

# **Safety and Occupational Health Program**

For Managers and  
Supervisors

What **YOU** Should Know







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## U.S. NRC Occupational Safety and Health Program

### What You Should Know

#### **Purpose:**

The purpose of U.S. NRC NUREG/BR-0098, Revision 7, is to inform managers and supervisors of actions they are responsible for to maintain agency compliance with the NRC Safety and Occupational Health Program.

#### **Objectives:**

The objectives of this NRC regulation are to ensure that managers and supervisors perform the following activities:

1. Identify their responsibilities
2. Recognize and abate hazards in their specific work area
3. Respond correctly when occupational injuries or illnesses occur
4. Ensure employee rights under the program

#### **References:**

1. U.S. NRC Management Directive (MD) 10.130, "Safety and Occupational Health Program." March 2015
2. U.S. NRC MD 7.1, "Tort Claims Against the United States," May 21, 2010 (for reporting motor vehicle accidents)
3. Occupational Safety and Health Act (OSH Act) of 1970 (Public Law 91-596, 91st Congress, S.2193), December 29, 1970

4. Executive Order (EO) 12196, "Occupational Safety and Health Programs for Federal Employees," February 26, 1980
5. "Basic Program Elements for Federal Employee Occupational and Safety Health Programs and Related Matters," Title 29 Code of Federal Regulations (CFR) Part 1960, November 2004
6. "Recording and Reporting Occupational Injuries and Illnesses," Title 29 CFR Part 1904, June 2003
7. "Claims for Compensation Under the Federal Employees' Compensation Act," 20 CFR Part 10, June 2011
8. National Safety Council, "Accident Prevention Manual for Business and Industry: Administration and Programs," 13th edition, 2009
9. "Occupational Injury and Illness Recording and Reporting Requirements: North American Industry Classification System Update and Reporting Revisions," 79 Federal Register 181, September 18, 2014, pp. 56130-56183, available at <http://www.regulations.gov/#!documentDetail;D=OSHA-2010-0019-0127>.

## U.S. NRC Safety and Occupational Health Program Overview

#### **Objectives:**

The basic objectives of the NRC Safety and Occupational Health Program under the OSH Act are as follows:

1. To furnish all NRC employees with places and conditions of employment that are free from recognized hazards likely to cause injuries or illnesses
2. To ensure compliance with standards issued under Section 6 of the OSH Act of 1970, EO 12196, Title 29 CFR Part 1960, and Part 1904

3. To ensure prompt abatement of unsafe or unhealthful working conditions or development of abatement plans that include a timetable for abatement and interim protective measures for affected employees
4. To ensure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of unsafe or unhealthful working conditions

## Basic Organizational Responsibilities

#### **Executive Director for Operations:**

Provides oversight of the NRC's Safety and Occupational Health Program.

#### **Deputy Executive Director for Corporate Management:**

1. Provides general direction on issues involving the NRC's Safety and Occupational Health Program
2. Delegates authority to the Director, Office of Administration, to act as the Designated Agency Safety and Health Official (DASHO) for the management and administration of the NRC's Safety and Occupational Health Program

#### **Director, Office of Administration:**

1. Serves as the NRC's DASHO
2. Implements provisions of the OSH Act of 1970, EO 12196, Title 29 CFR Part 1960 and Part 1904
3. Establishes the NRC's safety and health policies
4. Reviews and submits the NRC's Annual Report of Occupational Safety and Health to the Secretary of Labor
5. Appoints the agency's Safety and Occupational Health Program Manager

## Basic Organizational Responsibilities (cont.)

### Safety and Occupational Health Program Manager:

1. Manages and administers the NRC Safety and Occupational Health Program
2. Assesses NRC safety and occupational health training needs, develops training requirements, and coordinates course development through the Office of the Chief Human Capital Officer, Human Resources Training and Development
3. Conducts annual safety inspections of Headquarters, Regional, and Technical Training Center (TTC) facilities
4. Provides technical support to the Regional and TTC Collateral Duty Safety Officers (CDSO)
5. Maintains injury and illness statistics in accordance with Title 29 CFR Part 1904

