

Appendix B

Site Safety and Health Plan

Section 3.2.4, Subcontractor Safety Plan,
from Document 2.5, Procured Services ES&H Program
of the *Environment, Safety, and Health Manual* (LLNL, 2007)

(Previously Submitted)

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Volume I

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Document 2.5 Procured Services ES&H Program

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2.5

Procured Services ES&H Program*

Contents

1.0 Introduction 1

 1.1 Exclusions 2

 1.2 Exceptions to the Insurance Requirements..... 3

 1.3 Worker Safety and Health 3

 1.3.1 Management Responsibility and Worker Rights..... 3

 1.3.2 Hazard Assessment and Prevention 3

 1.3.3 Health and Safety Standards..... 4

 1.3.4 Worker Functional Areas 4

2.0 Hazards..... 5

3.0 Controls..... 6

 3.1 Procured Services Work Sheet 6

 3.2 Onsite Procured Services (Nonconstruction) 7

 3.2.1 Purchase Order / Subcontracts 8

 3.2.2 Site Visit..... 9

 3.2.3 Task Identification Process List..... 9

 3.2.4 Subcontractor Safety Plan..... 9

 3.2.5 Review and Acceptance of Subcontractor ES&H Submittals 11

 3.2.6 Previously Submitted Subcontractor Safety Documentation 11

 3.2.7 Identification of LLNL-Specified Work Location Training and
Unique Standards for Subcontracted Activities 11

 3.2.8 Additional ES&H Documents, Permits, Approvals,
and Medical Surveillance..... 12

 3.2.9 ES&H Inspection Process 12

 3.2.10 Stop-Work Procedures 12

 3.2.11 Blanket Agreements 12

 3.2.12 Other Types of Contracts 13

 3.2.13 Services Provided by Other DOE Prime Contractors 14

 3.3 Onsite Procured Services (Construction)..... 14

 3.3.1 Construction Subcontracts 14

 3.3.2 The Project ISM Team..... 14

 3.3.3 ES&H Documentation for Construction Subcontracts 14

 3.3.4 Subcontractor's Corporate Safety Plan 15

 3.3.5 Subcontractor Post-Award Safety Submittals..... 15

 3.3.6 Task Identification Process List..... 15

 3.3.7 Project Specific Safety Plan 16

 3.3.8 Subcontractor ES&H Submittals for Task-Specific Projects..... 16

* Global and Minor Revision

- 3.3.9 LLNL Review and Acceptance of Subcontractor ES&H Submittals 16
- 3.3.10 ES&H Team Review of Subcontractor ES&H Submittals 17
- 3.3.11 Project ISM Team Interactions with Subcontractors for ES&H Submittals 17
- 3.3.12 Blanket Agreements (Streamlined New Acquisition Process Construction).... 19
- 3.4 Offsite Procured Services..... 19
- 3.5 Accidents, Incidents, Injury, and Illness Reporting Procedures 20
- 3.6 Emergency Subcontractor Work 20
- 3.7 Urgent Subcontractor Work..... 21
 - 3.7.1 Post-Emergency 21
 - 3.7.2 Equipment Breakdown 21
- 3.8 Disciplinary Action for Subcontract Workers 22
- 3.9 Subcontractor Worker Rights & Responsibilities 22
- 4.0 Responsibilities 22
 - 4.1 Authorizing Individual 23
 - 4.2 Responsible Individual 23
 - 4.3 Supply Chain Management Representative 24
 - 4.4 Hazards Control Department..... 24
 - 4.4.1 ES&H Team..... 24
 - 4.4.2 Hazards Control Department Design Review Associate 25
 - 4.5 Construction Project ISM Team 25
 - 4.6 Risk and Insurance Manager 25
 - 4.7 Facility Point of Contact..... 25
 - 4.8 Subcontractors 26
- 5.0 Work Standards 26
 - 5.1 Environment, Safety, Health, and Quality Standards 26
 - 5.2 Other References 26
- 6.0 References..... 26
- 7.0 Resources for More Information 27
 - 7.1 Contacts 27
 - 7.2 Lessons Learned..... 27
 - 7.3 Other Sources 27

Appendices

- Appendix A Acronyms..... 28
- Appendix B Procured-Services Work Sheet 31
- Appendix C Task Identification Process (TIP) List Services or Installation of Goods 32
- Appendix D Task Identification Process (TIP) List Construction..... 33
- Appendix E Offsite Procured Services 34
- Appendix F Safety Review Form 35
- Appendix G Emergency Procurement Authorization 39

Appendix H Urgent Procurement Request..... 40

Tables

Table 1. Examples of subcontractor submittals requiring ES&H review. 10
Table 2. ES&H documents for construction subcontracts..... 15
Table E-1. Does LLNL have management responsibility for work performed by an LLNL contractor at an offsite location? 34

Figure

Figure 1. ES&H document preparation and review process of procured services..... 8

2.5

Procured Services ES&H Program

1.0 Introduction

This Environment, Safety, and Health (ES&H) document describes the Procured Services ES&H Program at Lawrence Livermore National Laboratory (LLNL). This program manages subcontractors who provide construction services and install or set up goods and industrial services, such as equipment installation, repair, calibration, testing, road paving, and tree removal. The Procured Services ES&H Program extends the LLNL Integrated Safety Management System (ISMS) to LLNL subcontractors.

To ensure LLNL's commitment to safety and stewardship of the environment, LLNL extends Integrated Safety Management (ISM) to its service subcontractors, lower-tier service subcontractors, and their employees. Additionally, subcontracts shall incorporate ES&H requirements that shall flow down to the lower-tier subcontractors. The subcontractors are responsible for the flow down of ES&H requirements to their lower-tier subcontractors and the ES&H interactions with them. See [Document 42.1](#), "Management of Facility Design and Construction," in the *ES&H Manual* for more background on contractual flow downs.

Subcontractors are not LLNL employees, and therefore they do not follow LLNL policies and procedures unless the policies and procedures are contractual requirements stated in the subcontracts. The Procured-Services Work Sheet (PWS) is a key element in identifying hazards for procured services work and placing the appropriate controls in the subcontract. See [Section 3.1](#) for more information about the PWS.

This document provides an overview of what subcontractors need to do to comply with the program. The information is intended to help LLNL organizations fulfill their responsibilities, but it is not intended to guide subcontractors. Although LLNL administers the program and performs various tasks to ensure subcontractor safety, subcontractors are responsible for the safety of their employees and shall have their own programs to do so.

This document applies to all LLNL Authorizing Organizations (AOs) that purchase construction services, installed goods, or industrial services using:

- Subcontracts, purchase orders, and blanket agreements issued by the Supply Chain Management Department.
- Releases against blanket agreements or credit card transactions issued by a Technical Release Representative (TRR).

Procured services covered by this document fall into three categories:

1. Onsite procured services not involving construction.
2. Onsite procured services involving construction.
3. Offsite procured services.

A separate ES&H program applies to aviation service contracts as described in *Lawrence Livermore National Laboratory Aviation* located at the following intranet address:

https://esh-int.llnl.gov/policies/aviation_policy_2000.pdf

See [Appendix A](#) for a list of acronyms used in this document.

1.1 Exclusions

If a procured service activity meets certain conditions, ES&H contractual documentation is not required. To meet the conditions, the procured service activity shall be:

- Noncomplex and nonhazardous, as cited in Contract Number DE-AC52-07NA27344.
- Performed in a work location where only negligible hazards exist.

If upon review of a procured service activity, the LLNL ES&H Team and the LLNL Risk and Insurance Manager determine that the activity is not complex or hazardous, then the Supply Chain Management Department lists the activity on the [Designated Commercial Services List](#). Activities on this list do not require a written subcontractor insurance provision. If a subcontractor performs a procured service activity on the Designated Commercial Services List where only negligible hazards are present, then the activity does not require any further Responsible Individual (RI) review or ES&H documentation.

Examples of the services on the Designated Commercial Services List include:

- Computer repair.
- Installation of small desktop workstations.
- Copy machine repair.
- Copy machine maintenance.
- Parcel delivery services.
- Training.

The Supply Chain Management Department maintains the Designated Commercial Services List and updates it after receiving appropriate approvals. Contact the Supply Chain Management Department for additions to the list.

1.2 Exceptions to the Insurance Requirements

Subcontractors are required to carry insurance to work within LLNL nuclear facilities or any LLNL work area that generates airborne beryllium, as indicated in [LLNL Chronic Beryllium Disease Prevention Program \(CBDPP\) Implementation of 10CFR 850](#).

