

Guidance for Performing the Non-Construction Safety Assurance Process

As shown in [Chapter 31, Appendix A, Figure A-1, of the PUB-3000](#), there are three possible scenarios in which on-site Subcontractor, Vendor, or Guest services are obtained at LBNL.

Scenario 1: Establishment of a new or revised Subcontractor agreement for on-site services or purchase of equipment that includes warranty service or a pre-paid Subcontractor service package.

Scenario 2: Request for third-party Subcontractor or Guest support on-site.

Scenario 3: Utilization of an existing Subcontractor agreement (see Scenario 1 or 2 below).

The following three scenarios are guidance for performing the related assurance process.

Scenario 1: Establishment of a new or revised subcontract agreement for on-site services or purchase of equipment that includes warranty service or a pre-paid Subcontractor service package.

Step 1. The Requester/Division provides the Requisition Preparer with the information for completing an eProcurement (ePro) requisition form, including the following:

- 1.1. Requester's name, telephone number, fax number, and e-mail address.
- 1.2. The name, telephone number, and e-mail address of the Subcontractor, Vendor, or Guest.
- 1.3. Description of services (scope of work).
- 1.4. Type of services (see Step 2, below, of Scenario 1).
- 1.5. Period of performance.
- 1.6. Work location.

Step 2. Requisition Preparer completes the ePro Requisition and indicates if the request involves:

- On-site services.
- Off-site services.
- On-site services with no hands-on work.
- On-site services with hands-on work.

A link on the ePro requisition provides a definition of hands-on, on-site services, and has further information about the process.

If the request involves on-site services with hands-on work, a Subcontractor Job Hazards Analysis and Work Authorization (SJHAWA) is required. Steps 3–10, below, of Scenario 1 describe the process for completing the SJHAWA.

Step 3. When an SJHAWA is required, the Requisition Preparer is instructed to do the following in the ePro link:

- 3.1. Download the [Subcontractor Job Hazards Analysis and Work Authorization form](#), and complete the portion of the form allocated for the Requester/Division (using the information provided by the Requester/Division in Step 1 of Scenario 1).
- 3.2. Save the SJHAWA on his/her computer.
- 3.3. Attach the SJHAWA to the ePro requisition.
- 3.4. Submit the ePro requisition with the SJHAWA attached to Procurement.

- Step 4. A Buyer in the Procurement Department fills in the Procurement section of the SJHAWA and sends the Subcontractor, Vendor, or Guest (awarded the work) the following items:
- 4.1. A copy of the SJHAWA form (submitted by the Requisition Preparer), which instructs the Subcontractor, Vendor, or Guest to complete and return the form to the Requester/Division identified on the SJHAWA before starting the on-site work.
 - 4.2. The subcontract with clauses that instruct the Subcontractor or vendor to:
 - 4.2.1. Review the [LBNL EH&S Non-Construction Subcontractor Orientation pamphlet](#) available on the LBNL EH&S Division Web page before coming to LBNL.
 - 4.2.2. Complete the [online General Employee Radiological Training \(GERT\)](#) available at the LBNL EH&S Training Web site before coming to LBNL.
 - 4.2.3. Comply with Laboratory safety requirements.
- Step 5. The Subcontractor, Vendor, or Guest performs the following activities:
- 5.1. Manually or electronically completes the SJHAWA received from Procurement and prints it out.
 - 5.2. Completes General Employee Radiological Training on the [LBNL GERT Web page](#), if this hasn't been completed previously.
 - 5.3. Reads the [EH&S Non-Construction Subcontractor Orientation pamphlet](#) available on the LBNL EH&S Division Web page.
- Step 6. The Subcontractor, Vendor, or Guest sends the completed SJHAWA to the Requester/Division by e-mail or fax, or by bringing the completed form when coming to the work site.
- Step 7. The Requester/Division reviews the completed SJHAWA, determines the hazard level of the work, and schedules a pre-job meeting between the Subcontractor and the Requester/Division. For guidance on how to determine if a safe work or electrical authorization is required, go to PUB-3000, [Chapter 6](#) or [Chapter 8](#), respectively.
- Step 8. At the pre-job meeting, the Subcontractor, Vendor, or Guest personnel and Requester/Division perform the following activities:
- 8.1. Review printed copies of the SJHAWA.
 - 8.2. Discuss any questions on the EH&S Non-Construction Safety Orientation pamphlet.
 - 8.3. Confirm that GERT training has been completed.
 - 8.4. For low-level hazard work, hazard controls are documented on the SJHAWA, and the Requester/Division and Subcontractor sign and date the SJHAWA.
 - 8.5. For high-hazard level work, the other required written work authorizations are obtained, and the SJHAWA and work authorizations are signed and dated by the Requester/Division and the Subcontractor, Vendor, or Guest.