### Regional and TTC Collateral Duty Safety Officers:

1. Manage and administer the NRC Regional and TTC Safety and Occupational Health Program under the guidance of the NRC Safety and Occupational Health Program Manager
2. Provide counsel to their management officials to assist them in carrying out their safety and occupational health duties and responsibilities as required by the OSH Act, EO 12196, Title 29 CFR 1960 and NRC MD 10.130
3. Act on reports of hazards or alleged hazards, maintaining confidentiality when requested and correcting hazardous conditions when discovered
4. Conduct annual safety and occupational health inspections
5. Investigate all workplace injuries and illnesses and maintain related forms, records and reports in accordance with Title 29 CFR Part 1904

### Chief Human Capital Officer:

Establishes and offers safety and occupational health training courses to support the requirements of Title 29 CFR 1960.

### Managers and Supervisors:

1. Inform employees of the NRC Safety and Occupational Health Program and of protection afforded employees under the program
2. Provide active and aggressive leadership that maintains safety and occupational health in all operations
3. Ensure the safety of employees under their supervision by identifying hazardous conditions, informing employees of them, and correcting the conditions as promptly as possible

4. Give immediate attention to employee reports of alleged unsafe or unhealthful working conditions and request assistance from the NRC Safety and Occupational Health Program Manager and the CDSOs, when necessary
5. Investigate promptly all accidents occurring in workplaces under their jurisdiction and submit accurate and timely accident reports
6. Ensure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition
7. Provide special personal protective equipment (PPE) and require their use, when necessary, to protect employees from identified hazards that cannot be eliminated through substitution, administrative, or engineering controls
8. Ensure employee compliance with the occupational safety and health standards applicable to the activity being performed and with all rules, regulations, and orders issued with respect to the NRC Safety and Occupational Health Program

### Employees:

1. Comply with the standards, rules, regulations, procedures, and orders issued by the NRC that are applicable to their own actions and conduct
2. Participate in safety and occupational health training as prescribed by the NRC Safety and Occupational Health Program requirements
3. Use PPE and other safety devices and procedures provided or directed by the NRC that are necessary for their protection
4. Use correct and safe procedures in all official activities
5. Report observed hazards to a supervisor, a union representative, a safety official or directly to the Occupational Safety and Health Administration (OSHA)
6. Ensure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthful working condition
7. Report workplace injuries and illnesses to their supervisors, document injuries or illness on the appropriate forms, and forward the information to the NRC Safety and Occupational Health Program Manager or CDSO

## Summary of the Responsibilities of Line Management

### Accident Prevention:

1. Provide special protective clothing and equipment at no cost to the employee and require their use, when necessary, to ensure protection of the employee from identified hazards that cannot be eliminated
2. Ensure that employees receive appropriate and required information and training related to their particular position
3. Ensure the compliance of employees with safety and occupational health requirements through monitoring and motivation
4. Conduct periodic walk-through safety inspections to ensure a workplace free of recognized hazards

### Identification and Abatement of Recognized Hazards

1. Promptly report identified hazards to the Office of Administration, the NRC Safety and Occupational Health Program Manager, or the CDSO for abatement
2. Promptly abate identified workplace hazards that can be resolved safely.
3. Promptly attend to employees' reports of workplace hazards
4. Promptly investigate and report all occupational accidents and illnesses

### Respect Employee Rights

1. Ensure freedom from reprisal for reporting hazards in the workplace.
2. Ensure employees' right to refuse hazardous work
3. Ensure the right to participate in the NRC Safety and Occupational Health Program

## Most Common U.S. NRC Work Hazards and Applicable Standards

With the majority of NRC employees working in an office environment, the agency's injury and illness statistics basically reflect the effects of office hazards, such as slips, trips, and falls. According to OSHA's nationwide statistics, on-the-job office accidents amount to about 40,000 disabling injuries each year at a direct cost (indemnity benefits and medical expenses) of about \$100 million. This figure does not include any indirect costs for employers, workers, or the nation. Examples of indirect workplace injury and illness costs include damages to equipment, loss of employee services, and the hiring and training of replacement workers. Employee costs such as injury, pain and discomfort, delay in wages, and the inability to perform daily functions also affect any organization.

