EH&S and SUBCONTRACTORS

All subcontracts at Jefferson Lab have a designated ***Subcontracting Officer's Technical Representative*** **(SOTR)**. He or she is responsible for the overall performance of your work, including the safety, health, and environmental aspects of your tasks. Make sure you know who your SOTR is and how to contact him or her. You may also call the Administration Division EH&S officer (269-7531) if you have questions or concerns about these issues.

Jefferson Lab requires its subcontractors to meet the same standards for EH&S performance as Lab staff. Most EH&S requirements apply to all subcontractors and their employees, and the *EH&S Manual* addresses the few subcontractor actions that differ from customary Lab responsibilities and practices. Our EH&S Manual is available on line at http://www.jlab.org/ehs/manual/EHSbook.html and we encourage you to read those sections in advance that pertain to your work here.

The location and type of subcontracted work performed on site affects which task-specific EH&S expectations apply to the project. Our general EH&S specifications for subcontractors are available for viewing on the web page EH&S Terms and Conditions at http://www.jlab.org/div_dept/admin/business/terms_cond/EHSTC.html.

Jefferson Lab staff have a high regard for safety. The Lab itself is accountable for its performance in EH&S just like it is for the quality of its physics research. While many industrial and government-owned facilities also have formal safety specifications, assume that many knowledgeable people will observe your work here, all of whom are empowered to report apparent deficiencies to your SOTR. Our staff also have the authority and obligation to stop work they believe presents an imminent danger. We will expect your company to enforce the provisions of its safety program, and we will enforce our EH&S requirements as they apply to your work.

I. Requirements for Site Access

A. Access Restrictions for Subcontractor Employees

Jefferson Lab uses experimental apparatus and conducts operations with potential hazards that may be unfamiliar to you. You may not enter experimental and certain technical work areas of Jefferson Lab unless you have completed the requisite EH&S training and/or orientation, or you have a qualified continuous escort. This is for your protection. You need to comply with all site access restrictions, including temporary postings for special hazards and other access-control measures. **If you are in doubt, don't enter.**

EH&S Training Requirements

Jefferson Lab provides EH&S training for **all** subcontractor personnel working on site. The most important of these for subcontractors include the following.

SAF 100 – *EH&S Orientation* is mandatory for everyone, and it is a prerequisite for unescorted access into any construction, technical or scientific area on site.

SAF 103 – *Oxygen Deficiency Hazards (ODH)* is mandatory if you will enter an ODH-posted area on site. These areas contain pressurized or liquefied gases that can displace normal breathing air, causing asphyxiation. ODH training may be required also if you are likely to be working near cryogenic systems.

SAF 800 – *General Employee Radiological Training (GERT)* informs you of basic radiation protection concepts and the Radiological Control Program established at SURA/Jefferson Lab. It is required for subcontractors working within the accelerator fence, but it is **not sufficient** for work in radiologically-controlled areas.

SAF 801 – *Radiation Worker I Training* is mandatory if you work in radiologically-controlled areas, and you are issued a TLD radiation dosimeter. Note that if you take SAF 801, you do not need SAF 800, GERT.

SAF 104 – *Lock and Tag Training* is required if your work here will expose you to sources of energy (electrical, mechanical, pressurized gases, etc.) that can injure you if they are released while you are working. Jefferson Lab has its own safety lock and tag system, and long-term subcontractors are expected to learn and use it. Construction subcontractors and others here for certain short-duration projects may be instructed to use their own company's lockout practices if they meet OSHA requirements. We also use an ***administrative lock/tag system*** to protect equipment, restrict access, and control use of certain systems. We have a zero-tolerance for lockout/tagout violations; they **will** bring punitive actions.

SAF 108 – *Fire Safety* is required if your work on site involves welding, torch-cutting, or other "hot work." It also is required if you serve as a "fire watch" for others doing this kind of work.

Jefferson Lab has other, topic-specific training courses for those who use our cranes and forklifts, enter confined spaces on site, or whose tasks require more advanced radiation safety training. Your SOTR is responsible for identifying your EH&S training needs. These may change over time.

Access Escort in Lieu of Training

As a temporary measure for deliveries or other short-duration access, and with the authorization of the SOTR, you may be escorted into certain areas of the Lab. Your escort must have current EH&S training for the areas to be entered, and he or she must have you in sight at all times.

Pay attention to information your escort may provide on hazards or emergency procedures, and follow instructions at all times.

II. Your Company's Safety Plan

Your company may be required to furnish to the Jefferson Lab Subcontracting Officer a written ***Safety Plan*** *or Program*. This is a description of your company's commitment for protecting you from routine job-related hazards, what to do in an emergency, and how safety enforcement works on the job site. It also applies to the work of any lower tier subcontractors working for your company at Jefferson Lab. You should know what is in this program and what your responsibilities are.

III. Your Company's Activity Hazard Analysis

If your company will be performing work on site that is not adequately addressed by your safety program, Jefferson Lab will likely require an additional document: an ***Activity Hazard Analysis*** (AHA). This will give details about special situations and activities, and the specific safety equipment and other precautions necessary to keep you and your co-workers safe during the job. Many of these activities will require your employer to provide a ***competent person*** to oversee set-up and conduct of the work. You need to know whom that person is. Examples of activities that may need an AHA:

- Work at heights > 6 feet from ground level
- Fire hazard work like welding, cutting, and grinding ("hot work")

- Work on energized electrical equipment
- Confined-space entry
- Excavations ≥ 5 feet in depth
- Use of powder-actuated fastening systems
- Use of motorized cranes, earth-moving or other motorized industrial equipment
- Use of flammable or toxic materials inside buildings
- Use of chemicals in a quantity or manner such that MSDS or other manufacturer information recommends use of special ventilation and/or respiratory protection
- Demolition of load-bearing walls
- Modifications or installation of pressure vessels
- On-site handling and storage of lubricants, fuels, and materials that are environmentally harmful
- Other activities in occupied buildings that present a risk to personnel, equipment, or property

Jefferson Lab has earned a reputation for safety excellence, and we have learned that this complements – not hinders – running a world-class facility. We believe our subcontractors are an essential part of our safety culture!