

SUBCONTRACTOR OVERSIGHT CHECKLIST 10200.102

Date:	Host/Requestor/Project Manager	Start Date:	Est. Date of Completion:	
Description of Subcontract Work:				
Location of Work:				
Subcontract Company Name:				
Step	Action	Responsible	Date	Initials
1.	ESH&A is made aware of subcontractor work via electronic notification/approval (CostPoint) that is reviewed by a primary person and a backup person in ESH&A. When subcontractor work is identified, the safety specialists contact the Ames Lab Host and classify Oversight Level.	<i>Purchasing & Property Services</i>		
2.	Classify the Subcontractor Oversight Level (I, II or III). <i>(Definitions of each are available in Procedure 10200.046)</i>	<i>ESH&A</i>		
3.	<p><u>For Hazard Level I,</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Escort the subcontractor <input type="checkbox"/> Follow the Service Call Oversight Guide 10200.010 <p>NOTE: The Requestor is notified by Purchasing and Property Services when a PO is placed. In that notification, a link to Guide 10200.010 is provided.</p> <p><i>Oversight Level I - Procedure Complete</i></p> <p><u>For Hazard Level II,</u> proceed to Step #4.</p> <p>NOTE: If subcontractor is escorted by an Ames Laboratory employee or associate, steps 4 thru 6 may be waived. <u>Form 10200.101 Subcontractor Safety Briefing may be used as a guide.</u></p> <p><u>For Hazard Level III,</u> meet with Purchasing and Property Management to determine path forward.</p>	<i>Host</i>		
4.	ESH&A reviews and approves or disapproves the following: <ul style="list-style-type: none"> <input type="checkbox"/> Contractor Written Safety and Health Program and <input type="checkbox"/> Contractor Safety Information Questionnaire (Form 10200.140) <p><i>(Plan Review Guide 10200.138 can be used as necessary – graded approach)</i></p>	<i>ESH&A</i>		
5.	Complete Subcontractor Job Safety Analysis (JSA) Packet 10200.002.	<i>Host</i>		
6.	ESH&A reviews JSA and approves or disapproves.	<i>ESH&A</i>		
7.	If ESH&A approves JSA, the following will be performed: <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Job using the JSA and Subcontractor Safety Briefing 10200.139 <input type="checkbox"/> Communicate expected hazards and controls. <input type="checkbox"/> Review of Ames Laboratory - Visitors Safety Guide. 	<i>Host or ESH&A</i>		
8.	Subcontractor performs work.			
9.	Monitor subcontractor work to ensure it is being performed safely. Notify ESH&A of suspected non-compliance.	<i>Host and ESH&A</i>		
10.	Perform post performance review.	<i>Host and ESH&A</i>		

Subcontractor Job Safety Analysis (JSA)

This form is to be used to document review of the hazards and the methods used to mitigate those hazards. It is to be completed by the Host/Requestor/Project Manager and submitted to the ESH&A Representative for comment and approval, **prior to work commencement**.

Work Title: _____

Scope of Work (what, how long, etc.):

Contract Number: _____ Building/Area: _____

CONTRACTOR INFORMATION

Contractor: _____

Project Manager: _____

Phone #: _____

Foreman/Safety Rep: _____

Phone #: _____

DESIGNATED COMPETENT PERSON

Excavation: _____
(29CFR:1926.650)

Scaffolding: _____
(29CFR:1926.451)

Confined Space: _____
(29CFR:1926.21)

Hoisting/Rigging: _____
(29CFR: 1926.550)

Powered Industrial Vehicles: _____
(29 CFR: 1926.600)

AMES LABORATORY (ESH&A Use Only)

Host/Requestor/Project Manager:

Phone: _____

ESHA Representative: _____

Phone: _____

Ames Lab Approvals

(Use Form 10200.138, Plan Review Guide as necessary-for complex or large projects –graded approach)

_____ Approved - Exempt from Written Safety Plan and Safety Information Questionnaire - (Justify in Comments Area)

_____ Approved

_____ Not Approved - - Resubmit

_____ Approved As Noted

Comments: _____

ESH&A Representative

Date

Proceed to next page.

Subcontractor Hazard Identification Checklist

Check all of the following that are applicable to/or involved with the work. This checklist will be utilized by ESH&A in review of the work.