The National Safety Council's "Accident Prevention Manual for Business and Industry, Administration and Programs," 13th edition, states that complacency—the attitude that office accidents do not amount to much—is one of the prime causes of office accidents. The average office worker gives little thought to safety because office work is not perceived as hazardous.

### Common Hazards in Office Setting Workplaces Include:

1. Obstructed or cluttered walkways
2. Open file cabinets and desk drawers
3. Damaged electrical cords and overloaded outlets
4. Poor storage facilities
5. Sharp instruments
6. Poor ergonomic workstation design

### Leading Types of Office Accidents Are:

1. Slips, trips, or falls
2. Strains or overexertion
3. Injuries from falling objects or striking against objects
4. Being caught in or between furniture, doors, cabinets, etc.
5. Musculoskeletal disorders (repetitive motion injuries, carpal tunnel syndrome, etc.)

### Applicable Standards

To ensure that the NRC provides its employees with a safe and healthful working environment free from recognized hazards, the agency has adopted standards, codes, and criteria that are consistent with Section 6 of the OSH Act of 1970 and Title 29 CFR Part 1960. Those standards that the NRC adopted are listed in NRC MD 10.130.

## Employee Rights and Responsibilities

Employee rights and responsibilities are described in detail in NRC MD 10.130. The following summarizes employee rights:

### Employees Have a Right to:

1. A safe and healthful workplace
2. Personal protective equipment (PPE):
  - Employees shall be provided with PPE at no cost
  - Employees shall be trained in the proper use of PPE
3. Training:
  - Employees have a right to be provided with appropriate safety and occupational health training, including specialized job safety and health training appropriate to the work performed by the employee.
4. Report hazardous (unsafe or unhealthful) working conditions:
  - Employees have the responsibility to report hazardous workplace conditions and have the right to request and assist with inspections
5. Anonymity and freedom from reprisal for reporting workplace hazards:
  - Employees have the right to request that their names not be disclosed except, when necessary, to representatives of the Secretary of Labor and an inspector, in case assistance is needed from the employee making the report
6. Refuse hazardous work:
  - Employees have the right to decline to perform his or her assigned task because of a reasonable belief that under the circumstances, the task poses an imminent risk of death or serious bodily harm, coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures established in accordance with Title 29 CFR Part 1960.
7. Program participation:
  - Employees are responsible to comply with the NRC Safety and Occupational Health Program and the safety instructions of management. Employees may also be represented on safety and occupational health committees.

## Hazard Reporting

A workable definition of "hazard" is any existing or potential condition in the workplace that by itself or by interacting with other variables can result in deaths, injury, property damage, and other losses. (Firenze, 1978, National Safety Council Accident Prevention Manual for Business and Industry, 10th edition.)

Anyone in the agency can make written or oral reports of hazards. Many safety and occupational health problems can be eliminated as soon as they are identified and brought to the attention of the supervisor. However, an employee does not have to wait for the outcome of an oral report before filing a written report. Hazard reporting is described in detail in NRC MD 10.130.

An employee or an employee representative (i.e., National Treasury Employees Union steward), a supervisor, or another co-worker may request an inspection of the workplace if he or she believes that an unsafe or unhealthful working condition exists. The report should:

1. Be made in writing on NRC Form 14, "Report of Unsafty or Unhealthful Working Conditions." The NRC Form 14 is located on the NRC Forms Library Web

site, <http://fusion.nrc.gov/nrcformsportal/default.aspx>

2. Give particular grounds for the report
3. Can be made anonymously
4. Be addressed to the NRC DASHO, his or her representative, or the appropriate regional administrator. A copy of the report should be sent to the appropriate safety and occupational health committee

An inspection will be conducted within 24 hours for conditions of imminent danger, within 3 working days for potentially serious conditions, and within 20 working days for other than serious safety and health conditions.

