

TWP PROCEDURE	ENVIROMENT, SAFETY, AND HEALTH PROCEDURE	PRO(TWPPO)-082.000
Author: D. Sandoval	<i>DRAFT (8/17/04)</i>	17 August 2004 Page 1 of 2

## Environment, Safety, and Health Procedure

### I. Purpose:

The purpose of the entering the ES&H safety reports in the database is to keep track of everything that is happening at the facilities.

### II. Cautions and Hazards:

None.

### III. Requirements:

None.

### IV. Procedure:

#### A. Preparing ES&H report for the safety database

1. Move email and attachment to safety database mailbox in Eudora for permanent records storage
  - a) Open attachment and print copy
  - b) Convert word file to Plain text
    - ⇒ Under the “save as type” change the type to plain text
  - c) Save new plain text file on desktop
2. Open desktop file and minimize for later use

#### B. Entering ES&H reports into safety database

1. Open TWP home page
  - a) Click on “TWP Web Forms”
  - b) Click on “Safety Database Entry”
2. Refer to printed out copy to choose a sight and the date
  - a) Sights are in bold and the dates are right under the site
3. Enter your first and last name in appropriate areas
4. Read the report and determine the main topic and enter the topic into keywords

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- a) For example: ESH briefing for SV0408M
5. Refer to plain text file that was minimized and copy the event under the appropriate date and paste under the description in the safety database
6. Determine whether the event is open, closed, or other
7. Click on “submit safety form”
8. Print out confirmation and file in “Safety Database Entries” folder.
9. Do this procedure for every event that is on the ES&H report

**V. References:**

None.

**VI. Attachments:**

None.