



Lawrence Berkeley National Laboratory

EH&S Orientation for Non-Construction Subcontractors, Vendors, and Guests

**This pamphlet was prepared by the
Environment, Health, and Safety Division**

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Introduction

This pamphlet provides a tailored overview of environment, health, and safety (EH&S) requirements at Lawrence Berkeley National Laboratory (LBNL) for subcontractors, vendors, and guests. You must review this pamphlet before you do any work at our facilities. In this pamphlet, the term “subcontractor” also refers to vendors and guests.

In addition to reviewing this pamphlet, all non-construction subcontractors, vendors, and guests who plan to work at Lawrence Berkeley National Laboratory are required to understand and do the following.

- Perform all work safely with full regard to the well-being of workers, guests, the public, and the environment, and protect property from damage or loss as a result of LBNL’s activities.
- Be familiar with all environment, health, and safety requirements that are generally applicable to everyone who works at LBNL; and know the hazards in your assigned work area, the level of protection required, specific safe work practices, and applicable health and safety requirements.
- Apply the following Integrated Safety Management core functions to your tasks:
 - Define the scope of work.
 - Analyze the hazards.
 - Develop and implement hazard controls.
 - Perform work within the controls.
 - Provide feedback and continuous improvement.
- Comply with all of LBNL’s EH&S requirements.
- Perform only work activities for which you have been authorized by LBNL.
- Complete a Subcontractor Job Hazards Analysis and Work Authorization form and attend a pre-job meeting with your LBNL host before performing any hands-on work at an LBNL facility.

The remainder of this pamphlet provides you additional important information for working safely at LBNL. If you have any questions after reading this pamphlet, contact your LBNL host.

Integrated Safety Management System (ISMS)

To achieve the highest degree of protection for employees, guests, visitors, subcontractors, the public, the environment, and property, LBNL has adopted the five core functions of the Integrated Safety Management System (ISMS). When you work at LBNL, apply these five core functions for any task that could potentially affect the public, the workers, and the environment:

- 1) Define the scope of work.
- 2) Analyze the hazards.
- 3) Develop and implement hazard controls.
- 4) Perform work within the controls.
- 5) Provide feedback and continuous improvement.

Subcontractor Flow-Down of Safety and Health Requirements

The DOE Worker Safety and Health Program (WSHP, 10CFR851) requires LBNL to flow down its safety and health requirements to subcontractors and vendors, and to verify that requirements are being met. Procurement guidelines are used to identify WSHP requirements for subcontractors.

What Should I Know about Working at LBNL?

- Integrated Safety Management System (ISMS) is required.
- 10 CFR 851, DOE Worker Safety & Health Program compliance is required and:
 - Uses Federal OSHA Rules (29CFR1910).
 - Makes NFPA 70E, “Standards for Electrical Safety in the Workplace” into LBNL law rather than guidance.
- GERT (General Employee Radiation Training) requirements must be completed
- Use fall protection 100% of the time when working above 6 ft.
- Dig Permits/Penetration Permits are required
- Report all injuries to LBNL and your supervisor

Subcontractor’s Responsibilities

When you work at LBNL, you have the following responsibilities:

- Perform only those work activities and access those areas for which you have been authorized by LBNL.
- Follow all posted signs and rules.
- Do not bring pets and animals except for guide dogs to LBNL.
- Know the locations of fire exits and routes of egress from the building that you are working.
- Park in designated parking areas.
- Follow all instructions from your host, and request guidance if you have questions.

LBNL Non-Construction Safety Assurance

Before you perform hands-on work at an LBNL facility, you are required to prepare a [Subcontractor Job Hazards Analysis and Work Authorization \(SJHAWA\)](#), read this orientation, attend a pre-job meeting, and sign and date the SJHAWA.

What Is Defined as Hands-On Work?

The following activities are examples of hands-on work:

- Use of hand or power tools.
- Repair or service of a device, apparatus, machine, or mechanism.
- Material handling.
- Handling or disposing of a chemical, a compressed gas, or a hazardous, radioactive, or bio-hazardous material.