"Imminent danger" is any condition or practice in any workplace that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through normal procedures.

"Serious," as in "serious hazard," "serious violation," or "serious condition," means hazard, violation, or condition for which there is a substantial probability that death or severe physical harm could result.



## How to Abate Workplace Hazards

The manager or supervisor in charge of an operation is responsible for initiating the action to correct unsafe or unhealthful working conditions brought to his or her attention. He or she shall also ensure that employees are not exposed to undue risk or injury or illness during the period required to abate the hazard. Abatement must be accomplished through normal administrative channels, when practicable.

The first step in hazard abatement is for the first line supervisor to report a workplace hazard to the NRC Safety and Occupational Health Manager or appropriate CDSO who will then post a notice of the hazard in the work area. Hazard information entered on NRC Form 219, "Notice of Unsafe or Unhealthful Working Conditions," shall be conspicuously posted near the affected area. Notices shall not be removed for 3 workdays or until the hazard is abated, whichever is later. The NRC Form 219 is located on the NRC Forms Library Web site, <http://fusion.nrc.gov/nrcformsportal/default.aspx>.

### **General Principles of Hazard Abatement:**

1. Eliminate the source of the hazard
2. Reduce the severity of the hazard
3. Reduce the number of employees exposed to the hazard or duration of exposure

### **Specific Approaches and Techniques:**

1. Recognize or identify hazards through walk-through safety inspections.
2. Evaluate or measure hazards to determine their criticality.
  - a. What are the potential risks of exposure?
  - b. How many people are affected?
  - c. What are the feasible alternatives for abating the hazards?
3. Control or abate hazards by one or more of the following means:
  - a. Administrative:
    - 1) Contact the Office of the Chief Human Capital Officer for relocation of affected personnel.
    - 2) Monitoring
    - 3) Limited worker exposure
    - 4) Training and education
    - 5) Housekeeping and maintenance
  - b. Engineering Controls:

- 1) Isolation of source
  - 2) Lockout procedures
  - 3) Design modifications
  - 4) Process of procedural changes
  - 5) Monitoring and warning equipment
  - 6) Chemical or material substitution
- c. Personal Protective Equipment  
PPE may be selected for use when there is no immediate way to control the hazard by either administrative or engineering means or when it is used as a temporary measure while more effective solutions are being installed. PPE is provided to employees at no cost.
- 1) Select the proper equipment for the job and the hazards involved
  - 2) Fit and maintain the equipment on a regular basis
  - 3) Train and monitor employees in their use of the equipment

## You and Your Workplace Inspection

### **What is an Inspection?**

An inspection is a comprehensive survey of all or part of a workplace to detect safety and occupational health hazards. It does not include routine day-to-day visits by agency safety and occupational health personnel or routine workplace surveillance of occupational health conditions.

### **Who Makes Inspections?**

The agency's Safety and Occupational Health Program Manager, the CDSOs, safety and occupational health committee members, or contracted safety and health inspectors, as needed. A work area supervisor and an employee representative may accompany the inspector.

### **When Do Inspections Occur?**

Inspections occur at least annually and more frequently in workplaces where there is an increased risk of accidents, injury, or illness. Inspections are performed during normal business hours, without disrupting normal operations. Deficiencies cited will be reported to the supervisor responsible for the work area, along with recommended corrective actions.

The responsible director or regional administrator shall give the DASHO, or his or her representative, a plan for abatement of any unsafe or unhealthful condition within 15 workdays of receipt of the inspection findings.

Neither initial nor followup inspections will be announced

### **Why Are Inspections Needed?**

Inspections are needed to ensure safe working conditions and practices through early detection and abatement of hazards.

### **What Can Be Done in Advance to Avoid Inspection Problems?**

Supervisors should stay abreast of hazard reports and corrective actions. Informal walk-through inspections can be performed to identify potential hazards and initiate corrective actions through appropriate channels. Additionally, safety issues can be brought up for discussion in staff meetings or safety committees, where appropriate.