Exceptions to the insurance requirement can occur if the:

- Appropriate ES&H Team Leader and the Risk and Insurance Manager concur.
- Work is noncomplex.
- Negligible hazards are present at the work location.

Exceptions shall include a copy of the documentation for the TRR.

1.3 Worker Safety and Health

LLNL must comply with 10 CFR 851, DOE's Worker Safety and Health Program. This program applies to all work done at LLNL by LLNL employees, as well as by subcontractors and their lower-tier subcontractors. The primary elements of 10 CFR 851 are management responsibilities, worker rights, hazard assessment and prevention, health and safety standards, and worker functional areas. Compliance with 10 CFR 851 at LLNL is addressed in LLNL's [Worker Safety and Health Program](#). Material in this section and elsewhere throughout this document specifically defines how the requirements of 10 CFR 851 are implemented by subcontractors. For general flow-down methodology for design and construction subcontracts, see [Document 42.1](#), especially Section 3.0.

1.3.1 Management Responsibility and Worker Rights

When working at LLNL, the subcontractor's management and workers have specific rights and responsibilities under 10 CFR 851 that must be ensured. These rights and responsibilities under 10 CFR 851 are specified in the subcontract. See LLNL Facilities Specification Section 01200 for construction subcontracts, and the ES&H Special Provisions (Level 2) and ES&H Special Provisions (Level 3) for other subcontracts for procured services. Also see [Sections 3.2.4 and 3.3.3 to 3.3.8](#) of this document for subcontractor submittals that support management and worker rights and responsibilities.

1.3.2 Hazard Assessment and Prevention

Hazard analysis is conducted by LLNL and the subcontractor. LLNL assesses local hazards and hazards associated with subcontractor work activities via the PWS process. The subcontractor collaborates in this activity by reviewing the PWS' hazards list and submitting a Task Identification Process (TIP) list or a site specific safety plan (or both) that addresses LLNL's identified hazards, adds any other work-related hazards that LLNL may not have identified, and describes measures to control the identified hazards. Hazard control provisions are addressed in the safety plan and/or TIP list and in the specifications, and the subcontractor must observe them in performing work. LLNL ensures hazard controls are followed through subcontract management and inspection, as well as ES&H oversight where applicable. For construction

work, activity level hazard identification and awareness is implemented on a day-to-day basis by the pre-task hazard analysis process, see [Sections 3.2 and 3.3](#). For a more general treatment of design and construction subcontracts, see [Document 42.1](#), Section 4.0. Also see LLNL Facilities Specification Section 01200 for construction subcontracts, and the ES&H Special Provisions (Level 2) and ES&H Special Provisions (Level 3) for other subcontracts for procured services.

1.3.3 Health and Safety Standards

10 CFR 851 incorporates several health and safety codes and standards as requirements by reference. These requirements are passed on to the subcontractor in the subcontract as applicable. See LLNL Facilities Specification Sections 01085 and 01200 for construction subcontracts, and the ES&H Special Provisions (Level 2) and ES&H Special Provisions (Level 3) for other subcontracts for procured services.

1.3.4 Worker Functional Areas

10 CFR 851 identifies several functional areas in which special health and safety provisions apply. These areas are as follows:

Construction Safety – Hazard analyses for construction safety are prepared by LLNL and the subcontractor ([Section 1.3.2](#)). Requirements for worker understanding and acknowledgement of identified hazards, designated subcontractor safety representatives, and worker reporting of unanticipated hazards are given in the subcontract. See LLNL Facilities Specification Section 01200 for construction subcontracts, and the ES&H Special Provisions (Level 2) and ES&H Special Provisions (Level 3) for other subcontracts for procured services. Requirements for subcontractor safety plans are also given in the subcontract, and are put forth in more detail in [Sections 3.3.3 to 3.3.8](#).

Fire Protection – Facility and site-wide fire protection features are part of LLNL's Fire Protection Program, described in [Document 22.5](#), "Fire," in the *ES&H Manual*. A fire hazard analysis is required for any substantial new facility design in accordance with DOE O 420. Applicable fire codes and standards for design and construction are specified in the LLNL Facilities Specification and the LLNL Master Design Criteria, and for other subcontracts for procured services in the ES&H Special Provisions.

Pressure Safety – Design standards for pressure piping and vessels cited in 10 CFR 851 are cited in subcontracts, where applicable, via the LLNL Master Design Criteria, the LLNL Facility Specification, and the ES&H Special Provisions.

Electrical Safety – Electrical safety requirements in subcontracts, including the use of National Fire Protection Association (NFPA) 70E, are given in LLNL Facilities Specification Section 01200 and numerous other technical sections, and in the ES&H Special Provisions.

Explosives, Firearms, and Biological Safety – LLNL implements comprehensive safety programs for these hazard areas in conformance to 10 CFR 851. Special subcontractor requirements are conveyed in the subcontract. See LLNL Facilities Specification Sections 01200 and 01210 for construction subcontracts, ES&H Special Provisions (Level 2) and ES&H

Special Provisions (Level 3) for other procured services subcontracts, as well as subcontract-specific technical requirements.

Industrial Hygiene – LLNL implements a comprehensive industrial hygiene program in conformance to 10 CFR 851. Subcontractor requirements for monitoring, threshold limit values, and personnel protective equipment are conveyed in the subcontract. See LLNL Facilities Specification Sections 01085 and 01200 for construction subcontracts, and ES&H Special Provisions (Level 2) and ES&H Special Provisions (Level 3) for other procured services subcontracts.

Occupational Medicine – LLNL implements a comprehensive occupational medicine program in conformance to 10 CFR 851. Subcontractors shall provide comprehensive occupational medicine services to workers as necessary, in compliance with applicable laws and regulations. LLNL reserves the right to direct, and to review and approve the specific occupational medicine services provided by the subcontractor. See LLNL Facilities Specification Section 01200 for construction subcontracts, and ES&H Special Provisions (Level 2) and ES&H Special Provisions (Level 3) for other procured services subcontracts.

Motor Vehicle Safety – LLNL implements a comprehensive motor vehicle safety program in conformance to 10 CFR 851. Subcontractor requirements for special training, certification, and licensing are identified during hazard assessment and conveyed in the PWS, TIP list, and site-specific safety plan. For construction subcontracts, general motor vehicle safety and awareness is covered in subcontractor safety briefings at the start of each project. See LLNL Facilities Specification Section 01200 for construction subcontracts and ES&H Special Provisions (Level 2) and ES&H Special Provisions (Level 3) for other procured services subcontracts.

2.0 Hazards

A broad range of hazards is associated with construction, installed goods, and industrial services subcontracts. Depending on the type of subcontract, these hazards may include energy sources such as electricity, motion, gravity mass, chemicals, heat, radiation and pressure. See [Document 3.1](#), “Nonnuclear Safety Basis Program,” in the *ES&H Manual* for more information about hazards.

Prior to proceeding with any work activity, the RI and subcontractor shall identify hazards and implement controls. The RI and subcontractor are responsible for identifying the hazards associated with the planned work and implementing the agreed-upon controls prior to the start of work.

3.0 Controls

LLNL's Procured Services ES&H Program promotes the safety of LLNL and subcontractor employees. LLNL also uses work permits in some situations and stop-work procedures to control the hazards associated with procured services. Procured services include:

- Construction services.
- Repairs.
- Orders for installed goods involving industrial-type activities (e.g., delivery, electrical and mechanical installation, or calibration and testing of purchased equipment by the vendor or subcontractor).
- Contracted services performed at facilities not managed by the seller.

These controls do not apply to supplemental labor-type contracts that come under the institutional ES&H controls, nor do they apply when purchasing goods without a service component.

LLNL's Procured Services ES&H Program describes a process that identifies potential hazards prior to performing the work and ensures that appropriate controls are applied. The program addresses the identification, documentation, review, acceptance, and inspection of hazards and provides controls to promote subcontractor safety. As appropriate, subcontractors shall submit ES&H documentation in accordance with this program before beginning work. LLNL reviews the subcontractor's safety documentation to ensure that the subcontractor's safety management system conforms to LLNL's ISM requirements.

Subcontractors at any tier, that have responsibilities for performing work at a DOE site in furtherance of a DOE mission, are required to comply with the requirements of 10 CFR 851. Specific requirements will be determined by hazard analysis and the work activity.