A. Chemical and Biological Concerns

1. Mercury or mercury compounds (e.g. dimethyl mercury).
2. Research involving human subjects or animal studies.
3. Chemicals requiring personnel medical monitoring (see [Federally Regulated Hazards](#)).
4. Hazardous or toxic chemicals (see [Ames Lab EPA List](#)).
5. Extremely hazardous substances
6. Flammable chemicals (flashpoint < 100°F) in quantities greater than 4 liters (1 gallon) in one room.
7. Perchloric or picric acid, peroxide-formers (see [Peroxide Forming Chemicals](#)).
8. Pyrophoric or explosive materials (see [Chemical Incompatibilities](#)).
9. Activities that generate potentially hazardous ambient air concentrations of nanoscale and other particulates, mists, fumes, vapors, or asphyxiates.
10. Generation of chemical, mixed, or radioactive waste (as defined by the Ames Laboratory Waste Management Program Manual).
11. Generation of new waste streams, or a > 20% increase in an existing waste stream.
12. Biological materials including human, plant or animal pathogens (see [Biohazardous Materials](#)).
13. Suspected and/or confirmed carcinogens (see [Carcinogenic Substances](#)).
14. Activities that involve the use of engineered nanoscale materials (< 100 nanometers).

B. Radiation Concerns

1. Radioactive materials, radiation sources.
2. Lasers (excludes laser printers and pointers).
3. Radio frequency (RF) or microwave generators (excluding personal microwave ovens) of greater than 10 watts average output power.
4. Ultraviolet radiation, which could expose personnel (e.g. arc welding, inductively coupled plasma, UV reactors, xenon lamps, etc.).
5. Generation of Radioactively contaminated waste as defined by the Ames Laboratory Waste Management Program Manual.
6. X-ray generating devices.

C. Electrical Concerns

1. Work with exposed electrical wiring or parts with voltages greater than 50 volts.
2. Work with stored energy systems (e.g. capacitor banks > 10 joules; station battery systems > 50 volts).
3. Voltage systems of greater than 600 volts.
4. Current systems of greater than 25 amps.

D. Environmental Concerns

1. Potential to release hazardous, radioactive materials or oil products (include oil filled equipment/containers with a capacity ≥55 gallons) to the sanitary or storm sewers, soil.
2. Potential for release of chemical, physical, radiological agents (Nanoscale and other particulates, fumes, mists, or vapors) to the air via hood or other exhaust system.
3. Transportation of hazardous or radioactive materials, including laboratory-to-laboratory and on-site or off-site.

E. Physical and Mechanical Concerns

1. Fabrication of major (large mass or volume) equipment, structural supports.
2. Work that is done in the proximity of floor openings or on elevated work platforms or scaffolds.
3. Activities that require use of safety eyewear, respirators and/or other forms of personal protective equipment (PPE).
4. Torch work, exposed source hot-work, or exposed heat sources (e.g. welding, soldering, arc welding, furnaces, etc.).
6. Rotating parts or pinch points.
7. Fluids or gases and pressure delivery systems, other than installed building utilities (> +/- 5 psig).
8. Pressure vessels, vacuum vessels, and glass systems (> +/-5 psig).
9. Use of hoists, cranes or rigging.
10. Cryogenic systems (including thermal and/or oxygen deficiency hazards).
11. Mechanical stored energy systems (e.g. flywheels, mechanical springs, etc.).
12. Electromagnetic systems.

F. Workplace Concerns

1. Confined space (as defined by Ames Laboratory ESH&A Program Manual, Section 5.18).
2. Activities that limit means of egress.
3. Temperature or humidity extremes.
4. Work which produces acute noise that interferes with normal conversation.
5. Activities that involve tasks of prolonged repetitive motion.
6. Activities that involve lifting/moving of 50 pounds, lifting from awkward positions, or pushing/pulling of heavy objects.
7. Activities involving additional sub-contractors

G. Other Concerns

Other: _____

Other: _____

Other: _____

Hazard Management Statements must be completed for each hazard identified in the checklist (See next page for an example).

SAMPLE MANAGEMENT STATEMENTS

Tuck-pointing Job

A3 “Chemicals requiring personnel medical monitoring (see Federally Regulated Hazards”).

Mortar will be used for tuck pointing and a sealant used after the tuck pointing.

- Hazard Communication Training is Required
- Material Safety Data Sheets (MSDSs) will be provided to Ames Laboratory for approval.
- Chemicals will be handled in accordance with the manufactures instructions.
- Chemical gloves will be used when handling sealant.