## What to Do in Case of an Injury

### Injury or Illness

1. In the case of an on-the-job injury or illness, ensure that the employee obtains first aid care from the Health Center or medical treatment from the nearest medical facility, even if the injury is minor. Although many minor injuries heal without treatment, a few do not. Seek medical treatment for every injury as soon as possible.

Medical treatment means the management and care of a patient to combat disease or disorder by a physician or other licensed health care professional.

Medical treatment does not include visits to a physician or other licensed health care professional solely for observation or counseling, the conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils) or first aid (one-time treatment).

2. In case of serious injury or illness, nonmedical personnel should not move the victim except to avoid further risk. Wait for emergency personnel to arrive.
3. The supervisor should promptly notify the NRC Safety Manager or CDSO that an injury or illness has occurred.
4. The supervisor and the injured employee complete NRC Form 436, "Report of Work-Related Injuries and Illness," as soon as possible. This report should promptly be forwarded to the Safety and Occupational Health Program Manager or the appropriate CDSO as soon as possible. Form 436 is located on the NRC Forms Library Web site, <http://fusion.nrc.gov/nrcformsportal/default.aspx>

### Fatality and Severe Injury Reporting

1. The Director of ADM, as the DASHO, reports any work-related fatality to OSHA within 8 hours of the event by calling the OSHA Area Office that is nearest to the site of the incident; by calling the OSHA toll-free central telephone hotline number, 1-800-321-OSHA (1-800-321-6742); or by electronically submitting the reporting application located on OSHA's public Web site at [www.osha.gov](http://www.osha.gov).
2. The Director of ADM, as the DASHO, reports all work-related in-patient hospitalizations, amputations, and losses of an eye to OSHA within 24 hours of the event by calling the OSHA Area Office that is nearest to the site of the incident; by calling the OSHA toll-free central telephone hotline number, 1-800-321-OSHA (1-800-321-6742); or by electronically submitting the reporting application located on OSHA's public Web site at [www.osha.gov](http://www.osha.gov).
3. Within 24-hours, the supervisor should investigate the cause(s) of the incident and may request assistance from the Safety and Occupational Health Manager or local Collateral Duty Safety Officer (CDSO). A Form 436, "Report of Work-Related Injuries and Illnesses," must be submitted within seven days to the Safety and Occupational Health Manager or local CDSO.

### Automobile Accidents

Procedures and responsibilities for reporting automobile accidents are found in MD 7.1, "Tort Claims Against the United States".

**Privacy Act Statement**  
**NRC Form 436**  
**Report of Work-Related Injuries and Illnesses**

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 436. This information is maintained in a system of records designated as NRC-17 and described at 77 *Federal Register* 67215 (November 8, 2012), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" that is located in the NRC's Agencywide Documents Access and Management System (ADAMS).

**1. AUTHORITY:** 5 U.S.C. 7902, as amended; 29 U.S.C. 657(c), as amended; Executive Order (E.O.) 12196 as amended; 29 CFR 1960; 29 CFR 1904.

**2. PRINCIPAL PURPOSE(S):** To compile statistics for required agency reporting on employee health and injury.

**3. ROUTINE USE(S):** In addition to the disclosures permitted under subsection (b) of the Privacy Act, information may be disclosed to the Department of Labor (DOL) for periodic statistical reporting; to OPM, Merit Systems Protection Board, and/or EEOC as required to support individual claims. Information may also be disclosed in accordance with any of the Routine Uses listed in the Prefatory Statement of General Routine Uses, including to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law; in the course of an administrative or judicial proceeding; to an appropriate Federal, State, local and foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you; in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence; to a Congressional office to respond to their inquiry made at your request; to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis; or to appropriate persons and entities for purposes of response and remedial efforts in the event of a suspected or confirmed breach of data from this system of records.

**4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** It is voluntary that you furnish the requested information. If you do not provide the requested information, this agency will not have the data necessary to provide accurate statistics for the required periodic reporting to DOL.