They must have a written worker safety and health program, and the scope of the subcontractors' worker safety and health program should be tailored to the hazard and complexity of their work.

3.1 Procured-Services Work Sheet (PWS)

The PWS:

- Identifies the location of the planned work activity.
- Describes the scope of the planned work activity.
- Describes the potential work location hazards.

This ES&H information is supplied and reviewed by the RI, the ES&H Team Leader, the Facility Point of Contact (FPOC), the Authorizing Individual (AI), and the subcontractor prior to commencing work. The RI supplies, the ES&H Team Leader and FPOC review, and the AI

approves the ES&H information to ensure the subcontractor employees and RIs are aware of the controls prescribed to address the identified hazards.

A PWS shall accompany every procured service subcontract not excluded by the provisions of [Section 1.1](#). See [Sections 3.2.2](#) and [3.3.2](#) for information about blanket agreements and Streamlined New Acquisition Process (SNAP) master task agreements.

The organization requesting a subcontract for work shall evaluate the planned subcontract work using the PWS process as described in the *ES&H Manual*. The appropriate ES&H Team assists the requesting organization.

See [Appendix B](#) for a copy of the PWS form.

3.2 Onsite Procured Services (Nonconstruction)

A graded approach for identifying and communicating potential operational and work location hazards is the basis of LLNL's documentation for nonconstruction procured. The process ensures that the subcontractor, subcontractor employees, and AO are appropriately aware of the identified hazards as they plan work activities.

[Figure 1](#) illustrates the decision-making process to determine the appropriate level of ES&H documentation and the individuals who decide the level of documentation and review its adequacy.

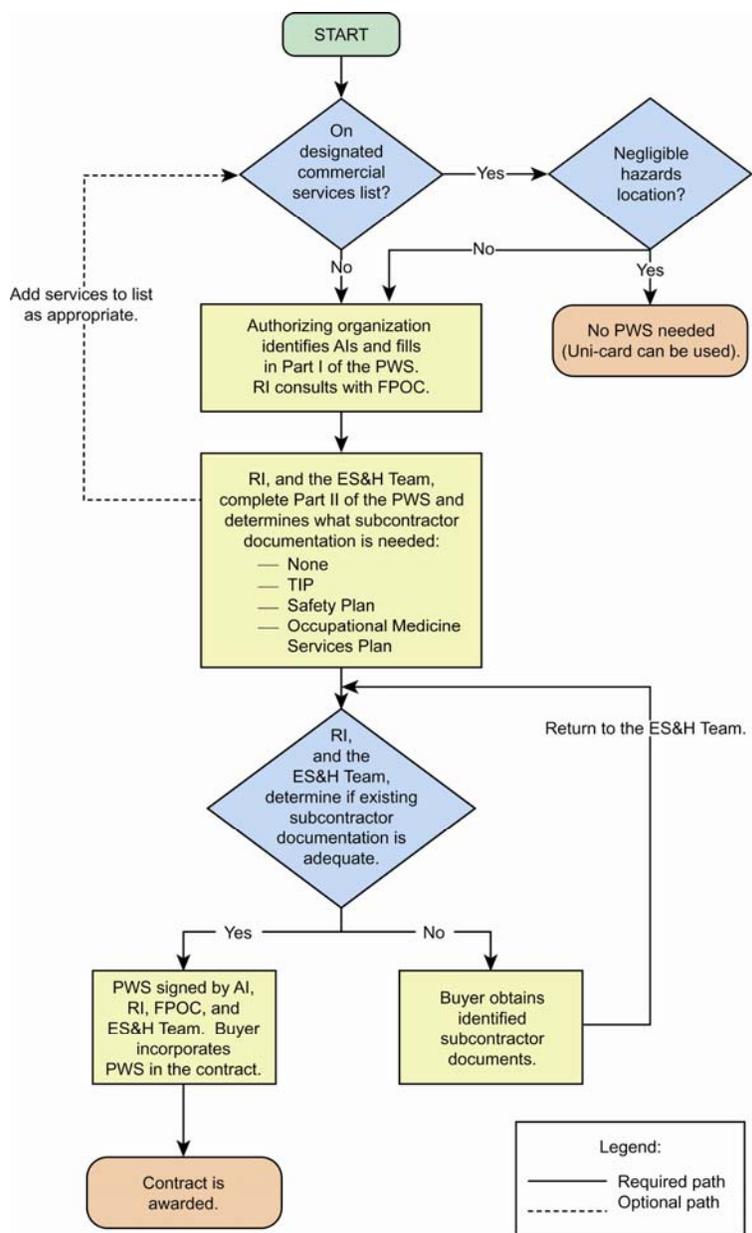


Figure 1. ES&H document preparation and review process of procured services.

3.2.1 Purchase Order / Subcontracts

The RI, in consultation with an ES&H specialist (ES&H Team or designee), reviews each procured service activity that requires a PWS. The subcontracted service, the hazards at the work location, and the actions taken to mitigate the hazards are the basis of the review. After the review, the RI consults with an ES&H specialist (ES&H Team or designee) to determine whether a TIP List or a Safety Plan (SP) is required for the PWS. The process verifies that the subcontractor’s safety procedures conform to LLNL ES&H requirements. The subcontractor’s safety procedures shall conform to LLNL ES&H requirements before subcontracted work begins at an LLNL-owned or LLNL-managed facility.

3.2.2 Site Visit

The RI, Supply Chain Management Representative, and the ES&H Team determines whether there is need for a site visit and may request that one be held before the start of onsite work. The site visit provides an opportunity for potential subcontractors to become familiar with the project site and review the job scope, PWS, and other factors that may affect bids and SPs for a particular project. The RI coordinates the site visit and invites all individuals involved in the procurement process.

3.2.3 Task Identification Process List

The use of a generic or tailored TIP List facilitates any necessary subcontractor interaction on the development of hazards, environmental aspects, and controls. The TIP List is a questionnaire completed by the subcontractor listing typical hazards and concerns common to various work activities. Sample TIP Lists are included in [Appendix C](#) and [Appendix D](#). The RI may edit the sample TIP List; however, if the RI edits the TIP List, the ES&H Team shall review the TIP List to ensure that it still covers anticipated hazards.

3.2.4 Subcontractor Safety Plan

A written subcontractor SP is required for any complex or hazardous onsite work activity. See [Document 2.2](#), "Managing ES&H for LLNL Work," in the *ES&H Manual* for an example of a work activity requiring an SP. The subcontractor's SP shall include:

- Descriptions of the planned work activity.
- Safety measures required for the project.
- Controls for the general hazards associated with the work.
- A description of the subcontractor's occupational medicine program that shall comply with the requirements of 10 CFR 851 for individuals on site 30 days or more in a year.
- Subcontractors at any tier, that have responsibilities for performing work at a DOE site in furtherance of a DOE mission, are required to comply with the requirements of 10 CFR 851. Specific requirements will be determined by hazard analysis and the work activity.
- They must have a written 10 CFR 851 worker safety and health program, and the scope of the subcontractors' worker safety and health program should be tailored to the hazard and complexity of their work.

The ES&H Team shall assure that the subcontractor's plans conform to applicable Lawrence Livermore National Security, LLC (LLNS) contractual requirements, U.S. Department of Energy (DOE) requirements, and Occupational Safety and Health Administration (OSHA) requirements.

If the work performed involves a safety-significant disruption of normal activities in a facility, a subcontractor SP may be required at the discretion of the RI or the ES&H Team (or designee). If the project involves significant disruption of normal activities or significant facility preparation for the subcontracted activity, the FPOC shall review the SP for facility interface concerns and

issues. Upon request, subcontractors may prepare certain job-specific submittals (e.g., an asbestos work plan or lockout and tagout procedure) for review by the RI and the ES&H Team. Preparation of certain job-specific submittals is in addition to the TIP List.

Table 1 gives an example of job-specific subcontractor submittals requiring ES&H review.

Table 1. Examples of subcontractor submittals requiring ES&H review.