D3 “Transportation of hazardous or radioactive materials”

- Although not considered hazardous, all waste generated will be removed from the site and disposed of by contractor.

E3 “Work that requires the use of Personal Protective Equipment”

Cutting of lumber for braces

- safety glasses will be used
- hearing protection will be required when using saws
- hard hats will be used when work is performed under scaffolding

E2 “Work that is done in the proximity of floor openings or on elevated work platforms or scaffolding”

Frame scaffolds will be used.

- Scaffolding must be initially and daily during project.
- A competent person must be on-site at all times scaffolding is being used.
- The erectors and dismantlers of scaffolding must be trained on how to do so properly.

E9 “Use of hoists, cranes, or rigging.

A truck crane will be used to stage equipment and materials on roof.

- A competent person must be on-site when loads are being lifted.
- Pedestrian foot traffic in the area of the lift must be prohibited. Use barricades and caution tape to divert pedestrians. Also post someone to prevent foot traffic beyond barricades and tape.

Subcontractor JSA / Safety Briefing

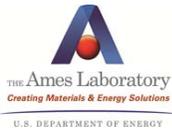
Part I: Host/Requestor/Project Manager to communicate the following:

- Everyone has the authority & responsibility to “Stop Work” if there is an immediate threat to safety, health or the protection of the environment.
- Employee Safety & Security Concerns Program – Ability to report non- immediate concerns (294-2153, safety@ameslab.gov, or G40TASF)
- Contractors are subject to fines and penalties under the DOE Office of Enforcement.
- General overview of Hazard Communication (if requested a HAZCOM video is available through Training Office)
- Chemical Inventories and Safety Data Sheets are available from ESH&A (if requested)
- Who to contact if there are questions
- Ames Laboratory Visitor Safety Guide (10200.001)

Part II: General / Site Orientation Training

The subcontractor Host/Requestor/Project Manager or ESH&A must hold an on-site orientation with all employees prior to work beginning. Check the appropriate items discussed.

- Work will be performed safely and in compliance with Local, State, and Federal regulations.
- Notify Ames Laboratory of injuries, environmental releases, property damage, etc.
- Personal Protective Equipment (PPE) as required (i.e., hard hats, safety glasses with side shields, foot protection, hand protection, hearing protection, respiratory protection, etc.).
- Fall protection required when working at heights above 6 feet.
- All tools and equipment must be inspected to ensure safety and compliance with OSHA.
- Hazards must be flagged / signs 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 / stairs in a clear safe manner.
- Orderly housekeeping shall be maintained.
- Explain the announcement system (Fire Alarm and Public Address System) and Emergency Procedures.
- Location of manual fire pulls within area.
- Location of portable fire extinguishers within area.
- Location of emergency showers and eye washes within area.
- Subcontractor must have their own first aid kit?
- All scrap debris must be surveyed for potential radioactive contamination by ESH&A (Health Physics Group)
- Smoking is prohibited on the Iowa State University Campus.
- Any other emergency awareness or area specific training, list below:



Part III: Job Specific Training

Hazard Management Statements (JSA) can be used to address the Job Specific Training (if necessary):

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

I have received the Ames Laboratory Visitors Safety Guide. I understand General / Site Orientation Training provided. I understand the Training as provided.

_____	_____
Subcontract Employee	Date
_____	_____
Subcontract Employee	Date
_____	_____
Subcontract Employee	Date
_____	_____
Subcontract Employee	Date
_____	_____
Subcontract Employee	Date
_____	_____
Subcontract Employee	Date
_____	_____
Subcontract Employee	Date
_____	_____
Subcontract Employee	Date

Comments: _____

Training provided by: _____ Date: _____

Post-Performance Guide

This guide can be used to evaluate the contractor. This is important to determine if they should be requested to perform future work. This guide is not a requirement but is strongly suggested.

This guide or other means (email, memo, or phone call) can be used to provide feedback.

Questions:	Yes	No
Was work performed safely?		
Was appropriate PPE worn?		
Was good housekeeping maintained?		
Were tools used properly?		
Did the contractor damage any Ames Lab property?		
Did the contractor dispose of materials properly?		
Did the contractor leave any waste?		
Did the contractor return supplied items to the Lab etc.)?		
Did the contractor put Ames Lab employees at risk?		
Did the contractor communicate in a professional manner?		
Would you use this contractor again?		

Comments: _____

ESH&A to forward information to Purchasing and Property Services.