

INSTRUCTIONS FOR MODERATE RISK SERVICE CONTRACTOR ENVIRONMENT, SAFETY AND HEALTH REQUIREMENTS

These instructions provide an overview of the Laboratory's Environment, Safety and Health (ES&H) expectations for moderate risk service contractors. The Laboratory's expectations include a set of requirements which assures that contractors have a complete and integrated ES&H program and that their program be aggressively implemented. The Laboratory requirements are detailed in the Article entitled "Environment, Safety and Health", of the proposed contract and define contractor ES&H requirements including the Laboratory's Contractor Disciplinary Program.

I. Submittals

Within ten days after 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 task 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 Risk Job Safety Analysis, ANL-209M (6-02), 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 on the Laboratory site. This member could be a foreman, technician or general laborer, but must have the authority to fulfill this responsibility and must be on site during the entire job.

D. Approval of Submittals

The Technical Representative will review and must approve the above submittals prior to the start of work. Typically, after approval of these submittals, the Technical Representative and contractor will schedule the start date.

II. Safety Orientations

Before any contractor employee is allowed to start work at the Laboratory, the contractor employee must attend the Mini Contractor Safety Orientation and the Job Safety Orientation.

A. Mini Contractor Safety Orientation

A 0.5 hour training class provided by the Laboratory four days per week at 7:30 a.m. There is no cost to the contractor for this training.

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. Also, prior to starting work in some Laboratory buildings, the contractor employees must attend a brief Building Orientation.

III. Job Site Postings

Other items that must be posted or available at the job site include Material Safety Data Sheets (MSDS), U.S. Department of Labor (DOL) All-In-One Labor Law 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 Laboratory may conduct a tool and equipment inspection. Upon arrival and at any time during the job, the Laboratory may inspect contractor tools for compliance with OSHA, ANL, and other applicable requirements and industry standards. Unsatisfactory tools must be tagged out of service and removed from the ANL site at the end of the work shift.

V. Plans and Permits

The Laboratory requires the use of plans and permits for certain high risk activities. If, in the conduct of the work, changes require the development and/or use of the plans or permits, described below, the JSA must be amended and the plan and/or permit must be secured prior to conducting the work.

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

Open Flame Permit

Electrical Hot Work Permit

Respiratory Protection Plan

Dig Permit

Coring Checklist

Fall Protection Plan

VI. Laboratory Site Rules and Safety Requirements

The Laboratory enforces a series of site rules and requirements. Not unlike other large sites, the Laboratory specifies unacceptable contractor employee acts or conduct, and provides a listing of site safety requirements addressing areas of frequent violation and/or serious hazard potential.

VII. Reportable Emergency Events

The contractor must immediately report by telephone (911) all accidents and unauthorized releases to the environment. Follow-up actions including written reporting of the incident along with corrective action is mandatory.

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

Moderate Risk Job Safety Analysis

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

Job Title _____

Contract Number _____ Building/Area _____

Contractor

ANL

Contractor _____ Technical Rep _____

Project Manager _____ Phone No. _____

Phone No. _____ Divisional ES&H Coordinator _____

Foreman _____ Phone No. _____ Page _____

Phone No. _____ Page _____

ESH Rep _____ Other _____

Phone No. _____ Page _____

Designated Competent Person

ANL Approvals

Excavation _____
(29 CFR 1926.650)

Approved

Confined Space _____
(29 CFR 1926.21)

Approved as Noted

Scaffolding _____
(29 CFR 1926.451)

Not Approved - Resubmit

Divisional ES&H Coordinator Date

Technical Representative Date

- The contractor ES&H 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: **Laboratory Phone - 911, Cellular - 630-252-1911.**
- Emphasize compliance with **OSHA 29 CFR 1910 and 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 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 (GFCIs) are required on all 110 and 120 volt receptacles.
- 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 ON SITE WITHOUT USE OF A QUALIFIED AND COMPETENT SPOTTER.** After dumping their loads, all trucks must lower their beds before driving away.
- 11. Any laser use (class 3a, 3b, or 4) requires ANL ES&H review.

Signature Sheet

Contractor _____ Building/Area _____
Contract Number _____ Job Title _____
Company (not ANL) _____
Superintendent _____ ES&H Rep _____

ES&H information relative to this job has been reviewed with me by my company ES&H representative.

Name (please print)	Badge No.	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

Note: Contractor representative will provide a copy of this sheet with initial signatures and all added signatures to the ANL Technical Representative.