Fire Protection
<ul style="list-style-type: none"> • Any submittals for testing or servicing of fire protection systems and alarm systems
Industrial Safety
<ul style="list-style-type: none"> • Fall protection plans • Scaffolding plans • Trenching or shoring plans • Lockout and tagout procedures
Industrial Hygiene
<ul style="list-style-type: none"> • Confined space entry plans • Asbestos work plans • Generation of airborne toxics (e.g., beryllium) • Lead work plans • Respiratory protection programs • Ventilation plans • Any work plans and Material Safety Data Sheets (MSDSs) involving chemical use (e.g., solvents, paints, epoxies, adhesives, or binders) • Personal protective equipment programs
Health Physics
<ul style="list-style-type: none"> • Work plans involving any use of radioactive materials or radiation generating devices or work within an LLNL nuclear facility
Environmental Protection
<ul style="list-style-type: none"> • Work plans involving wash down, spill prevention or response, or release of water or liquids to the ground (i.e., storm drains) or sanitary sewer • Work plans that may involve unscheduled or unapproved disturbance or removal of soil • Any work plan involving the release of chemicals or particulates to the air • Any work plan with activities that may lead to the generation of hazardous waste, resulting in the subcontractor’s responsibility for handling and disposing of the waste
Occupational Medicine
<ul style="list-style-type: none"> • A description of the subcontractor’s occupational medicine program that shall comply with the requirements of 10 CFR 851 for individuals on site 30 days or more in a year

3.2.5 Review and Acceptance of Subcontractor ES&H Submittals

When appropriate, the contract shall include TIP Lists, subcontractor SPs, job-specific submittals, and PWSs. The Supply Chain Management Representative obtains these submittals as appropriate, and forwards them to the RI and to the design review associate for the Hazards Control Department (HCD).

The design review associate for HCD coordinates the ES&H review of subcontractor submittals by evaluating, distributing, and tracking the submittals. The appropriate ES&H Team reviews the proposed work methods for compliance with applicable regulations and standards and evaluates related hazard mitigation actions. The ES&H Team Leader and RI shall concur with the subcontractor ES&H submittals prior to the work commencing. Written comments from either the ES&H Team or RI shall be resolved in writing by the subcontractor.

Subcontractors should provide the required ES&H submittals promptly to avoid potential delays in procuring services. The Supply Chain Management Representative and ES&H Team shall work with subcontractors who have provided deficient safety submittals. The subcontractor shall resubmit revised ES&H documentation for review and acceptance as outlined above. After receiving notice to proceed, the ES&H Team archives a copy of the approved subcontractor safety submittals.

Once the ES&H Team and RI accept the submittal package, the subcontractor shall implement the controls specified by the ES&H review.

3.2.6 Previously Submitted Subcontractor Safety Documentation

To verify a subcontractor's safety procedures, a subcontractor may use safety documentation previously submitted for a different service if the:

- ES&H Team (or designee) determines that the prior service is similar to the current activity.
- Documentation is sufficiently current.

The ES&H Team (or designee) shall indicate the title and date of approved subcontractor safety documents on the PWS for incorporation in the subcontract. The HCD in the ES&H Electronic Library maintains an electronic database of previously-approved subcontractor safety submittals. The submittals are available at the following intranet address:

https://esh-int.llnl.gov/esh_library/

3.2.7 Identification of LLNL-Specified Work Location Training and Unique Standards for Subcontracted Activities

As part of the review for procured service activities, the ES&H Team (or designee) shall identify whether:

- The subcontractor needs to complete any LLNL-specific training for the work location before beginning work.

- LLNL requires compliance with any standards in addition to those standards normally followed by industry (e.g., industry OSHA requirements).

3.2.8 Additional ES&H Documents, Permits, Approvals, and Medical Surveillance

Depending on the activity, the RI (with ES&H Team support) may require additional controls, permits, approvals, or medical surveillance specified in the PWS. The AI shall ensure completion of all permits, approvals, and medical surveillances before permitting work to commence.

3.2.9 ES&H Inspection Process

The RI shall inspect work sites routinely to evaluate the subcontractor's performance. The evaluation is based on the:

- Risk of the work.
- Subcontractor's ES&H submittals.
- Subcontractor's compliance with LLNL, California, DOE, and OSHA requirements.

During routine site inspections, LLNL employees may discuss site conditions and hazards with subcontractor personnel. If the discussions suggest any conflict with or change to the subcontract, the LLNL employee shall immediately refer the matter to the RI, ES&H Team Leader, or the Supply Chain Management Representative.

3.2.10 Stop-Work Procedures

A stop work order should only be issued by the authorized LLNS Representative for the subcontract. This will normally be the RI. However, upon observing an imminent danger situation, any LLNL employee, supplemental labor employee, or contractor providing support to or operating an LLNL facility shall contact subcontractor personnel directly to stop work activities and notify the RI accordingly. See [Document 2.1](#) for more information on stop-work procedures.

Informal work interventions to correct minor conditions (e.g., to remind subcontractor employees to put on their hard hats or safety glasses) are not subject to the formal notification requirements of this section.

3.2.11 Blanket Agreements

Use of blanket agreements to cover widely used procured services helps minimize duplication of operational, ES&H, and procurement documentation. RIs should check the Supply Chain Management Home page to determine whether the service needed is obtainable under a blanket agreement. The Supply Chain Management Home page (TRR reference lists) lists current blanket agreements and their approved areas and organizations. The Supply Chain Management Home page is available at the following intranet address:

<https://supplychain-int.llnl.gov/proc.html>

In general, the minimum activity criterion for establishing a blanket agreement is 25 transactions per year. However, if a program has fewer than 25 transactions a year, it may still establish a blanket agreement if payment of an additional Material Processing Charge (MPC) is met. The Supply Chain Management Department advertises new blanket agreements online and determines through TRRs whether other organizations are interested in subscribing.

The ES&H controls for setting up a blanket agreement are the same as those for other procured services. The key difference in the use of blanket agreements, as compared to subcontracts, is the need to subscribe to the blanket agreement to obtain services. Once the subcontractor receives notification about the approved blanket agreement, the subcontractor work may begin. The assigned Supply Chain Management Representative becomes the Point of Contact (POC) for information about adding organizations. Only authorized TRRs who have subscribed to the blanket agreement may make releases against that order. The Supply Chain Management Representative maintains a list of authorized users for each blanket agreement in the Supply Chain Management Department's Procurement and Receiving Information System (PARIS). The list contains a link to the Total On-Line Purchasing System (TOPS).

An RI interested in subscribing to a blanket agreement shall complete a PWS that includes the location-specific hazards affecting the procured services. After appropriate review and signing of the PWS, the Supply Chain Management Department issues modifications to the blanket agreement. This process provides a safe service work environment for subcontractor personnel and adjacent LLNL activities.

When authorized under the terms and conditions of the blanket agreement, use the Unicard as a payment mechanism for services procured under a blanket agreement.

3.2.12 Other Types of Contracts

Use a variation of the processes and steps listed above for:

- Consultants.
- Supplemental Labor.
- Memorandum Purchase Orders (MPOs).

Use these types of subcontracts (and others) for people to work onsite as part of the regular workforce for LLNL operations. In such cases, the workers work under existing LLNL Integration Work Sheets (IWSs), SPs, Superblock work control documents, and other safety documents and requirements, as applicable. The RI shall prepare a PWS and list the LLNL ES&H control documents that govern the subcontracted activity in the "Subcontractor ES&H Documentation" section of the PWS. The LLNL ES&H control documents take the place of any required subcontractor-submitted TIP List or SP.

Before permitting work to commence, the RI ensures that subcontractor employees have reviewed and are familiar with the LLNL ES&H control documents listed on the PWS.

Upon modification of any LLNL ES&H control document, the RI is responsible for:

- Notifying the Supply Chain Management Department of the changes to incorporate into the subcontract.
- Providing a copy of the changes to the subcontractor employees.

3.2.13 Services Provided by Other DOE Prime Contractors

LLNL shall treat employees of other DOE prime contractors with approved ISMS who are performing work at LLNL, as LLNL employees with respect to ES&H. DOE prime contractors are required to satisfy all Laboratory ES&H requirements specified in this document.

3.3 Onsite Procured Services (Construction)

This section provides information on the documentation and procedures that are required for construction subcontracts.

3.3.1 Construction Subcontracts

Construction subcontracts are part of a formal project plan with schedules, budgets, and well-defined roles and responsibilities. See ES&H [Document 42.1](#) for more information about construction subcontracts.

Refrain from invoking the *ES&H Manual*, written only for LLNL employees, in construction subcontracts. Convey ES&H requirements for construction subcontractors through the LLNL Facilities Specification and other portions of the construction subcontract.