- Step 9. Upon successful completion of Step 8, the work is authorized to begin. The maximum duration for an SJHAWA is one year. Authorizations and restrictions stipulated by any required safe work or electrical work authorizations supercede those of the SJHAWA.
- Step 10. The Requester/Division provides oversight of work performed by the Subcontractor, Vendor, or Guest if the work:
- 10.1. Involves only low-level hazards, the hazard controls are verified, and a copy of the SJHAWA is provided to the Subcontractor, Vendor, or Guest. Oversight of the work is comparable to the oversight of similar activities performed by LBNL employees. Oversight by the Requester/Division is noted on the SJHAWA.
 - 10.2. If the work involves high-level hazards, the hazard controls and work authorizations are verified and a copy of the SJHAWA is provided to the Subcontractor, Vendor, or Guest. Work with high-level hazards is provided oversight at least once a workday or more frequently if the work authorizations require it. Oversight by the Requester/Division is noted on the SJHAWA.
 - 10.3. Work that is not performed in conformance with the SJHAWA is corrected on the spot. Significant or multiple nonconformances are entered into the LBNL Corrective Action Tracking System (CATS) or another appropriate system.

Scenario 2: Request for on-site, hands-on, third-party Subcontractor or Guest support that is off-contract.

Because this does not involve an LBNL procurement of services, Steps 1–3 of Scenario 1 above are not required. Steps 4–10 of Scenario 1 remain the same except that the Requester/Division, and not Procurement, sends the Subcontractor the documents in Step 4.

Scenario 3: Utilization of pre-existing subcontractor agreements.

For pre-existing subcontractor agreements that were established before the LBNL Non-Construction Safety Assurance requirements in [PUB-3000, Chapter 31](#), Steps 1–10 of Scenario 1 above do not apply, and the following activities described below for Scenario 3 are required instead:

- Step 1. The Requester/Division completes an [SJHAWA form](#) for the existing scope of work with input from the Subcontractor, Vendor, or Guest. If a valid SJHAWA already exists for the scope of work to be performed in the same location by the Subcontractor, Vendor, or Guest, it can be used.
- Step 2. The Requester/Division determines the work hazard level.
- 2.1. If the work involves only low-level hazards, the hazard controls are verified and the SJHAWA is signed by the Requester/Division and the Subcontractor, Vendor, or Guest. A copy of the SJHAWA is provided to the Subcontractor, Vendor, or Guest. Oversight of the work is comparable to the oversight of similar activities performed by LBNL employees. Oversight by the Requester/Division is noted on the SJHAWA.
 - 2.2. If the work involves high-level hazards, the hazard controls and work authorizations are verified, and the SJHAWA and other work authorizations are signed by the Requester/Division and the Subcontractor, Vendor, or Guest. A copy of the SJHAWA and other work authorizations are provided to the Subcontractor, Vendor, or Guest. Work with high-level hazards is provided oversight at least once a workday or more frequently if the work authorizations require it. Oversight by the Requester/Division is noted on the SJHAWA.

- 2.3. Work that is not performed in conformance with the SJHAWA is corrected on the spot. Significant or multiple nonconformances are entered into the LBNL Corrective Action Tracking System (CATS) or another appropriate system.