**5. SYSTEM MANAGER(S) AND ADDRESS:** Safety and Occupational Health Manager, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.



**REPORT OF WORK -  
 RELATED INJURIES AND ILLNESSES**

1. OSHA LOG NUMBER
2. DATE (MM/DD/YYYY)

**TO BE COMPLETED BY EMPLOYEE:**

3. NAME (Last, first, and middle initial)	4. DATE OF BIRTH	5. LOCATION (Reactor Sites Choose Your Region) Select Location	6. WORK TELEPHONE NUMBER
7. HOME ADDRESS (Include Zip Code)	8. JOB TITLE	9. OCCUPATIONAL CODE	10. NRC HIRE DATE (MM/DD/YYYY)

**ACCIDENT, INJURY, OR ILLNESS DATA**

11. DATE OF INJURY (MM/DD/YYYY)	12. TIME EMPLOYEE STARTED WORK (7:00, etc.) : : Select am or pm	13. TIME OF INJURY (7:00, etc.) : : Select am or pm	14. DID EMPLOYEE DIE? Select Yes or No
15. ADDRESS WHERE INJURY OCCURRED (Include Number, Street, Building, Floor (Location within building) City, State and Zip Code)			
16. WHAT WAS THE EMPLOYEE DOING WHEN INJURED?			
17. DESCRIPTION OF THE INCIDENT			
18. NATURE OF INJURY OR ILLNESS			
19. WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED THE EMPLOYEE?			

**INFORMATION ABOUT PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL**

20. NAME OF PHYSICIAN OR OTHER HEALTH CARE PROVIDER	21. IF TREATMENT WAS GIVEN, WHAT IS THE NAME & ADDRESS OF FACILITY
22. DIAGNOSIS AND TREATMENT PROVIDED BY PHYSICIAN, OR LICENSED HEALTH CARE PROVIDER	

23. WAS MEDICATION PRESCRIBED? Select Yes or No	24. WAS EMPLOYEE TREATED IN AN EMERGENCY ROOM? Select Yes or No	25. WAS EMPLOYEE HOSPITALIZED OVERNIGHT AS IN-PATIENT? Select Yes or No	
26. DID THE INJURY RESULT IN DAYS AWAY FROM WORK? Select Yes or No	27. DATE OF FIRST LOST WORKDAY (DO NOT COUNT DAY OF INJURY) (MM/DD/YYYY)	28. TOTAL DAYS AWAY FROM WORK	29. DID THE INJURY RESULT IN RESTRICTED WORK ACTIVITY? Select Yes or No
30. DATE OF FIRST RESTRICTED WORKDAY (DO NOT COUNT DAY OF INJURY) (MM/DD/YYYY)			31. TOTAL RESTRICTED WORKDAYS

EMPLOYEE SIGNATURE	DATE

**TO BE COMPLETED BY SUPERVISOR**

PRINTED NAME & TITLE OF SUPERVISOR	SUPERVISOR'S SIGNATURE	DATE

**ATTENTION:** THIS FORM CONTAINS INFORMATION RELATED TO EMPLOYEE HEALTH AND MUST BE USED IN A MANNER THAT PROTECTS THE CONFIDENTIALITY OF EMPLOYEES TO THE EXTENT POSSIBLE WHILE THE INFORMATION IS BEING USED FOR OCCUPATIONAL SAFETY AND HEALTH PURPOSES