3.3.2 The Project ISM Team

Each construction project shall have a Project ISM Team. The Project ISM Team shall consist of the Construction Manager (CM) [or Directorate Project Coordinator (DPC) for directorate-managed projects], the Supply Chain Management Representative, the appropriate ES&H Team Leader(s) or designee, and the FPOC. Decision-making authority for the team shall rest with the representative of the organization having line authority for construction. For Plant Engineering Department (PE) projects, the decision-making authority will be the CM. For directorate construction projects, the decision-making authority will be the DPC.

The Project ISM Team is responsible for reviewing all ES&H documentation, as shown in [Table 2](#) below.

3.3.3 ES&H Documentation for Construction Subcontracts

[Table 2](#) lists the ES&H documents required for construction subcontract work:

The following sections provide specific descriptions of each document. All projects require that the subcontractor prepare and submit a corporate SP, and most projects require a TIP List. The subcontractor prepares the TIP List in response to LLNL's hazard assessment, as defined by the PWS. LLNL's determination of the project's hazard assessment determines whether project-specific or task-specific SPs are also necessary. The Project ISM Team may accept the subcontractor's corporate SP, in lieu of PSSP, if all Project ISM team members concur that this

would be prudent. To address inadequacies in the corporate SP relative to the project, the subcontractor may be required to submit project specific or task specific SPs. The combination of all of the documents will constitute compliance with elements of ISMS.

The subcontractors must also provide a description of the comprehensive occupational medicine services for workers on site 30 days or more in a year in compliance with 10 CFR 851.

The subcontractors are required to have a written worker safety and health program, the scope of the subcontractors' worker safety and health program should be determined by hazard analysis and the work activity.

Table 2. ES&H documents for construction subcontracts.

Document	Responsibility	Requirement	Time frame
Occupational Medicine Plan	Subcontractor	Projects with Workers on site >30 days	Post award, prior to job start
PWS	LLNL (requester)	All projects	Pre-bid
Subcontractor Corporate Safety Plan	Subcontractor	All projects	Post award, prior to job start
Subcontractor Post-Award Safety Submittals			
• TIP List	Subcontractor	All projects	Post-award, prior to job start
• Project Specific Safety Plan (PSSP)	Subcontractor	See "Project Specific Safety Plan" section	Post-award, prior to job start
• Task-Specific Safety Plan	Subcontractor	When indicated by tasks involved in work scope	Post-award, prior to job start

3.3.4 Subcontractor's Corporate Safety Plan

Prospective subcontractors are required to submit a copy of the firm's corporate SP [also referred to as the Injury and Illness Prevention Plan (IIPP)]. The Project ISM Team will evaluate the corporate plan based on its knowledge of the construction-related hazards of the project. The Project ISM Team will also evaluate LLNL or site-specific hazards depicted in the project-specific hazard list. The sufficiency of the corporate plan, along with the subcontractor's safety record and other relevant information, will be part of the criteria used to prequalify subcontractors for subsequent bidding.

3.3.5 Subcontractor Post-Award Safety Submittals

Post-award submittals include the TIP List and, if required, the PSSP and any task-specific SP. Subcontractors should be encouraged to provide the required ES&H submittals in a timely way to avoid potential project delays.

3.3.6 Task Identification Process List

Subcontractors may be required to complete a TIP List for all projects. See [Section 3.2.1](#).

3.3.7 Project Specific Safety Plan

In addition to the subcontractor's corporate SP (e.g., IIPP, Accident and Fire Prevention Plan, or Company Safety Policy), a brief written PSSP may be required by the Project ISM Team. See the Project ISM Team information earlier in this section.

The subcontractor shall provide the ES&H submittals to the CM for Project ISM Team review and acceptance. The Project ISM Team shall review the SPs and project work plans for operational and technical accuracy and completeness. Following review of the documents, the Project ISM Team may request additional ES&H submittals (e.g., an asbestos work plan) from the subcontractor.

This subcontractor's safety plan shall include the designation of their individual responsible for the on-site implementation of the plan, qualifications for that individual, and the list of activities requiring hazard analysis and controls.

3.3.8 Subcontractor ES&H Submittals for Task-Specific Projects

The Project ISM Team may request that subcontractors prepare certain task-specific submittals for the Project ISM Team review (e.g., asbestos work plan or a steel erection plan) in addition to the PSSP, TIP List, and corporate SP. [Table 1](#), in [Section 3.2.4](#), provides examples of task-specific subcontractor submittals requiring ES&H review.

3.3.9 LLNL Review and Acceptance of Subcontractor ES&H Submittals

The CM (or DPC for minor remodel jobs) coordinates the Project ISM team review of subcontractor submittals by distributing and tracking them. The Project ISM team reviews the proposed construction methods for compliance with applicable regulations and standards and evaluates related hazard mitigation measures.

All Project ISM team review of subcontractor ES&H submittals shall take place within the time allotted for such review in the project schedule. If a conflict exists within the Project ISM team that cannot be resolved within the allotted time, the Project ISM team shall refer the conflict to the appropriate level of management for resolution.

The Project ISM team shall review and provide written comments on the PSSP, the TIP List, and any task-specific SPs identified in the specifications. All Project ISM team comments shall be satisfactorily resolved in writing before the phase of work related to the comments can begin.

Subcontractors (or affiliated lower-tier subcontractors) shall only begin work after the:

- CM or DPC receive written concurrence of Project ISM Team members.
- CM or DPC provide written acceptance of the corporate SP, site-specific SP, and TIP List.

Upon acceptance, the Supply Chain Management Representative may issue the notice to proceed.

For PE projects, retain completed review documents and comment sheets as project records, in accordance with the *Work Management Plan for Project Reviews in Plant Engineering*. For directorate-managed jobs that have no PE involvement, retain all completed review documents and comment sheets in the HCD project review files.

3.3.10 ES&H Team Review of Subcontractor ES&H Submittals

As a member of the Project ISM Team, the ES&H Team Leader or designee ensures that all construction projects receive an adequate ES&H Team review. The ES&H Team Leader ensures that ES&H Team 4 reviews appropriate construction-safety issues and the appropriate area team reviews facility-specific issues. This review process is coordinated through the HCD Design Review Associate.

The HCD Design Review Associate coordinates the ES&H review of subcontractor submittals by evaluating, distributing, and tracking them.

The ES&H Team shall review and provide written comments on the PSSP, the TIP List, task-specific submittals, and any other requested ES&H submittals for construction projects. The appropriate ES&H Team disciplines review the proposed construction methods for compliance with applicable regulations and standards and evaluate related hazard mitigation measures. All ES&H comments shall be resolved in writing to the reviewing ES&H Team Leader's satisfaction before the Team Leader will provide written concurrence to the ISM Project Team.

Note: HCD practices govern a particular project supported by the designation of the ES&H Team. Contact the area ES&H Team Leader for more details.

3.3.11 Project ISM Team Interactions with Subcontractors for ES&H Submittals

This section provides information about elements required for Project ISM Team interactions with subcontractors.

Site Visit. Companies who have prequalified for a construction project conduct the site visit, and the CM or DPC and the Supply Chain Management Representative lead the visit. All members of the Project ISM team can participate in the site visit. The purpose of the site visit is to provide the potential subcontractors an opportunity to:

- Become familiarized with the project site.
- Review the job scope.
- Review the project-specific hazards list.
- Review any other factors that may affect bids on a particular project.

Pre-Start Safety Meeting. LLNL shall sponsor a pre-start safety meeting immediately after the subcontract award and prior to receipt of the ES&H submittals. The CM or DPC schedule the pre-start meeting to include all members of the Project ISM Team. The review includes a general overview of the construction work practices that the subcontractor plans to use in

executing the construction project. The subcontractor's attendees at the walk-through should include the:

- Subcontractor's superintendent.
- Subcontractor's manager responsible for the subcontractor's SP (if different from the superintendent).
- Subcontractor's principal supervisors.
- Corresponding individuals from major lower-tier subcontractors (if deemed necessary by the subcontractor).

The subcontractor shall use the findings of the walkthrough (along with the information already contained in the PWS) in preparing the ES&H submittals.

Inspection of Subcontractor ES&H Performance. The subcontractor shall implement the controls outlined in the project safety submittals. LLNL personnel oversee the construction project and verify that the controls are in place and followed. The PE CM, construction inspector, and ES&H Team construction safety engineer routinely inspect construction work sites to ensure that the subcontractor adheres to the PSSP and complies with LLNL, DOE, and OSHA requirements.