The following activities are not defined as hands-on work, unless they also include an activity associated with hands-on work (see above):

- Office and administrative work.
- Computer programming.
- Attending or making a presentation or providing classroom training.
- Supervision of a worker(s) who is not performing hands-on work.
- Document archiving.
- Financial auditing.
- Photography.
- Language translation.
- Chauffeur or taxi services.

What Is a Subcontractor Job Hazards Analysis and Work Authorization?

The SJHAWA identifies the work hazards and controls, and is a work authorization document. A standard [SJHAWA form is available on the LBNL EH&S Web page](#).

The SJHAWA includes the following:

- Description of the work phase or activity (scope of work).
- Identification of the potential hazards associated with the activity.
- A list of the Subcontractor's planned controls to mitigate the identified hazards.

What Occurs at a Pre-Job Meeting?

After you have completed and submitted an SJHAWA and reviewed this EH&S orientation, you are required to meet with your LBNL host to review the SJHAWA, discuss any questions regarding working safely at LBNL, and sign and date the SJHAWA. If the SJHAWA indicates that high-hazard work is involved and a safe work or electrical authorization is required, the authorization will need to be obtained before your work can begin.

Hazard Communication

The Laboratory is committed to following the federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (also known as the Right to Know law) and the OSHA Laboratory Standard (29 CFR 1910.1200 and 29 CFR 1910.1450). These standards require that you must be provided with health and safety information necessary to protect yourself against potentially harmful exposures to hazardous substances. A hazardous substance is any chemical or material that can harm your body either at the time of or after the exposure.

Security

Site Access is located in Building 65A. Office hours are 8:00 a.m.–12:00 p.m., and 1:00 p.m.–4:00 p.m. The telephone number for Site Access is (510) 486-4551.

Visitor/Gate Access

When entering LBNL, all visitors are required to show a valid photo-identification card, provide citizenship information, and register on the Visitor's Log. Employees with a Lab ID may vouch for a visitor either on the shuttle bus or at the gate and must assume responsibility for that person while on the site. Visitors arriving at the gate who have not been cleared will remain at the gate area while their host is being contacted.

Vehicle Safety

The maximum speed limit at LBNL is 25 mph. However, lower speeds are often necessary due to the hilly terrain, wildlife, and frequent hazardous conditions such as road repair, wet weather, poor visibility, and pedestrian traffic. Drive carefully, and always wear seat belts.

Park only in designated areas, and do not block access areas needed by emergency vehicles. Repeated violations of on-site parking and traffic rules may result in loss of on-site driving privileges. For parking and traffic concerns, contact Security at 486-4855.

What Should I Do in the Event of an Accident or Incident?

REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR SUPERVISOR and LBNL.

The LBNL Health Services Clinic is open Monday–Friday, 7:30 a.m.–3:30 p.m., and located in Building 26.

All accidents, injuries, and significant mishaps will be investigated, analyzed, and reported in accordance with LBNL requirements. The investigation and analysis is intended to determine the underlying causes of such events, to reduce the likelihood of their recurrence, and to satisfy regulatory requirements.

In case of fire, explosion, gas leak, chemical accident, radiological accident, or any other emergency, evacuate from the immediate area to prevent further injury. Get help from professional emergency responders by calling:

- From a “Lab” Phone (486 or 495 PREFIX): DIAL 7911
- From a 642 or 643 PREFIX: DIAL 9911
- From ANY OTHER PREFIX OR LOCATION: DIAL 911

Management of Hazardous Materials and Wastes

Hazardous wastes and chemicals, radioactive materials, medical waste, and contaminated equipment must be managed appropriately to prevent exposures or injuries to LBNL staff, the general public, and the environment. All visitors, employees, and subcontractors who generate hazardous waste at LBNL must comply with federal and state regulations and Laboratory requirements for waste storage, characterization, and labeling. No waste generated at LBNL may be removed from the site. LBNL retains all legal liability for waste generated on site and will provide appropriate disposal.

General Employee Radiation Training (GERT)

A variety of radioactive materials and radiation-producing machines such as x-ray machines, electron beam devices, and accelerators are used to conduct research at LBNL. If you are visiting LBNL facilities, you must complete [EHS0405, General Employee Radiation Training \(GERT\)](#) unless escorted at all times on LBNL property. GERT can be completed online at the [EH&S Training Web page](#). If you are unable to access the online training, contact your LBNL host.