SAFETY OFFICER	DATE

**REPORT OF WORK -  
RELATED INJURIES AND ILLNESSES (Continued)****INSTRUCTIONS FOR COMPLETING NRC FORM 436**

**PREPARATION:** Items listed below directly correlate to the numbered items on NRC Form 436.

1. **OSHA Log Number:** Leave blank
  2. **Today's Date:** Enter current date (MM/DD/YYYY)
  3. **Name:** Last, First and Middle Initial
  4. **Date of Birth:** (MM/DD/YYYY)
  5. **Location:** Select your location from the drop down list. Reactor sites choose your region
  6. **Work Telephone Number:** Enter 10 numeric numbers (include area code)
  7. **Home Address:** Enter street number and name, apartment number, city, state, and zip code
  8. **Job Title:** Enter your job title. (Check your last SF50/52, Block 7 or 9/Block 7 or 15).
  9. **Occupational Code:** Enter your job occupational code/job series. (Check your last SF50/52, Block 9 or 17).
  10. **NRC Hire Date:** Enter your NRC hire date (MM/DD/YYYY). (Check your last SF50/52, Block 31)
  11. **Date of Injury:** Enter the injury date (MM/DD/YYYY)
  12. **Enter Start Time:** Enter time employee started workday (HH:MM) (Choose AM or PM from drop down list)
  13. **Enter Time of Injury:** Enter time employee was injured (HH:MM) (Choose AM or PM from drop down list)
  14. **Did Employee Die:** (Choose Yes or No from drop down list)
  15. **Address Where Injury Occurred:** Enter street number, name, building, floor, city, state and zip code. (Include location within building)
  16. **What was the Employee doing when Injured:** Describe employee activities prior to injury
  17. **Description of the Incident:** Describe the event
  18. **Nature of Illness or Injury:** Describe resulting injury or illness
  19. **What Object/Substance Directly Harmed the Employee:** Describe what caused the injury/illness
  20. **Name of Physician or Other Health Care Provider:** Enter the name
  21. **Name of Treatment Facility:** Enter name of facility
  22. **Diagnosis and Treatment Provided by Physician or Other Health Care Provider:** Enter diagnosis and describe treatment.
  23. **Was Medication Prescribed?** (Choose yes or no from the drop down list)
  24. **Was Employee Treated in an Emergency Room?** (Choose yes or no from the drop down list)
  25. **Was Employee Hospitalized Overnight?** Was employee admitted to a hospital for at least one overnight stay? (Choose yes or no from drop down)
  26. **Did the Injury Result from Days Away from Work?** Did the employee miss work time? (Choose Yes or No from the drop down list)
  27. **Date of First Lost Work Day?** Do not count day of injury. (MM/DD/YYYY)
  28. **Total Number of Days Away from Work (Do NOT count the day of the injury):** Enter total day count
  29. **Did the Injury Result in Restricted Work Activity?** (Choose yes or no from drop down)
  30. **Date of the First Restricted Workday (Do NOT count the day of the injury):** Enter date (MM/DD/YYYY)
  31. **Total Restricted Workdays (Do NOT count the day of the injury):** Enter total days of restricted work
- Employee Signature and Date (MM/DD/YYYY)**
- Printed Name and Title of Supervisor, Supervisor's Signature and Date (MM/DD/YYYY)**
- Safety Officer's Signature and Date (MM/DD/YYYY)**



### REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

2. Person Completing Form (Check one)

Employee

Representative of employee believes that a condition in the workplace violates safety and occupational health standards.

3. Name of Facility

4. Specific Location of alleged violation

5. Name of Supervisor at site of violation

6. Have you reported this condition to your supervisor?

Yes  No

7. Describe the hazard. Include materials and equipment involved and the approximate number of employees exposed or threatened by the condition.

8. Forward to:

NRC Occupational Safety and Health Manager

Regional/TTC Safety Officer

9. Has anyone attempted to correct the condition? If yes, give details.

Yes  No

10. Has anyone been hurt, or has property been destroyed as a result of this condition? If yes, give details.  Yes  No

11. May your name be revealed?

Yes  No

***If no is checked, the safety officer will detach the bottom portion of this form before distribution is made.***

Employee's Name

Employee's Work Telephone number (Include area code)

Employee's Signature

Date of Employee's Signature

## PROCEDURES

Every effort should be made to correct identified hazards as soon as possible. Hazards should first be reported to your immediate supervisor, since it is usually the most expedient means of abatement. However, hazards may also be reported either verbally or in writing to the local collateral duty safety officer, safety and health committee, or the the NRC Safety and Occupational Health Manager at Headquarters. You also have the right to report workplace hazards to the Occupational Safety and Health Administration (OSHA), although it is preferred that hazards be reported to the NRC Safety Office first, so they can be promptly investigated and abated.