During routine site inspections, ES&H Team personnel (see [Section 4](#)) may discuss site conditions and hazards with subcontractor personnel. They may not direct subcontractor actions except to stop work in imminent hazard situations. If the discussions suggest any conflict with or change to the subcontract, the ES&H Team member shall immediately refer the matter to the CM, unless the CM has delegated such authority to the construction inspector.

The CM and subcontractor shall complete a Safety Review Form for every job (see [Appendix F](#)). Use this form to record safely performed jobs as well as safety violations. Instructions on using and routing the form are contained on the last page of the form. The Safety Review Form is available from the PE Construction Management and Inspection Group.

The safety inspection process provides a mechanism for evaluating and tracking a subcontractor's ES&H management performance. It also can be used to identify ES&H violations (and violation trends) encountered on construction projects.

Stop-Work Procedures. For Purchase Order (PO) construction work, a stop-work order should only be issued by the CM (or designee), who is the authorized LLNS representative for the subcontract.

Upon observing an imminent danger situation, any LLNL employee, supplemental labor employee, or contractor providing support to or operating an LLNL facility shall contact subcontractor personnel directly to stop work activities and notify the CM accordingly. See [Document 2.1](#) for more information on stop-work procedures.

If the CM (or designee) believes inadequately managed or maintained work areas or work practices exist, the CM may issue a stop-work order for a portion of the work area or for the entire work area. Inadequately managed or maintained work areas or work practices are not in accordance to the subcontractor's ES&H submittals approved by LLNL. The stop-work order remains in effect until the subcontractor resolves the problem(s) and brings the work area into satisfactory conformance with ES&H requirements.

Work shall not resume until the process in [Section 3.3.11](#) is completed, thereby ensuring that the subcontractor corrects the condition. Stop-work orders normally are not issued unless the subcontractor shows a consistent disregard for construction safety, ignores or refuses to correct deficiencies discovered by LLNL personnel, or if an imminent danger situation exists. When differences of opinion exist among Project ISM Team members that cannot be resolved within the team, they shall immediately be elevated to the appropriate level of management for resolution.

3.3.12 Blanket Agreements (Streamlined New Acquisition Process Construction)

Subcontractors perform many smaller construction projects using SNAP. SNAP achieves a very short project inception-to-construction start cycle for simpler construction projects. Under SNAP, blanket agreements (which adhere to a PWS) govern construction subcontractors. See [Section 3.2.11](#) for more information on blanket agreements.

Each SNAP project is prepared using the SNAP Job Plan. The SNAP Job Plan is both a scoping document and a task order. The plan combines the functional elements of the task and the ES&H elements of the PWS into one scope-of-work document that becomes the basis for the subcontractor's task order. Therefore, SNAP task orders do not require a PWS.

SNAP projects are team-managed by the job manager (who acts as both project manager and CM), the ES&H team representative, the client FPOC, and the client. For ES&H purposes, this team is analogous to the Project ISM team for normal construction subcontracts and is responsible for achieving the same results.

SNAP jobs shall make use of the Safety Review Forms described in [Section 3.3.11](#).

3.4 Offsite Procured Services

Subcontracted services performed offsite at a seller-owned or seller-controlled facility or other location where LLNL does not have management responsibility do not fall under the LLNL ISM requirements. However, subcontracted services performed at an offsite location where LLNL has management responsibility shall comply with ISM and applicable ES&H requirements of LLNL. (See Table E-1 in [Appendix E](#) for assistance in making a determination of management responsibility for work locations.)

3.5 Accidents, Incidents, Injury, and Illness Reporting Procedures

When a serious incident occurs, call 911 from an LLNL phone or 1 (925) 447-6880 from a cell phone. If the incident involves a subcontractor, immediately notify the RI after reporting the emergency. In turn, the RI shall promptly inform the area ES&H Team and appropriate program management of the incident. The ES&H Team shall notify the HCD Office, HCD Safety Programs Division, and the Health Services Department.

See [Document 4.4](#), "Identification, Reporting, and Tracking of Noncompliances with Nuclear Safety Requirements," and [Document 4.5](#), "Incidents—Notification, Analysis, and Reporting," in the *ES&H Manual* for more information.

Examples of serious incidents include:

- A fatality or possible fatality.
- Injury or illness that may result in lost or restricted workdays.
- Any event that causes injury or illness to several employees.
- A spill or leak of hazardous or regulated material to the environment.
- Discovery of unexpected foreign material or waste during excavations and removals.
- Significant property damage, program costs, or program delays.
- Unplanned utility system outage.
- Significant electrical shocks.
- Any equipment or vehicle accident.
- Any event that could have a significant impact on LLNL employees, the public, or the environment.

The AO shall ensure that the subcontractor ceases all work at the incident location and that the incident site is isolated and kept intact with all evidence preserved until the AI, with concurrence of the ES&H Team leader, releases the scene.

3.6 Emergency Subcontractor Work

Emergency subcontractor work is work that is needed as part of the response to an event that poses a serious, imminent threat to the environment, safety, or security of Laboratory personnel and/or to Laboratory facilities, including critical technical equipment. LLNL may need emergency procurements to stabilize an emergency or eliminate the threat it poses.

Subcontractor work is completed under the direction of the LLNL Fire Department, ES&H Team Leader, Laboratory Emergency Duty Officer (LEDO), or Environmental Duty Officer. Emergency procured services may be approved only by LEDOs or, if the Emergency Operations Center is activated, by the Laboratory Emergency Director. Emergency procurements are authorized using the Emergency Procurement Authorization form shown in see [Appendix G](#).

Note: Emergency work in a nuclear facility shall be performed only with the concurrence of the on-call Facility Operator (acting Facility Manager while executing on-call duty).

3.7 Urgent Subcontractor Work

Urgent subcontractor work may be needed after an emergency has been stabilized and when there has been an equipment breakdown.

3.7.1 Post-Emergency

Urgent subcontracted work may be needed to return a stabilized emergency with residual ES&H concerns to a safe condition or to prevent unacceptable property damage. The work may be needed, for example, to repair safety systems or restore power to critical systems.

Urgent subcontracted work shall be authorized by the Facility Manager, Laboratory Emergency Director, Recovery Manager, cognizant ES&H Team Leader, or LEDO using the Urgent Procurement Request form shown in [Appendix H](#). The emergency that created the need for urgent subcontractor work shall be described on the form in sufficient detail to identify required subcontractor qualifications and safety considerations.

3.7.2 Equipment Breakdown

When a breakdown of equipment occurs and the equipment is covered by a technical safety requirement (TSR) or operational safety requirement (OSR), urgent subcontractor work may be needed to return the equipment to a safe operating status. Facility Managers are strongly encouraged to ensure that adequate maintenance contracts are in place for all equipment covered by a TSR or OSR to facilitate prompt repair of the systems within TSR requirements.

If the work needed to restore equipment to a safe operating status cannot be performed by LLNL employees, and the equipment is not covered by a maintenance contract, an Urgent Procurement Request shall be authorized by the Facility Manager or designee using the form shown in [Appendix H](#). The TSR or OSR driver for the Urgent Procurement Request shall be clearly stated on the form.

During business hours. If there is an existing contract with a subcontractor who can perform the work, but the scope of work covered by the contract does not include the particular work needed for the repair, the Subcontract Administrator shall initiate a change order to the contract that will cover the work to be done, including facility-specific considerations. The Subcontract Administrator shall arrange a roundtable review or conference call with the appropriate RI, facility representatives, subcontractor representative(s), and ES&H Team to develop changes to the existing subcontractor safety submittals to cover the changed scope of work hazards and controls. Formal sign-off of documented changes to the subcontractor safety submittals shall occur within 24 hours of the notice to proceed.

If there is not an existing contract with a subcontractor who is qualified to do the work, Supply Chain Management shall assign a Subcontract Administrator to work with the RI to find an appropriate contractor. The Subcontract Administrator shall arrange a roundtable review or conference call with the appropriate RI, facility representatives, subcontractor representative(s),

and ES&H Team to discuss the appropriate safety controls for the work to be performed. Generally, the contractor's injury/illness prevention program (required for all California businesses) augmented by activity-specific controls (the controls may be handwritten and faxed) is used to provide the necessary safety documentation for a project.

