

Subcontractor Training Documentation Form

Part I: Subcontract Information:

Contract Company Name (print)

Date(s) of contract

Contract Employee Name (Print)

Host's name, Program / Department (print)

Describe the actions the contractor will perform (include trade, equipment used, chemicals used, number of employees, hours of work, etc.), attach additional sheet if necessary:

Part II: Hazard Communication (Right-To-Know)

Host to Provide:

- General overview of HAZCOM (A HAZCOM Video is available through Training at 151 TASF)
- Location of Chemical Inventories and Material Safety Data Sheets (applicable)
- Who to contact if there are questions.
- Worker Observation Guide (10200.003)
- Ames Laboratory Visitor Safety Guide (10200.001)

Part III: Area Specific Training

Check the appropriate items discussed.

- Subcontractor has been informed of the expectation that work will be performed safely and in compliance with Local, State and Federal regulations.
- Subcontractor has been informed that they are to notify Ames Laboratory of injuries, environmental releases or property damage.
- All Contract Employees have the authority and responsibility to "Stop Work" if there is an immediate threat to safety, health or the protection of the environment.
- Personal Protective Equipment is required (hard hats, safety glasses with side shields, foot protection).
- All tools and equipment must be inspected to ensure safety and compliance with OSHA.
- Fall protection required when working at heights above 6 feet (when hand rail or other fall protection is not provided).
- Hazards must be flagged / posted.
- Ground fault circuit interrupters are required for construction projects.
- Live electrical work is prohibited.
- Verify absence of electrical lines and other utilities before drilling or cutting into ceiling, walls or floors.
- Maintain access ways in a clear safe manner. Orderly housekeeping shall be maintained
- Explain the announcement system: Fire Alarm, Seek Shelter and Emergency

- Emergency Evacuation Procedures and Emergency Responsibilities
- Location of manual fire pulls within area
- Location of portable fire extinguishers within area (e.g., review types and usage procedure)
- Smoking is prohibited on the Iowa State University Campus.
- Location of emergency showers and eye washes within area.
- Location of first aid kit and review of additional medical treatment options
- Location of Ames Laboratory ESH&A Program Manual
- All scrap debris must be surveyed for potential radioactive contamination by ESH&A (Health Physics Group)
- Obtain contractors training records for waste shipments (DOT).
- Any other emergency awareness or area specific training, please list below:

Comments: _____

I have received and reviewed the Ames Laboratory Visitors Safety Guide and the Worker Observation Guide with my host or a designated escort and I have received Hazard Communication Training, Job (Activity) Specific Training and the Area Specific Training as listed on this form.

_____	_____
Subcontract Employee Signature	Date
_____	_____
Subcontract Employee Signature	Date
_____	_____
Subcontract Employee Signature	Date
_____	_____
Subcontract Employee Signature	Date
_____	_____
Host / Escort Signature	Date

Part IV: Job (Activity) Specific Training

List Job (Activity) Specific Training received.

<u>Description of Training</u>	<u>Date</u>	<u>Provided by</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part V: Visitor Training Review by ESH&A

ESH&A review comments/recommendations: _____

_____	_____
ESH&A Sign-Off	Date