

Program Element III:

Worksite Analysis

5. Employee Reporting of Hazards

Required Information:

Describe how employees notify management when they observe conditions or practices that may pose safety and health hazards. Employees must have the option of submitting notification in writing. The reporting system must include protection from reprisal, timely and adequate response, and correction of identified hazards tracked to completion.

Describe how "imminent danger" situations are reported by employees and handled by management.

Describe the mechanism used by management to respond to employees.

Describe how corrections are tracked.

Additional Guidance:

Forms or procedures, such as maintenance work orders or "stop" cards, may be attached.

An actual tracking form following a hazard to correction would be valuable.

Documentation of individual employees receiving timely and appropriate responses would be helpful.

Applicant agrees that the required information is included and is correct to the best of their knowledge.

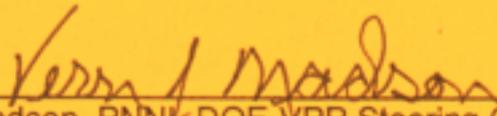
Applicant Signatures:



Roby D. Enge, PNNL Environment, Safety & Health

9/28/00

Date



Vern J. Madson, PNNL DOE-VPP Steering Committee Union Co-Chair

9-28-00

Date

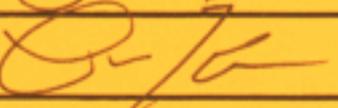


Todd R. Hart, PNNL DOE-VPP Steering Committee Research Co-Chair

9/28/00

Date

Reviewer Signature Block

	Reviewer	Agree	Disagree	Date
Assistant Manager, Technology		X		12/27/00
Operations Office		X		12/27/00
Headquarters DOE-VPP Office				