

## **INSTRUCTIONS FOR HIGH 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 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 defines contractor ES&H requirements including the Laboratory's contractor disciplinary program.

### **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, High Risk Job Safety Analysis, ANL-209H, 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 must have the authority to fulfill this responsibility and must be on site during the entire job.

The Laboratory will review and must approve the above submittals prior to the start of work. Typically, after approval of these submittals, a pre-job meeting is held by the procurement department to collectively review these documents and address open issues.

## II. Safety Orientations

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

### A. Contractor Safety Orientation

A 1.5 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 Building Orientation.

## 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 Laboratory will conduct a tool and equipment inspection. Upon arrival, the Laboratory will inspect contractor tools for compliance with OSHA, Argonne, and other applicable requirements and industry standards. Unsatisfactory tools must be tagged out of service and removed from the Argonne site at 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 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	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. 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

All contractor and subcontractor accidents and unauthorized releases to the environment occurring at the Laboratory site must be reported immediately by dialing 911 from a Laboratory telephone or pay phone, or 630-252-1911 from a cellular phone. The accident or unauthorized release must be reported immediately to the Construction Field Representative, Technical Representative or Project Manager. In addition, the contractor shall complete an ANL-240, Incident Investigation and Analysis Report and ensure that the injured employee and all witnesses to the incident complete an ANL-239, Incident Description and submit these to the Construction Field Representative, Technical Representative or Project Manager within 24 hours.

The Laboratory has a well established contractor safety program. Our 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, or the safety of personal, contractor or Laboratory property.

# High Risk Job Safety Analysis

This form must be completed by the contractor and submitted to the Technical Representative 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**

**Argonne**

Contractor \_\_\_\_\_

Technical Rep/  
Project Manager \_\_\_\_\_

Project Manager \_\_\_\_\_

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Divisional ES&H  
Coordinator \_\_\_\_\_

Foreman \_\_\_\_\_

Phone No. \_\_\_\_\_ Page \_\_\_\_\_

Phone No. \_\_\_\_\_ Page \_\_\_\_\_

CFR \_\_\_\_\_

ESH Rep. \_\_\_\_\_

Phone No. \_\_\_\_\_ Page \_\_\_\_\_

**Designated Competent Person**

**Argonne Approvals**

Excavation \_\_\_\_\_  
(29 CFR 1926.650)

**Approved**

Confined Space \_\_\_\_\_  
(29 CFR 1926.21)

**Approved as Noted**

Scaffolding \_\_\_\_\_  
(29 CFR 1926.451)

**Not Approved -- Resubmit**

Fall Protection \_\_\_\_\_  
(29 CFR 1926.503 (a) (2))

\_\_\_\_\_  
Technical Representative Date

NFPA 70E \_\_\_\_\_

\_\_\_\_\_  
ES&H Coordinator Date

*If FMS is not engaged and the division does not have the qualified employee on staff, the SME signature is required.*

\_\_\_\_\_  
EQO-SME (as needed) Date

*If FMS is engaged, the FMS-CSS signatures is required*

\_\_\_\_\_  
FMS-CSS (as needed) 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 1926.**
- Utilizing the format on attached pages, identify hazards and safety precautions/procedures to mitigate hazards.

Phase of Work	Safety Hazard	Precautions/Safety Procedures
Argonne Requirements	Argonne ES&H Compliance and Emergency Situations.	<p>All contractor personnel assigned to work on the Argonne site must attend the 1.5 hour Argonne Contractor Safety Orientation (CSO). The contractor must maintain proof of this training on his/her person by carrying the CSO Argonne card provided by the instructor. The contractor must provide proof of this training to the construction manager or SI when requested.</p> <p>In addition, all contractor personnel must attend building/area orientation in relation to their scope of work to ensure that they are aware of shelters during severe weather, emergency evacuation meeting points, as well as any other special conditions in relation to the specific building/area.</p>
Vendor Personnel Check-In	Worker Accountability	The contractor must report daily to the Tech Rep the number of employees he has on site. Contractor is also responsible for notifying Tech Rep of arrival/departure.
General Conditions	PPE, Unauthorized Personnel In Work Area & Work Safe Practices	ANSI approved safety glasses and ankle high sturdy leather work boots must be worn at all times in work area unless otherwise agreed upon between Argonne and the contractor. All work zones, per scope of work, will be sectioned off or barricaded with OSHA compliant signage posted.
Tool Inspection	Broken or Unauthorized Tools	All tools and equipment must be inspected by Argonne personnel prior to use. Any tool or piece of equipment deemed unsatisfactory will be tagged and removed. Any tool or piece of equipment that leaves the Argonne site must be reinspected upon its return. GFCIs will be utilized on all drop cords and hand held tools.
Electrical Troubleshooting, and/or Stored Energy Sources	Stored energy, Employee Exposure, Electrical Shock, Chemical Exposure	Follow approved Argonne procedure for LO/TO of this system. Argonne will initiate and lock out first with contractor to apply locks over Argonne. Contractor must provide their own locks/tags for each contractor employee for each LO/TO point. Proof of Contractor LO/TO training must be reviewed before Contractor may participate/apply LO/TO.
Handling of Chemical/Products	Employee exposure to skin, mucus membranes and vapors	Submit for review by Argonne all MSDSs for materials that will be brought on site. Review and adhere to MSDS before handling chemicals/products. MSDS will be at job site attached to JSA. If additional PPE is prescribed within MSDS, the Contractor must acquire and utilize addition PPE.

<b>Phase of Work</b>	<b>Safety Hazard</b>	<b>Precautions/Safety Procedures</b>
Safety	Incident/ Safety Infraction	Imminent Danger violations will result in an immediate 6 month suspension, regardless of whether or not the work is complete. Other lesser violations will receive "tickets" and/or other penalties per the contract.
All phases	Injuries or illness	For all injuries/illness, no matter how minor, contact the Argonne National Laboratory Fire Department by calling (inside line) 2-1911 (by cell phone) 252-1911. The Tech Rep/CFR must also be immediately informed of the situation.

**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 Representatives.
- 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 Argonne ES&H review.

**Signature Sheet**

Contractor \_\_\_\_\_ Building/Area \_\_\_\_\_

Contract Number \_\_\_\_\_ Job Title \_\_\_\_\_  
Company (not Argonne) \_\_\_\_\_

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 Argonne Technical Representative.