During off-hours. If there is an existing contract with a subcontractor who can perform the work, but the scope of work covered by the contract does not include the particular work needed for the repair, a roundtable review or conference call with the appropriate RI, facility representatives, subcontractor representative(s), and ES&H Team shall be arranged. During the roundtable review or conference call, changes to the existing subcontractor safety submittals to cover the changed scope of work hazards and controls are developed. Supply Chain Management shall then initiate a formal change order and arrange for approval of documented changes to the subcontractor safety submittals on the next business day.

If there is no existing contract with a subcontractor who is qualified to do the work, an appropriate subcontractor shall be found and a roundtable review or conference call with the appropriate RI, facility representatives, subcontractor representative(s), and ES&H Team must be arranged. During the roundtable review or conference call, the appropriate safety controls for the work to be performed are discussed. Handwritten field notes may be used in lieu of formal safety submittals to start work. Supply Chain Management shall then initiate the appropriate contract and arrange for formal sign-off of ES&H submittals on the next business day.

3.8 Disciplinary Action for Subcontract Workers

Depending on the severity of the offense, workers who fail to adhere to the safety provisions of their subcontracts are subject to disciplinary action up to and including removal from site.

3.9 Subcontractor Worker Rights & Responsibilities

The Construction Site Superintendent ensures that workers are briefed on tasks to be performed as well as potential hazards and associated controls through safety meetings.

Additionally, workers are informed of their responsibility to notify site supervision of potential hazards they find not previously identified. For those hazards not previously identified or evaluated, the workers will be notified, appropriate warning signs will be posted and needed interim control measures will be implemented.

The LLNL subcontract representative shall stop work in the affected area in accordance with ES&H Doc.2.1, Sec.7.0 "LLNL's Stop Work Process" until appropriate protective measures are established.

4.0 Responsibilities

This section lists specific responsibilities for the purchase of construction services, installed goods, and procured services.

4.1 Authorizing Individual

The AI assigned by the AO shall:

- Confirm that appropriate controls for the proposed procured service activity are in place.
- Confirm all applicable conditions have been met and the agreed upon controls have been implemented. Authorize the work to proceed after the Supply Chain Management Representative issues a notice to the subcontractor to proceed.

4.2 Responsible Individual

The RI shall:

- Determine whether only negligible hazards are present at a work location.
- Initiate a PWS when appropriate.
- Take all appropriate ES&H measures to protect workers during the performance of subcontracted work.
- Define and identify the work location of the subcontracted activity and determine if hazards are present at the work location.
- Determine if the subcontractor needs to visit the site.
- Verify the subcontractor safety procedures conform to applicable LLNL ES&H requirements.
- Work with the ES&H Team to review and accept subcontractor ES&H submittals.
- Identify the actions to mitigate facility hazards and the party responsible to perform each mitigation action.
- Provide sufficient resources to perform the defined work safely.
- Identify whether a subcontractor needs LLNL-specific training for the work location.
- Notify the Supply Chain Management Department of changes to ES&H documents incorporated in subcontracts.
- Ensure that the PWS is authorized and the subcontractor does not begin work until all of the applicable conditions have been met and the agreed upon controls have been implemented.
- Issue a stop-work order for work areas or work practices not managed or maintained according to the subcontractor's safety submittals.
- Ensure that the subcontractor's activities do not present unacceptable risks to LLNL employees or property.

- Notify LLNL management of significant accidents or incidents and emerging trends in accident experience.

4.3 Supply Chain Management Representative

The Supply Chain Management Representative shall:

- Serve as a member of the construction project ISM team.
- Obtain a completed PWS from the RI or TRR before permitting work to commence onsite.
- Ensure, as required, that subcontractors have on file or submit an appropriate SP, job-specific submittals, or TIP List.
- Route, as appropriate, subcontractor safety documentation to the HCD design review associate and the RI.
- Work with subcontractors to provide adequate safety submittal documentation.
- Notify subcontractors that onsite work may begin only after the RI and ES&H Team accept the subcontractor safety submittals.

4.4 Hazards Control Department

Note: HCD support has been reorganized as part of the LLNS transition. Please contact your ES&H Team for assistance.

The area ES&H Team and the HCD design review associate provide ES&H support for the Procured Services ES&H Program.

The HCD design review associate coordinates ES&H Team reviews of documentation, while the ES&H Teams provide documentation reviews and field oversight of subcontractor activities.

4.4.1 ES&H Team

The ES&H Team shall:

- Review the proposed work methods for compliance with applicable regulations and standards and evaluate related hazard mitigation actions.
- Support the RI to identify Environment, Safety, Health, and Quality (ESH&Q) Standards beyond OSHA standards, LLNL subcontractor training, and any other ES&H documentation, permits, approvals, or medical surveillances required.
- Support the RI to determine the subcontractor safety documentation needed to evaluate a subcontractor's safety procedures adequately.
- Assist in the evaluation of exceptions to the insurance requirements needed for work in a nuclear facility or a facility that generates airborne beryllium.

- Provide concurrence with subcontractor submittals.
- Determine selection of the appropriate subcontractor ES&H requirements to ensure subcontractor ES&H procedures appropriately meet LLNL standards.

4.4.2 Hazards Control Department Design Review Associate

The HCD design review associate shall:

- Evaluate, distribute, track, and coordinate the ES&H review of procured services documents (e.g., scope of work, specifications, drawings, procedures, and subcontractor ES&H submittals).
- Distribute submittals to the appropriate ES&H Team for review.
- Ensure that all ES&H review comments and concerns have been satisfactorily resolved in writing by the subcontractor before the ES&H Team accepts subcontractor submittals (see [Figure 1](#)).
- Update the ES&H [Electronic Library](#) database of subcontractor safety submittals after LLNL approves the submittals.

4.5 Construction Project ISM Team

The Construction Project ISM team, led by the construction project manager, shall review and concur with subcontractor safety documentation before subcontracted work commences. The construction project manager shall notify LLNL management of significant accidents or incidents and emerging trends in accident experience.

4.6 Risk and Insurance Manager

The Risk and Insurance Manager shall:

- Concur from an insurance position whether to add items to the [Designated Commercial Services List](#).
- Evaluate exceptions to the insurance requirements needed for work in a nuclear facility or a facility that generates airborne beryllium from an insurance standpoint.

4.7 Facility Point of Contact

The FPOC shall:

- Assist the RI to determine whether only negligible hazards are present at a work location.
- Serve as a member of the construction project ISM Team.
- Review and sign the PWSs.
- Review subcontractor safety submittals for facility impact and interface issues.

- Ensure that subcontractor work is within the Authorization Basis (AB) for the facility.

4.8 Subcontractors

Subcontractors are responsible for:

- Performing work in accordance with subcontract requirements, safe work practices, and applicable state and federal regulations.
- Providing appropriate ES&H documentation, as required by LLNL.
- Ensuring compliance with the safety requirements by all lower-tier subcontractors.
- Informing subcontract employees of hazards and protective measures.
- Reporting accidents and injuries according to LLNL requirements.
- Providing employees with all necessary Personal Protective Equipment (PPE) and medical certification and surveillance.
- Providing qualified and trained workers.

5.0 Work Standards

5.1 Environment, Safety, Health, and Quality Standards

[10 Code of Federal Regulations \(CFR\) 835](#), "Occupational Radiation Protection/Radiation Protection Program (RPP)." (A203)

[10 CFR 851](#), "Worker Safety and Health Program." (A306)

[29 CFR 1910](#), "Occupational Safety and Health Standards." (multiple)

[29 CFR 1926](#), "Safety and Health Regulations for Construction." (multiple)

[DOE Order 440.1A](#), *Worker Protection Management for DOE Federal and Contractor Employees*, Attachment 2, "Contractor Requirement Document," Sections 1–11, 13–18 (delete item 18.a), 19 (delete item 19.d.3), and 22. (B179)

5.2 Other References

The LLNL Integrated Safety Management System Description, (UCRL-AR-132791), is the controlling standard for this document. The current version of the ISMS Description is available at:

<https://esh-int.llnl.gov/ism/isms.html>

6.0 References

The following documents are available in the *ES&H Manual*:

- [Document 2.1](#), “General Worker Responsibilities, and Integrated Safety Management.”
- [Document 2.2](#), “Managing ES&H for LLNL Work.”
- [Document 3.1](#), “Nonnuclear Safety Basis Program.”
- [Document 4.4](#), “Identification, Reporting, and Tracking of Noncompliances with Nuclear Safety Requirements.”
- [Document 4.5](#), “Incidents—Notification, Analysis, and Reporting.”
- [Document 42.1](#), “Management of Facility Design and Construction.”

