

Reading Guide

for DOE Order 231.1, *Environment, Safety and Health Reporting*,
Change 1, 10-26-95

(This order replaces DOE O 5400.5, Radiation Protection of the Public and the Environment)

Objectives

After studying this order you should be able to:

- Identify its objective and application;
- Define key terms; and
- Distinguish between personnel responsibilities.

These objectives will be tested by your ability to pass a quiz with a score of 8 out of 10 or better.

In addition, you should be able to discuss the following topics with your supervisor:

- The objective and application of the order;
- The process by which DOE line management determines an appropriate level of coverage by a facility representative, including factors that may be considered to adjust the established level of coverage;
- What constitutes acceptable contractor work performance in regard to this order; and
- Methods by which noncompliance with the order is determined and communicated to the contractor and DOE management.

These objectives will be tested and approved by your supervisor.

Time

You will need roughly three hours to read the order, complete the reading guide and take the quiz.

Materials

This reading guide; a copy of the order; a copy of DOE M 231.1-1, *Environment, Safety, and Health Reporting Manual*; a highlighter; and pen.

Certification

Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

This reading guide was developed by the Oakland Operations Office, Training and Development Branch, in support of Technical Qualification Standards: Facility Representative, Competency 2.1, and Nuclear Safety Systems, Competency 2.10.

For additional copies, contact Margaret Smeaton at 510-637-1840.

Reading Guide

As you read DOE Order 231.1, use the guide below to focus your thinking and to prepare for your discussion of this order with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions as you read. Find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the order as a job aid for future reference.

Overview

In your own words, state the:

- a. Objective of the order

- b. Applicability of the order

Key Terms

Make a list of key terms you wish to remember and their meanings.

Responsibilities

Make a list of your personal responsibilities as detailed in this order.

Make a list of the responsibilities of nuclear safety personnel.

What does this order say about what constitutes acceptable contractor work performance?

List any methods by which noncompliance is determined and communicated to the contractor and DOE management.

Use the following chart to help you identify who is responsible for recording and reporting safety and health data.

Record/Report	Asst. Sec. for ES&H	Asst. Sec. for HR	Cognizant Secretarial Officer	Heads of DOE Elements	Heads of Field Elements	Contractor
Annual Site Environmental Report						
National Environmental Policy Act Reporting						
Annual Report to Secretary of Energy						
Log of Occupational Injuries and Illnesses						
Individual Accident/Incident Report (DOE Form 5484.3 including Part A, <i>Work Hours and Vehicle Usage</i> , and Part B <i>DOE Annual Estimated Property Valuation</i>)						
Periodic Summary of Accident Data						
Work-Related Damage or Loss of Property and Vehicles due to Accidents						
Subcontractor Accident Information						
Annual Summary of Fire Damage						
Information for Epidemiological Analysis						
Interim Exposure Data Reporting						
Annual Exposure Data Reporting						
Radiological Exposure Reports to Individuals						
Safeguards and Security Vulnerability Reports/Corrective Action Reports						
Performance Indicator Data						

Points of Interest

Note items you wish to discuss with your supervisor or that you want to remember for future reference.

Certificate of Completion

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

I hereby confirm that I took the quiz for DOE Order 231.1, Environment, Safety and Health Reporting and

() passed

() did not pass

with a score of 8 out of 10 or higher.

Signed _____ Date _____

Accepted by Supervisor _____ Date _____

I have discussed DOE Order 231.1, Environment, Safety and Health Reporting, with _____ and am confident that he/she has a familiarity level knowledge of the order.

Supervisor's Signature _____ Date _____