3.10.43.10.5~~ COMMUNICATION AND CULTURE SUB-COMMITTEE

- ~~3.10.4.43.10.5.1~~ Develop ways to promote a positive change to CNS safety culture.
- ~~3.10.4.23.10.5.2~~ Communicate positive changes and processes in safety to CNS employees.
- ~~3.10.4.33.10.5.3~~ Develop safety programs and communications that CNS employees can respect and live by.

~~3.10.53.10.6~~ OUTAGE SUB-COMMITTEE

- ~~3.10.5.43.10.6.1~~ Provide CNS employees and supplemental employees with Lessons Learned, Operating Experience (OE), and other information to assist in working safely.
- ~~3.10.5.23.10.6.2~~ Provide Industry OE at the monthly Safety Committee Meeting.

~~3.10.63.10.7~~ ACCIDENT INVESTIGATION SUB-COMMITTEE

- ~~3.10.6.43.10.7.1~~ Review near miss and accident reports, evaluate data for trends, and recommend corrective actions when negative trends are identified. Report trends and results to the CNS Safety Committee.
- ~~3.10.6.23.10.7.2~~ Assist in accident investigations when requested.

4. QUORUM

- 4.1 **Chairperson** - General Manager of Plant Operations or Safety **and Human Performance Representative**.
- 4.2 One Maintenance or Operations Manager or designee.
- 4.3 One Safety **and Human Performance Representative**, unless serving as Chairperson.
- 4.4 Committee **Administrative Assistant** or designee.
- 4.5 Eighty (80) percent of the **Department/Work Area** Committee Members or designees, or at the Chairperson's discretion, a majority of Committee Members.
- 4.6 **A Condition Report shall be generated to document whenever a quorum is not met.**

5. RECORDS

5.1 No quality records are generated by this procedure.

6. REFERENCES

6.1 COMMITMENTS AND OBLIGATIONS MATRIX

COMMITMENTS AND OBLIGATIONS	AFFECTED STEPS
QAPD	None
® ¹ TIP Action Plan 5.2.1.3, Revision 2, Action #1, Revise the Safety Committee Charter Using An Industry Successful Model That Increases Management Involvement and Ownership	3.1.1, 3.1.3, and 3.1.4

6.2 PROCEDURES

6.2.1 Administrative Procedure [0-CNS-07-PEER](#), Peer-To-Peer Observation Program.

6.2.2 Administrative Procedure 0.36, Industrial Safety Procedure.

6.3 MISCELLANEOUS

6.3.1 Nebraska Public Power District's Employee Handbook.

6.3.2 The original charter was in Procedure 0.36, Industrial Safety Procedure.

ATTACHMENT 1 WORK AREAS

ATTACHMENT 1 WORK AREAS

DEPARTMENT/WORK AREA	MEMBERS
Administrative Services	1
Chemistry	1
Corrective Action and Assessment	1
Engineering - DED	1
Engineering - ESD	1
Engineering - NED	1
Engineering - SED	1
Finance and Cost/Human Resources	1
Information Technology	1
Maintenance - Electrical	1
Maintenance - Facilities and Construction/Maintenance Support	1
Maintenance - FIN Team	1
Maintenance - I&C	1
Maintenance - Mechanical	1
Material, Purchasing, and Contracts	1
Nuclear Projects	1
Operations - OPS Day Staff	1
Operations - Shift Crew*	1
Planning, Scheduling, and Outage (PS&O)	1
Quality Assurance/Emergency Preparedness/Licensing	1
Radiation Protection	1
Security - Day Staff	1
Security - Shift Crew*	1
Training	1

* Member attending is from the **Shift Crew**. These members may serve < 2 years as Safety Representative for their shift crew.

The above Charter has been approved and adopted by a majority vote of the CNS Employee Safety Committee and by the Vice-President Nuclear and CNO as the established guidelines governing the operation of the CNS Safety Committee. It supersedes all previous CNS Safety Committee Charters.

ATTACHMENT 2 DEPARTMENT COMMITTEE MEMBER TURN-OVER CHECKLIST

ATTACHMENT 2 DEPARTMENT COMMITTEE MEMBER TURN-OVER CHECKLIST ..

The purpose of this Department Representative Turn-Over Checklist is to make available an understanding of, and provide direction for, CNS Safety Committee Department representative turn-overs.

Effective: _____, _____ will be replacing
(Date) (New Department Representative)
_____ in the _____ Department.
(Outgoing Department Representative)

[] Notify a CNS Safety and Human Performance Representative and the Safety Committee Administrative Assistant (via e-mail) of department representative turn-over.

[] Notify the Walkdown and Sub-Committee Leads of the change.

Team: _____ Lead: _____

Sub-Committee: _____ Lead: _____

[] Provide a copy of Procedure 0.36.10, Safety Committee Charter, and cover the objectives and responsibilities.

[] Provide a copy of Procedure 0.36, Industrial Safety Procedure, and review.

[] Safety Committee Meetings are held the fourth Tuesday of each month, 1300 to 1430, in 3rd Floor Conference Room.

[] Provide a visual tour of the CNS Safety Website, going into detail how to obtain the various information and forms. If needed, help to set up a shortcut on computer desktop.

[] Cover the Walkdown Team and Sub-Committee they will be on.

[] Walk them through entering a Safety Walkdown Observation.

[] Make available any meeting agendas, notes, etc., and fill in as to what has been going on within the Safety Committee. Brief on any outstanding or pending issues.

[] Ensure they have a current copy of the CNS Safety Handbook.

[] Make sure they have the appropriate PPE (Personal Protective Equipment) issued:

- [] Hard Hat [] Hearing Protection [] Gloves
[] Safety Goggles/Glasses [] Safety Shoes [] Shoe Grippers

[] Forward the signed and dated form to the Safety Committee Administrative Assistant.

Outgoing Department Representative - Dept/Date

Incoming Department Representative - Dept/Date

Administrative Assistant Incoming Check-Off List:

- | | | |
|---|---|--|
| <input type="checkbox"/> E-Mail List | <input type="checkbox"/> Meeting Notice | <input type="checkbox"/> Attendance List |
| <input type="checkbox"/> SC Members Page | <input type="checkbox"/> Sub-Committee Page | <input type="checkbox"/> Walkdown Team Page |
| <input type="checkbox"/> E-Mail Safety and Human Performance Department | | <input type="checkbox"/> E-mail Sub-Committee Lead |
| <input type="checkbox"/> E-Mail Walkdown Lead | <input type="checkbox"/> Member Excel File | |

Administrative Assistant Outgoing Check-Off List:

- | | | |
|---|---|--|
| <input type="checkbox"/> E-Mail List | <input type="checkbox"/> Meeting Notice | <input type="checkbox"/> Attendance List |
| <input type="checkbox"/> SC Members Page | <input type="checkbox"/> Sub-Committee Page | <input type="checkbox"/> Walkdown Team Page |
| <input type="checkbox"/> E-Mail Safety and Human Performance Department | | <input type="checkbox"/> E-Mail Sub-Committee Lead |
| <input type="checkbox"/> E-Mail Walkdown Lead | <input type="checkbox"/> Member Excel File | |