7.0 Resources for More Information

7.1 Contacts

- Area ES&H Team.
- Health Services Department.
- Supply Chain Management Department.

7.2 Lessons Learned

For Lessons Learned, refer to the following intranet address:

<https://ll.llnl.gov/>

7.3 Other Sources

Lawrence Livermore National Laboratory Aviation, February 2000, (UCRL MI 137787).

https://esh-int.llnl.gov/policies/aviation_policy_2000.pdf

LLNL Chronic Beryllium Disease Prevention Program (CBDPP) Implementation of 10 CFR 850, Revision 1.1, August 15, 2003, (UCRL-AR-144636-Rev-1.1).

https://esh.llnl.gov/sourcematerial/UCRL-AR-144636r1_1.pdf

Prime Contract: DE-AC52-07NA27344.

Supply Chain Management Department Home page available at:

<https://supplychain-int.llnl.gov/>

Work Management Plan for Project Reviews in Plant Engineering, Revision 2, August 24, 2004, (PLAN-GWM-0001).

Appendix A

Acronyms

The following acronyms have special meanings and apply to the entire *ES&H Manual*. See [Document 5.1](#), “Glossary of ES&H Terms” in the *ES&H Manual*, for additional terms and definitions.

AB	Authorization Basis
ACGIH	American Conference of Governmental Industrial Hygienists
ACM	Asbestos Containing Materials
AI	Authorizing Individual
AO	Authorizing Organization
BAAQMD	Bay Area Air Quality Management District
CBDPP	Chronic Beryllium Disease Prevention Program
CFR	Code of Federal Regulations
CM	Construction Manager
DOE	U.S. Department of Energy
DPC	Directorate Project Coordinator
ES&H	Environment, Safety, and Health
ESH&Q	Environment, Safety, Health, and Quality
FPOC	Facility Point of Contact
HCD	Hazards Control Department
IIPP	Injury and Illness Prevention Plan
ISM	Integrated Safety Management
ISMS	Integrated Safety Management System
IWS	Integration Work Sheet
LLNL	Lawrence Livermore National Laboratory

LLNS	Lawrence Livermore National Security
MPC	Material Processing Charge
MPO	Memorandum Purchase Orders
MSDS	Material Safety Data Sheet
NEPA	National Environmental Policy Act
OSHA	Occupational Safety and Health Administration
OSR	Operational Safety Requirement
PAD	Principal Associate Director
PARIS	Procurement and Receiving Information System
PE	Plant Engineering Department
PEL	Permissible Exposure Limit
PO	Purchase Order
POC	Point of Contact
PSSP	Project Specific Safety Plan
PWS	Procured-Services Work Sheet
RI	Responsible Individual
SNAP	Streamlined New Acquisition Process
SP	Safety Plan
SWPPP	Storm Water Pollution Prevention Plan
TIP	Task Identification Process
TLV	Threshold Limit Value
TOPS	Total On-Line Purchasing System
TRR	Technical Release Representative
TSM	Transportation Systems Management
VOC	Volatile Organic Compound

Appendix B

Procured-Services Work Sheet (PWS)

[\(Word version of PWS form here\)](#)

Appendix C

Task Identification Process (TIP) List Services or Installation of Goods (word version [here](#))

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Appendix D

Task Identification Process (TIP) List Construction (word version [here](#))

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Appendix E

Offsite Procured Services

Table E-1 is used to help determine whether LLNS has management responsibility for a work site. This will in turn determine whether LLNL ES&H requirements apply to the work.

Table E-1. Does LLNS have management responsibility for work performed by a LLNS contractor at an offsite location?

Type of Access	Definition	Yes, LLNS has management responsibility	No, LLNS does not have management responsibility
Work Area Control	LLNS owns or leases the realty where work is performed [e.g., LLNL Washington D.C. Office, National Ignition Facility (NIF) and Photon Science Principal Directorate Warehouse]. LLNS has an easement that includes the work area.	X X	
Access Agreements	LLNS has an easement or agreement permitting access to a work area under LLNS control. LLNS has an easement, agreement, or license permitting access to a work area NOT under LLNS control [e.g., license to mount an antenna in a state-controlled antenna farm on Mt. Diablo, the Walnut Creek Genome Facility, or a DOE management and operating (M&O) contract]. A license does not convey control.	X	X
Work Activity Control	LLNS employees are directing the work of a vendor at an offsite location (regardless of who controls the work area).	X	

Instructions

Step	Description
1.	Use a separate form for each violation. Fill out the fields at the top of the first page and in the header of each subsequent page: <i>date, subcontract number, project file number, project location, CM / inspector's name, name of general subcontractor, and name of pertinent sub-subcontractor (if applicable).</i>
2.	If no safety violations have occurred during the project, at the end of the job check the box under "For Good Safety Practice." This completes the form; send it to the Supply Chain Management Representative.
3.	For reporting a safety violation, the CM / Inspector shall fill out the "For a Safety Violation" portion of the form. Describe the safety violation and include the location of the violation; circle the appropriate 'required action' code(s) in at the bottom of page two and enter a date for completion of the required action. Sign and date the 'submitted to subcontractor' portion of the "Safety Review Closeout."
4.	Give the form to the subcontractor. The subcontractor shall fill out the "For the Subcontractor" portion of the form. The subcontractor shall describe the actions that will be taken to correct the violation, and discuss the proposed actions with the CM / Inspector. After the subcontractor and the CM / Inspector have agreed on the proposed actions, the subcontractor shall sign and date the 'date returned to LLNS' portion of the "Safety Review Closeout," then return it to the CM / Inspector.
5.	The CM / Inspector shall give the completed form to the Supply Chain Management Representative, who will enter the form into Procurement's Safety Review database. This action closes the safety review process.

Appendix G

Emergency Procurement Authorization

OFFICIAL USE ONLY			
Emergency Procurement Authorization			
For emergency procurements, the on-call Laboratory Emergency Duty Officer (or, if the Emergency Operations Center has been activated, the Laboratory Emergency Director) must complete this form and submit it to the Procurement & Materiel (P&M) Customer Service Group Leader on the next business day.			
LEDO name _____	Phone no. _____		
Date of call _____	Time of call _____		
Requester name _____	Phone no. _____		
Nature of emergency:			
Description of needed item(s) <i>(include specifications, performance requirements, quantities, etc.):</i>			
Deliver to (location), if applicable:			

Receiver name _____			
Seller name _____		Phone no. _____	
Address _____			
Contact name _____		Phone no. _____	
Purchased Item(s)	No. of Units	Unit Price	Total
Total Price			
Signature _____		Date _____	
<input type="checkbox"/> Laboratory Emergency Duty Officer (LEDO)		<input type="checkbox"/> Laboratory Emergency Director	
11/9/05			

[Click here](#) for printable version of the Emergency Procurement Authorization.

Appendix H

Urgent Procurement Request

OFFICIAL USE ONLY			
Urgent Procurement Request			
Requester _____		Phone no. _____	
Date of request _____		Time of request _____	
Nature of emergency, technical safety requirement (TSR), or operational safety requirement (OSR) that justifies urgent procurement:			
<p>For on-site work by subcontractor, provide scope of work. <i>(Describe the work to be done by the subcontractor in detail. Be specific as to qualifications and safety considerations needed to perform the work):</i></p>			
Item(s) to be Purchased	No of Units	Unit Price	Total
Total Price			
Seller name _____		Phone no. _____	
Address _____			
Contact name _____		Phone no. _____	
Method of shipment _____			
During business hours			
For TSR/OSR urgent work, the Facility Manager must sign this form. For urgent work after an emergency, the Laboratory Emergency Director, Recovery Manager, or ES&H Team Leader must sign this form.			
Signature: _____		Date _____	
<input type="checkbox"/> Facility Manager (for TSR/OR urgent work)		<input type="checkbox"/> Laboratory Emergency Director	
<input type="checkbox"/> Recovery Manager		<input type="checkbox"/> ES&H Team Leader	
During off hours			
For TSR/OSR urgent work, the Laboratory Emergency Duty Office (LEDO) must sign this form.			
Signature _____		Date _____	

[Click here](#) for printable version of the Urgent Procurement Request.