When submitting a report of unsafe or unhealthful working conditions, you have the right to request that your name not be disclosed to anyone except an authorized representative of the Secretary of Labor (OSHA).

Upon receipt of a report of unsafe or unhealthful working conditions, the manager or collateral duty safety officer will:

- A. Assign a report number and enter the report on the Hazard Report Log.
- B. Detach the employee's name from the bottom of the form, if anonymity is requested.
- C. Investigate alleged hazards within the appropriate time frame.
  - 24 hours - for imminent danger conditions
  - 3 working days - for serious conditions
  - 20 working days - for other than serious conditions
- D. Forward the inspection report to the individual responsible for abatement.
- E. Forward the completed inspection report to the local safety and health committee for review.
- F. Notify the employee of the results of the inspection, in writing, within 15 days after completion of the inspection, for safety violations or within 30 days for health violations.
- G. Retain a copy of the completed form on file for 5 years.
- H. Notify the local safety and health committee when necessary corrective actions or interim protective measures are not taken in a timely manner.





## NOTICE OF UNSAFE OR UNHEALTHFUL WORKPLACE CONDITIONS

LOCATION

DATE OBSERVED (MM/DD/YYYY)

DATE POSTED (MM/DD/YYYY)

HAZARDOUS CONDITION OBSERVED:

HAZARDOUS CLASSIFICATION:

IMMINENT DANGER     SERIOUS

OTHER

STANDARD VIOLATION:

INTERIM CONTROL MEASURES IMPLEMENTED:

RECOMMENDATION FOR ABATEMENT:

NAME OF SAFETY OFFICER:

TELEPHONE NUMBER OF SAFETY OFFICER:  
(Include area code)

EXPECTED ABATEMENT DATE:  
(mm/dd/yyyy)

SIGNATURE

DATE

**29 CFR 1960.26(c) and NRC MD 10.130 Handbook, Required this notice remain posted in a conspicuous place at or near each place the condition shown exists until the unsafe or unhealthful working condition has been abated or for 3 working days, whichever is later. This notice shall remain on file at this establishment for a period of five years after abatement.**

## INSTRUCTIONS

In accordance with OSHA regulation 29 CFR 1960.26(c), the safety officer shall issue a "Notice of Unsafe or Unhealthful Conditions" following an inspection of the workplace that results in the determination that a hazardous condition is present in the workplace. The purpose of the Notice is to advise employees and visitors about a hazard that could potentially result in injury or illness, and to inform them of any measures taken to protect them from the hazardous condition.

The Notice shall contain the following information:

- Specific location of the unsafe or unhealthful working condition.
- Date the condition was first observed and the date this Notice was posted.
- Description of the hazardous condition, including materials and equipment involved and the means by which employees may be harmed by the condition.
- Hazard classification (imminent danger, serious, or other). Imminent danger hazard is defined as a condition that could reasonably be expected to cause death or serious physical harm immediately or before the hazard can be eliminated. A serious hazard is defined as a condition in which there is a substantial probability that death or serious harm could occur. Another type of hazard is a condition that violates a safety or health standard but does not have a direct impact on worker safety.
- Specific safety and health standard that the condition violates.
- Safeguards or actions taken to protect employees from harm before the condition can be corrected.
- Actions that will be taken to correct or eliminate the hazardous condition and the date when such corrective measures are expected to be completed.

The safety officer shall:

- Issue the Notice within 15 days following the inspection for a safety violation and with 30 days for a health violation.
- Send a copy of the Notice to the official in charge of the workplace, the employee representative, and the safety and health committee.
- Post the Notice near the place of the condition or in a prominent location where all affected employees will be able to see the Notice. The Notice shall remain posted until the hazard has been abated or for 3 working days, whichever is later.
- Retain a copy of the Notice on file for 5 years following the end of the fiscal year in which the condition is corrected.





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