

**INSTRUCTIONS FOR OFF-SITE
MODERATE AND HIGH RISK SERVICE CONTRACTOR
ENVIRONMENT, SAFETY AND HEALTH REQUIREMENTS**

Work under this proposed contract has been designated moderate risk/ high risk.

These instructions provide an overview of the Laboratory's Environment, Safety and Health (ES&H) expectations for off-site moderate and high risk service contractors. The Laboratory's expectations for contracted work include a set of requirements which assures that contractors have a complete and integrated ES&H program and that their program be aggressively implemented. It is expected that the contractor follow all applicable work site requirements regarding safety, security, site access and environmental protection. The ES&H requirements are detailed in the Article entitled "Environment, Safety and Health," of the proposed contract.

I. Submittals

Within ten days of award of the contract, the contractor must submit the following:

A. Job Safety Analysis (JSA)

The JSA is a detailed analysis of the steps taken to complete each phase of the job, a detailed analysis of the hazards of each of those tasks and the mitigation actions that will be taken to eliminate or minimize the exposure to those hazards. Further information on preparation of a JSA is available from the National Safety Council and other professional safety organizations. Attachment 1, Moderate and High Risk Job Safety Analysis for Off-Site Work, ESH-209MHOS, is a form that can be used to document the JSA and the Job Safety Orientation.

B. Environmental Plan

If required by the project scope of work, the successful Contractor shall submit an Environmental Plan which addresses the potential environmental impacts of this work.

1. If the work involves excavation, an erosion control plan will be required. This plan shall include the location and description of the area being excavated, the sewers, waterways, and roads to be protected, the erosion control measures to be installed, and a map of the area.
2. A description of the erosion control installation, maintenance and inspection procedures and schedules, and a plan for the removal of the erosion control measures should also be included.

C. Contractor ES&H Representative

This is the contractor's designated competent member of his organization responsible for the implementation of the contractor's ES&H Program. This member must have the authority to fulfill this responsibility and must be on the work site during the entire job.

The Laboratory will review and must approve the above submittals prior to the start of work. After approval of these submittals, for moderate risk work the Technical Representative will provide notice to proceed, for high risk work the Procurement Representative will issue a Notice to Proceed to the contractor.

II. Orientations

A. Site Orientation

Work at some locations may require the contractor to attend a site and/or building orientation.

B. Job Safety Orientation

The contractor ES&H representative shall instruct each contractor employee on the details of the Job Safety Analysis for this work. Each contractor employee must read and sign the Job Safety Analysis and this document must be available at the job site at all times.

III. Job Site Postings

Other items that must be posted or available at the job site include MSDS sheets, DOE poster, emergency phone numbers, workers compensation notice, all permits and all approved hazard specific plans.

IV. Tool Inspection

Prior to the use of tools, the contractor must conduct a tool and equipment inspection. Upon arrival, and at any time during the job, the Laboratory or its representative may inspect contractor tools for compliance with OSHA, applicable work site requirements, and industry standards. Unsatisfactory tools must be tagged out of service and removed from the work site by the end of the work shift.

V. Plans & Permits

As dictated by the scope of work and the mitigating actions necessary to address specific hazards, additional hazard specific plans or permits may be required.

The contractor shall work with the Technical Representative and work site authorities in planning for, developing as needed, and obtaining approval of these plans and permits. Examples of these may include, but are not limited to:

Open Flame Permit	Work Entry Permit
Energized Electrical Work Permit	Dig Permit
Respiratory Protection Plan	Coring Checklist
Confined Space Entry Plan	Fall Protection Plan
Asbestos Abatement Plan	Hoisting and Rigging

VI. Site Rules and Safety Requirements

Each work site may have specific site access, orientation, security and safety requirements which must be met. The contract will specify these requirements, unacceptable contractor employee acts or conduct, and a listing of safety requirements addressing areas of frequent violation and/or serious hazard potential.

VII. Reportable Emergency Events

The contractor must immediately report to the local emergency response officials and the Technical Representative, all accidents and unauthorized releases to the environment. A follow-up written report of the incident along with corrective action is mandatory.

The Laboratory has a well established contractor safety program. Our goal is that the work for the Laboratory be free of incidents that threaten the environment, the safety and health of contractor and work site employees, the public, or the safety of personal, contractor or Laboratory property.

Moderate and High Risk Job Safety Analysis For Off-Site Work

This form is to be completed by the contractor and submitted to the Technical Representative for approval prior to work commencement. In addition this form is to be maintained at the job site where work is being performed.

Job Title: _____

Contract Number: _____ **Location:** _____

CONTRACTOR

Argonne

Contractor: _____

**Technical Rep/
Project Manager:** _____

Project Manager: _____

Phone: _____

Phone No: _____

**Divisional ES&H
Coordinator:** _____

Foreman: _____

Phone: _____ **Page:** _____

Phone No: _____ **Page:** _____

C.F.R. _____

ESH Rep. _____

Argonne Approvals

Phone No.: _____ **Page:** _____

Approved

Approved as Noted

Not Approved - Resubmit

DESIGNATED COMPETENT PERSON

Excavation: _____
(29CFR:1926.650)

ES&H Coordinator Date

Confined Space: _____
(29CFR:1026.21)

Technical Representative Date

Scaffolding: _____
(29CFR:1926.451)

ESH-EC (as needed) Date

ESH-CS (recommended for high risk) Date

- The contractor ESH Representative must hold an Orientation with all employees prior to work identifying the hazards related to their Scope of Work and have each person sign the signature sheet attached.
- Identify location of **Emergency Telephones** and designated **Tornado Shelters** in relationship to the work site and provide phone numbers: **Emergency Numbers:** _____.
- Emphasize compliance with **OSHA 29CFR:1926.**
- Utilizing the format on attached pages, identify hazards and safety precautions/procedures to mitigate hazards.

Phase of Work	Safety Hazard	Precautions/Safety Procedures

Material Safety Data Sheets (MSDS)

Hazardous materials used on this site are:

- 1. _____ 3. _____ 5. _____
- 2. _____ 4. _____ 6. _____

Location of MSDS:

- 1. _____ 3. _____ 5. _____
- 2. _____ 4. _____ 6. _____

Review of Emergency Routes and Assembly Point:

Basic Information

- * _____
- * _____
- * _____

*Use separate sheets as necessary.

Basic Safety Rule Reminders:

- 1. Safety hat and safety glasses with side shields required as a minimum.
- 2. Inspect all tools and equipment for OSHA compliance before use.
- 3. Fall protection required when working at heights above 6 feet when handrail or other fall protection is not provided.
- 4. Flag work areas and post warning signs.
- 5. Ground fault circuit interrupters (GFCI's) are required for all electrical tools and equipment.
- 6. Stairways, passageways, and access ways must be kept free of materials and equipment.
- 7. Orderly housekeeping shall be maintained.
- 8. Report all injuries/illnesses and near misses to the Technical Representative.
- 9. Metal ladders are prohibited.
- 10. **NO DUMPING OF ANY KIND SHALL BE PERFORMED AT THE WORK SITE WITHOUT USE OF A QUALIFIED AND COMPETENT SPOTTER.** After dumping their loads, all trucks must lower their beds before driving away.

